

EMMANUEL CATHOLIC CHURCH

PARISH PASTORAL COUNCIL GUIDELINES AND BY-LAWS

Emmanuel Catholic Church worships and serves the Lord under the guidance of the Archdiocese and Magisterium of the Holy Church and with special dedication to Our Blessed Mother.

ARTICLE I.

Purpose and Responsibility

The Emmanuel Parish Council ("Council") is an advisory body representing parishioners of Emmanuel Parish in Dayton, OH ("Parish"). The Council consults, assists and advises the Pastor in assessing the various spiritual and temporal needs of the Parish and in making evaluations and recommendations that will assist the Pastor. It also makes recommendations for the improvement and quality of Parish life and the effectiveness of Parish services and policies. The Council fosters communication among the Pastor, staff and parishioners. The Council has additional ministerial responsibilities as delegated by the Pastor.

ARTICLE II.

Functions

1. To represent all the parishioners of the Parish.
2. To share in decision-making for the Parish by evaluating issues and making recommendations to the Pastor and staff.
3. To assist the Pastor in personnel issues, including hiring decisions.
4. To discuss matters of concern relating to the effect that the pastoral administration or policy is having on the Parish.
5. To recommend pastoral priorities and goals for the Parish according to its needs (spiritual, social, temporal) and the means available to meet those needs.
6. To provide communication, coordination and cooperation among the various Parish commissions, committees, organizations and parishioners.
7. To assist the Pastor in delegating responsibilities to appropriate commissions, committees and parish organizations.
8. To provide representation to appropriate Archdiocesan organizations.

9. To periodically or at the least every 2 years review and/or set goals and objectives for the Parish.
10. To continually evaluate the quality of Parish life and of the programs offered by the Parish, and take steps to recommend and implement improvements.
11. To meet with the diocesan Priests' Personnel Director and/or Provincial to give input on the appointment of a new Pastor.

ARTICLE III.

Temporal Affairs of Parish Council

1. The Parish Council by a vote of two thirds of the membership may appeal the decision of the Pastor, after hearing his reasons for the decision. The Appeal Board consists of the Archdiocesan Director of Financial Services, who will act as the Chairman, the local Dean, a lay designee appointed by the Dean (if the Dean is the Pastor in question, the Archbishop will make the appointment), and the chairman of the Pastoral Council, or his/her designee.
2. Parish expenditures of over \$1,000 for repairs, except in case of emergency, improvements or equipment will be submitted to the Parish Council. An expenditure of over \$10,000 for such purposes will have the approval of the Parish Council and the written approval of the Archdiocesan Director of Financial Services.
3. To execute and expenditure over \$10,000 a project Steering Committee under the Finance Commission will need to be established by the Pastor, with the advice of Parish Council.
4. For the contracting of a loan, the Finance Committee of the Parish shall first make a realistic projection of the ability of the Parish to service the proposed indebtedness, and the Parish Council's approval of the loan is required.
5. An extra or second collection for some specific Parish purpose is not forbidden, at the discretion of the Pastor after consulting with the Parish Council.
6. Approval of the Pastor and/or pastoral administrator shall be required for all fund raising activities.

ARTICLE IV.
Membership

1. All members of Parish Council shall be a baptized Roman Catholic in good standing with the Holy Church; being a supporting member who has been confirmed in the Church; and being a registered, active participant in Emmanuel parish life.
2. The Council will be composed of a minimum of nine (9) members to serve for a three-year term. No member shall serve more than two consecutive three-year terms.
3. The Pastor will be a permanent non-voting member of the Council.
4. Employees cannot serve as members of Parish Council.
5. The Council will elect its officers from its membership for a one-year term. The officers to be elected are: Chairman, Vice-Chairman and Secretary.
6. The Council will meet to conduct business at least four times a year, with the annual calendar of meetings determined in the fall of each year for the succeeding year.
7. The Council Chairman or the Pastor may call additional meetings of the Council as needed.
8. A majority of the Council members will constitute a quorum, with the exclusion of the Pastor.
9. A majority vote of the members of the Council constituting a quorum shall be an action of the Council.
10. In the event a member of the Council has more than two unexcused absences within a calendar year, the Council may ask for that person's resignation.
11. In the event of an unfinished term of a Council member, the Council will appoint a person to fill the vacant seat.
12. The four members of Region 7 Cluster must be members of Parish Council.

ARTICLE V.
Commissions

1. The Council will have four (4) permanent Commissions: Liturgy, Education, Finance, and Evangelization; but special Commissions may be appointed as the need arises. The permanent Commissions shall be defined as follows: Liturgy: Worship issues, altar servers, etc.; Education: CCD, RCIA, etc.; Finance: budgets, buildings & grounds, etc.; and Evangelization: All other ventures of the Parish.
2. Each Commission will be composed of a minimum of five (5) members to serve for a three-year term. No member shall serve more than two consecutive three-year terms.
3. The Chairman of each Commission shall be elected by the elected members of the Commission and shall serve as a member of Parish Council.
4. The Chairman of each Commission will call and have at least three Commission meetings per year.
5. Each Commission shall submit an annual plan report to the Council and to the Pastor in August, before the Fall Council meeting. Said report shall include the activities, goals, and plans for the committees.
6. All members of a Commission shall meet the criteria in Article IV, No. 1.

