

ARTICLE I

TITLE: ST. LEO'S PARISH COUNCIL

ARTICLE II – PURPOSES AND FUNCTIONS:

A. PURPOSES:

1. The Parish Council is to be a channel through which the insights and concerns of the TOTAL Parish community can be brought before the Pastor, Parish Staff and Parishioners.
2. The Parish Council is to be a channel through which the parish as a totality can be concerned with the forming of a Eucharistic Community.
3. All suggestions shall be forwarded to the Council through appointed committee. Committee should make sufficient study before presenting to council.

B. FUNCTIONS:

1. RESEARCH:

The Council will be responsible for the on-going studies of the Parish, community and world needs.

2. CONSULTATION:

The Council will be responsible for:

- A. Regularly reporting their sense of the needs of the Parish, community and world needs to the Pastor, and
- B. Serving as the agency to which the Pastor and his assistants can submit problems and plans.

3. EDUCATION:

The Council will be responsible for planning and conducting Apostolic and educational programs for all ages – child to elderly in the Parish.

4. COMMUNITY REPRESENTATION:

The Council will be responsible for establishing liaison with organizations, Churches and agencies in the community at large.

ARTICLE III – AUTHORITY:

- A. The Council shall be advisory on all matters of the Parish including, but not limited to Spiritual, financial and education, except where specifically limited by Church law.
- B. The Pastor will have veto power over decisions of the Council.
The Council may, by 2/3 vote, have recourse to the Bishop on those matters vetoed by the Pastor

ARTICLE IV – MEMBERSHIP:

- A. Membership shall consist of the Pastor and nine elected people of the Parish.

- B. Term of office shall be three years with the right to be re-elected for another three year term. Members will be elected on a rotating basis of three members each year, thus insuring continuity of membership. Term of office begins at the June meeting. Appointed organizational members will serve during the term of office.

ARTICLE V – VACANCIES:

- A. If a vacancy should occur on the Parish Council, the unexpired term of the Parish Council member shall be filled by a nomination and a majority vote of the Parish Council until the next election.
- B. Any member missing two unexcused, consecutive meetings shall submit an explanation.

ARTICLE VI – ELECTION:

A. NOMINATION COMMITTEE:

The nominating committee shall consist of the Pastor and a Chairperson who shall be a present member of the Parish Council, and three past Parish Council members who shall be chosen by the Parish Council. They shall be selected at March Meeting. Nominations may be made by any Parishioner.

- B. Upon nomination to the Council, each nominee should receive, from the nominating committee chairperson, a copy of the Parish Constitution.

C. VOTING PROCESS:

1. The slate of candidates shall be listed in the Parish bulletin.
2. The election shall be held no sooner than March 1st and no later than April 30th with members taking office at the June meeting.
3. Votes will be counted by designated Council members the week prior to the 3rd Sunday of May so sufficient time is given to notify the new member for the June meeting.

ARTICLE VIII – OFFICERS:

- A. The annual meeting will be in June.
- B. The present officers remain in office until new officers are elected.
- C. The voting members of the Council shall select their own officers annually at the April meeting with the office being assumed immediately.
- D. The officers of the Council and their duties:

CHAIRPERSON: Whose duties shall be to preside at all meetings, appoint ad-hoc committee members and prepare, with the Pastor, the meeting agenda. Agenda shall be published in bulletin each month the Sunday prior to the meeting date.

VICE CHAIRPERSON: Whose duties shall be to perform all duties for the Chairperson in his/her absence or inability to act.

RECORDING SECRETARY: Whose duties shall be to keep accurate minutes of all meetings and prepare copies for distribution to the Council members and others as designated.

ARTICLE VIII – MEETINGS:

- A. Regular meetings shall be held the 2nd Tuesday of each month at 7:30 with the Chairperson and Pastor having discretionary power to change the day of the meeting as the need arises. No meeting in July and August.
- B. Special meetings may be called by the Pastor and Chairperson or by at least majority voting members of the Parish Council.
- C. At all meetings of the Council five of the total voting membership shall constitute a quorum.
- D. A simple majority of those present shall carry the motion, unless otherwise specified in the Constitution.

ARTICLE IX – COMMITTEES

A. STANDING COMMITTEES:

- 1. Spiritual Life and Liturgy
- 2. Social and Apostolic Concerns
- 3. Education
- 4. Administration
- 5. Youth

ARTICLE X – AMENDMENTS:

The constitution and By-Laws may be amended by a 2/3's of the total voting membership, provided that such amendments have been presented to the members of the Council at the previous meetings of the Council.

ARTICLE XI – RULES OF ORDER:

The rules contained in Robert's Rules of Order – Revised shall govern this Council.

THE FOLLOWING ARE THE STANDARD PARISH COMMITTEES that should be established in each parish as components of and auxiliary advisory committees to the Parish Pastoral Council. The areas of concern are added.

SPIRITUAL LIFE AND LITURGY COMMITTEE:

AREAS OF CONCERN: prayer life, spiritual development, liturgy, retreats, spiritual direction, training of liturgical ministers, liturgical music, scripture study groups, Prayer groups, evangelization and vocations.

SOCIAL AND APOSTOLIC CONCERNS COMMITTEE:

AREAS OF CONCERN: care for the needy, disadvantaged and handicapped, family enrichment, family counseling and family services, welcoming services, visitation of the sick, hospitalized and home bound, Fight to Life, Birthright, emergency needs, peace, justice and economic issues, rural life issues, marriage preparation, programs related to drug and alcohol abuse, legal services and social (community building) activities.

EDUCATION COMMITTEE:

AREAS OF CONCERN: Confraternity of Christian Doctrine programs, adult education, special education for handicapped, ministerial training (except liturgical ministers), sacramental preparation (except Marriage preparation), formal educational programs in doctrine for students of colleges or other post-high school educational programs not cared for by fully established Newman Parishes and all aspects of Parish education.

ADMINISTRATION COMMITTEE:

AREAS OF CONCERN: Parish finances, physical plant, administration concerns, communication, personnel and all legal and financial matters of the Parish related to civil law or the Diocesan Chancery office.

YOUTH COMMITTEE:

AREAS OF CONCERN: all areas of Youth activities and programs for youth and young singles adults of the parish outside of the formal Parish education programs, vix, social, educational and spiritual programs, spiritual formation programs, youth social, educational and spiritual programs, spiritual formation programs, youth leadership programs, Parish total youth programs, youth service programs, retreats, youth ministry training programs, Dominic Program for young single adults and youth fellowship and support groups.

