

**CONSTITUTION AND BY-LAWS
HOLY NAME OF JESUS CATHOLIC CHURCH**

PREAMBLE

We, the members of the Holy Name of Jesus, acknowledge that we have in common our belief in one God, one faith, and one baptism. We willingly accept the mission of our Lord Jesus Christ to carry on His work of salvation. We believe that all are bound to each other by mutual need and that all have been blessed with special gifts and talents. We desire to share with our assigned pastor the pastoral mission of the parish.

We do hereby join together and form a pastoral council. We do so in response to our calling from God.

CONSTITUTION

ARTICLE I - NAME AND OBJECTIVES

SECTION 1-1. The pastoral council established herein will be known as Holy Name of Jesus Pastoral Council. It will be referred to in this document as the council. The council objectives are as follows:

SECTION 1-2. To promote the renewal of the church through shared responsibility for spiritual growth of the parishioners.

SECTION 1-3. To act as a living sign of the community, coordinating parish endeavors as council liaison representatives.

SECTION 1-4. To represent the parish democratically.

SECTION 1-5. To serve as the principal medium of communication for the parish.

SECTION 1-6. To provide counsel and assistance to the Pastor in the management and future planning of the parish.

ARTICLE II - MEMBERSHIP

SECTION 2-1. The council membership shall consist of elected and appointed members.

SECTION 2-2. Ex-officio shall be the pastor, associate pastor, deacons, and staff.

SECTION 2-3. Elections will be held on the first weekend of May. The Pastor may appoint to fill vacancies.

SECTION 2-4. Elected members shall be Catholic, at least eighteen (18) years of age, registered in the parish, or participating members married to Catholic registered spouses. Starting with the 2005 elections, all terms will be for 2 years.

SECTION 2-5. One half of the council will be elected each year to insure experienced personnel at all times. Except for ex-officio and appointed members, all terms in office will be for two years with a maximum continuous term of three years in the case of an individual who is appointed to fill a vacancy.

SECTION 2-6. Council members having served two years will not be eligible for re-election for a period of one year after the end of their term.

ARTICLE III - VACANCIES

SECTION 3-1. Vacancies may occur on the council if a member submits a written resignation to the chairperson, if an individual leaves the jurisdiction of the parish, or is removed by the council for cause.

SECTION 3-2. Vacancies of elected members may be filled by the person on the previous ballot who received the most votes. If the ballot is depleted vacancies shall be filled by the Pastor.

SECTION 3-3. If the chairperson resigns the chair, the vice chairperson shall assume that position. The vacated office of vice chairperson shall be filled from the council.

SECTION 3-4. Members are expected to attend all meetings. Any elective member absent from three consecutive regular council meetings without having been excused by the chairperson will be subject to removal from the council.

ARTICLE IV - APPROVAL OF COUNCIL ACTION

SECTION 4-1. One-half of the elected members need to be present to conduct a council meeting.

SECTION 4-2. The council shall make no legislation that is in direct conflict with Canon Law, Papal decrees, or diocesan decrees.

SECTION 4-3. The pastor has the final decision/authority over any issues discussed.

ARTICLE V - OFFICERS AND DUTIES

SECTION 5-1. Officers of the council shall be chairperson, vice chairperson, and secretary. The position of secretary is appointed by the pastor.

SECTION 5-2. The term of office for elected officers of the council will be for one year with provisions for re-election.

SECTION 5-3. Chairperson: The chairperson comes from the body of the council members. The chairperson is presiding officer of all council meetings. He or she has the option to attend all other meetings.

SECTION 5-4. Vice-chairperson. The vice chairperson shall perform the duties of the chairperson during the absence of the chairperson.

SECTION 5-5. Secretary: The secretary will be responsible for taking and transcribing the minutes of all council meetings. The secretary will be responsible for reproducing all printed matter necessary for the council.

ARTICLE VI - MEETINGS

SECTION 6-1. Regular meetings of the council will normally be held on the 2nd Tuesday of the month at 7:00 pm or at announced date and time.

SECTION 6-2. Special meetings may be called at the discretion of the chairperson, the pastor, or by any council member with the chairperson's and pastor's approval.

SECTION 6-3. All parishioners are invited to attend and present topics of discussion at a time allocated by the chairperson.

ARTICLE VII - NOMINATIONS AND ELECTIONS

SECTION 7-1. The elections for members of the council will be held in May and the ballots will be tabulated by the balloting committee. Elections of new members will be determined by the simple majority of the votes cast. The individuals receiving the most votes will be the members elected to the available positions. In the event of a tie vote both may serve.

