

## HOLY FAMILY PARISH COUNCIL

### Parish Mission Statement

Holy Family Catholic Church is a vibrant, spirit-filled faith community. Following the example of the Holy Family, we seek God by celebrating, growing and living our faith.

### Parish Council Mission Statement

The mission of the Holy Family Parish Council is to guide the parish through collaborative planning and leadership related to parish life.

The council achieves this mission by:

- Being actively involved in service and stewardship to the parish
- Developing and serving as stewards of the parish mission statement and long-range plan
- Ensuring parish committee and staff initiatives are aligned with the parish mission statement
- Developing parish policies aligned with the parish mission statement and diocesan policies
- Giving direction to the Pastor and parish leadership bodies
- Raising issues and concerns of the parish and parishioners

## Constitution and By-Laws

### Article I: Name

Section 1: The name of this body shall be Holy Family Parish Council.

### Article II: Nature and Function

Section 1: The roles and responsibilities of the Council are to:

- a) Represent the parish as a whole.
- b) Develop a parish plan, including direction for major programs and resources allocated toward its mission.
- c) Support Pastor, parish staff and all parish committees as they implement the parish plan.

### Article III: Membership

Section 1: Membership shall consist of no more than nine members. These nine include the Pastor and eight parishioners.

Section 2: The members of the Council shall represent all areas of parish life: old and

young, men and women, laity, clergy and religious, ethnic/cultural backgrounds, diverse experiences, and time in parish.

Section 3: The eight persons become members of the Council by:

- a) Nomination by the Pastor.
- b) Nomination by a current Council member.
- c) Nomination by parish staff.

Section 4: Nominees are invited to attend and observe a Parish Council meeting before they commit to being a member.

Section 5: Members shall serve three-year terms and have the option to renew at the end of each term, with approval of the Pastor. There are no term limits.

Section 6: Membership on the Council begins and ends in September. Discernment of the number of new members needed takes place before the council adjourns in July.

#### Article IV: Election of the Chairperson

Section 1: The Chairperson shall be nominated and elected at the September meeting of the Council, and shall take office at that time. The Chairperson from the previous term shall preside until the election of the new Chairperson. A majority vote of Council members present shall be necessary for election.

Section 2: Nominations shall come from any member of the Council during the September meeting.

Section 3: The elections are for a one-year term. Members can be re-elected to their position according to the above procedure.

#### Article V: Meetings

Section 1: A September meeting date shall be set by the Pastor and Chairperson. At this meeting the Council shall:

- a) Come to an understanding of the purpose and history of the Parish Council.
- b) Be given copies of the Constitution and By-Laws.
- c) Set future meeting dates and times for the coming year.

Section 2: The Council shall meet once a month, except for August and December.

Section 3: All Parish Council meetings shall be open to the parish.

Section 4: Any person who misses two meetings in a given year shall be contacted by the Pastor and/or the Chairperson.

Section 5: Meetings shall be facilitated by the Chairperson, and in the case that the Chairperson is unable to facilitate, by a member appointed by the Chairperson.

Section 6: Meetings shall open with a prayer. The preparation of the prayer will be assigned to members on a rotating basis.

Section 7: The Secretary shall prepare and keep the official minutes of all meetings. The position of Secretary is voluntary, and shall have a term of one year.

Section 8: The agenda for the meeting is set by the Chairperson in consultation with the Pastor. Members who have agenda items must send them to the Chairperson before the meeting.

Section 9: The agenda and minutes from the previous meeting shall be sent to members as soon as possible after that meeting.

Section 10: Special meetings of the Council may be called at the request of the Chairperson and/or the Pastor. The meeting shall be published in the Parish Bulletin unless time does not permit.

#### Article VI: Amendments

Section 1: Any amendment to the By-Laws shall be presented in writing at a regular meeting. This amendment must respect the function and purpose of the Parish Council. Then, at a future regular meeting, the amendment may be voted upon by members present. A majority vote ratifies the amendment.

Presented to the Council on: September 24, 2008  
Rev. Matthew Brumleve, Janet Buckman, Mary Northrup.

Approved by majority vote of the Council on: November 19, 2008