ARTICLE VI.
Committees

1. The Parish Council or Commissions will create Committees and sub-committees as the need arises or as it deems appropriate.
2. Any person delegated by the Chair of the supervising Commission and approved by the Parish Council may chair all Committees and Sub-committees.
3. A Committee or Sub-Committee may invite and have as many members from the Parish as needed.
4. The Chairman of each Committee will call and have at least three Committee meetings per year.
5. All members of a Committee or Sub-Committee shall meet the criteria in Article IV, No. 1.

ARTICLE VII.
Elections

1. Members of the Parish will elect members of Parish Council and for each Commission.
2. Each year one-third of Parish Council and each Commission will be elected
3. When a term for Parish Council and/or a Commission ends, the Parish membership will be notified within thirty days in the Parish Bulletin and a request for nominations shall be made. The nominations will be due within 30 days of the notice.
4. Upon receipt of nominations for Parish Council and/or a Commission, a nominating committee will be appointed by the Council to screen and give advice and consent for the nominations along with the advice of the Pastor.
5. Upon approval of the nominations, the slate of nominees shall be submitted to the Parish membership for approval or vote.
6. In the event no nominations are made within 30 days of notice, prospective members of Parish Council and/or a Commission may be nominated by the Council or by recommendation of the Pastor and submitted to the Parish membership for approval or vote.
7. Each person nominated for membership will be contacted to ascertain if he or she is willing to serve and understands the by-laws.
8. No person will be nominated for membership on the Council and/or a Commission without his or her express consent.
9. No person will be nominated for membership on the Council and a Commission.
10. No person will be nominated for membership on the Council and/or a Commission unless they meet the criteria set forth in Article IV, No.1.
11. In the event of a vacancy prior to the expiration of a term, the Council and/or Commission will appoint a member to fill this position until the next election.
12. In the event of a vacancy on a Commission, which cannot be filled by the Commission prior to the expiration of a term, the Council will appoint a member to fill this position until the next election.

13. The Council shall have authority to adjust this Article to suit its needs for the first three (3) years after enactment.

ARTICLE VIII. Officers

1. Role of the Pastor:

- a. The pastor meets with the executive committee responsible for the agenda.
- b. He presides at all Parish Pastoral Council meetings and actively listens and participates in the council's discussions and deliberations. Ordinarily, he delegates to the chairman the task of chairing the council meeting.
- c. When appropriate, he will assist the council in its deliberations by sharing relevant information or his own perspective on the issue being discussed.

2. Role of the Council Chairman:

- a. Coordinates with the pastor and the vice-chairman, and organizes and coordinates the agenda.
- b. Chairs the meetings of the executive committee meetings.
- c. Normally chairs the regular and any special meetings of the council.
- d. Makes sure that the monthly council meeting agenda is sent out a week before the meeting.
- e. Is the recipient of any agenda items from council members, staff or other individuals, commissions or organizations within the parish.
- f. Participates as an active member of the council in all its discussions.
- g. Assumes the role of chairman to stimulate and involve all members in the discussion and facilitates the council in formulating its goals and methods for achieving them.
- h. Leads the council in an annual evaluation of the council's proceedings and effectiveness.
- i. Assists in preparing the next chairman to succeed him or her.

3. Role of the Vice Chairman:

- a. Coordinates with the pastor and the council chairman to develop the meeting agenda.
- b. Chairs the council meeting if the chairman is absent; or should the chairman want to temporarily assign the chairing of the meeting in order to participate more fully in the discussion.
- c. Assists the chairman in conducting the council's work.

4. Role of the Secretary:

- a. Is usually responsible for the preparation and distribution of the council agenda before the council meeting.
- b. Is responsible for recording the minutes of regular and special meetings. The minutes should include discussion summaries, resolutions/recommendations, and action steps to be taken.
- c. Maintains roster and attendance records of council members.
- d. Makes necessary physical arrangements for meetings; secures requested statistical information for the council; is responsible for ongoing updating of council documents, and for the distribution of information and correspondence.
- e. Maintain records of the council's history, development, minutes, resolutions and names of members.

ARTICLE IX.
Amendments

1. The Parish Pastoral Council Guideline and By-laws will be periodically reviewed by the Council.
2. A two-thirds vote of the total membership of the Council is required for passage of any amendments.

ARTICLE X.
Parish Participation

1. Parishioners may submit agenda items to Council members. These agenda items will then be submitted to the Pastor and/or Chairman to be placed on the agenda at the next Council meeting.
2. Periodically, the Council may survey parishioners to gather ideas or statistics or to gauge the thoughts of the Parish on a particular issue or issues.
3. Council members will make themselves available to parishioners on Sunday liturgies and at Parish events.
4. Council members may call parishioners or solicit their thoughts and ideas as needed before a regularly scheduled Council meeting.

Be it approved by the Pastor and the Board this the 9th day of November in the Year of Our Lord 2009.

EMMANUEL CATHOLIC CHURCH

By: Fr. Lee Sciarrotta SM
Fr. Lee Sciarrotta

Its: Pastor

BOARD MEMBERS

OWEN D. KUBIK
OWEN D. KUBIK

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Stephanie B. Schutte

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THOMAS E. KUEPPER

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Robert Jason Howard
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