SECTION 7-2. Elected candidates will serve a term of office on the council for two years. At the May meeting, the new members will assume office. At that meeting, council members will elect officers.

ARTICLE VIII - AMENDING THE CONSTITUTION

SECTION 8-1. The constitution can be amended at any regular meeting provided the amendment has been submitted in writing at the previous regular meeting and discussed.

HOLY NAME OF JESUS PASTORAL COUNCIL BY-LAWS

ARTICLE I - COMMISSIONS

SECTION 1-1. The following commissions shall be established:

- 2-1. Buildings and Grounds*
- 2-2. Communications*
- 2-3. Faith Formation*
- 2-4. Finance*
- 2-5. Liturgy*
- 2-6. Service*
- 2-7. Social Activities*

SECTION 1-2. Membership of all commissions shall be open to all registered parishioners. The council chairperson and the pastor shall be ex-officio members of all commissions.

SECTION 1-3. In cases of overlapping commission responsibilities, the council will decide which commission or organization has jurisdiction over the situation in question.

SECTION 1-4. Each commission should address at council meetings those topics which require council debate, action, or knowledge. Copies of all commission reports should be prepared in duplicate and submitted to the secretary and the communications commission at each council meeting.

SECTION 1-5. Appointed council members will act as liaisons to particular commissions. Appointments will be made at the June council meeting.

SECTION 1-6. Each July, the chairperson of each commission will submit to the chairperson of the council a roster of its members and a general schedule outline for the coming year to include a schedule of planned meetings.

ARTICLE II - RESPONSIBILITIES OF COMMISSIONS

SECTION 2-1. Buildings and Grounds Commission:

The responsibility of this commission is to be aware of the condition of the total church properties and their use. This commission assists in the planning and oversight of repairs, non-daily general maintenance to the church, the rectory, and other buildings on the property. The chairperson of this commission is to aid the pastor in deciding the best method to make repairs, improvements, or additions to the buildings or grounds. This commission is responsible for obtaining competitive estimates of all repairs and improvements above \$5,000.00 unless waived by the pastor. This commission is also to be involved in any building program. This commission is responsible for inspecting the property and buildings periodically to insure the property and buildings meet all

BY-LAWS Continued

fire code standards and recommend the ways to correct deficiencies. This commission should organize a group of parishioners to do painting, minor repairs, etc.

SECTION 2-2. Communications Commission:

The responsibility of this commission is to keep parishioners informed of council affairs and other activities within the parish community. This commission will publish and distribute a newsletter and a monthly schedule of events; displaying pertinent posters; circulating flyers, etc.

SECTION 2-3. Faith Formation Commission:

The responsibility of this commission is to foster Christian growth in our faith community. This commission will assist parish programs including but not limited to Religious Education, Rite of Christian Initiation of Adults, Catholic Youth Ministry, Young Adult Ministry, and Sacramental Catechesis in religious education and spiritual development. A member of this commission will be appointed as liaison to the Liturgy commission.

SECTION 2-4. Finance Commission:

The responsibility of this commission is to prepare a parish budget for the coming fiscal year. This commission will submit an annual report of parish finances to the parishioners in July. This commission will coordinate programs for fundraising, to include but not limited to diocesan fund drives.

SECTION 2-5. Liturgy Commission:

The responsibility of this commission is to advise the pastor in the planning, coordination, and development of the liturgical functions of parish. This commission will coordinate the activities of the Lay Eucharistic ministers, lectors, ushers, altar servers, liturgical music groups, and care of the sanctuary. This commission also assists the pastor in implementing the recommendations and directives of the diocesan liturgical commission.

SECTION 2-6. Service Commission:

The responsibility of this commission is to improve and expand the areas of service within our parish as the need arises and to help other commissions and committees when appropriate. This includes but is not limited to Knights of Columbus, Ladies Sodality, Stephen Ministry, St. Vincent de Paul Society, as well as, areas of service to the Diocese and our communities.

BY-LAWS Continued.

SECTION 2-7. Social Activities Commission:

The responsibility of this commission is to coordinate the social activities of the parish. This commission will initiate and organize parish outings, dinners, and other special events.

ARTICLE III - ADHOC COMMISSIONS

SECTION 3-1. For needs of a temporary nature, commissions shall be established by the council. The council chairperson or pastor shall appoint the chairperson of these commissions with council approval. Each commission chairperson will select its commission members. Upon completion of its task any such commission will be dissolved.

SECTION 3-2. The commission's tenure shall not be affected by the election of a new council, but shall continue until the completion of its task, or until the council decides to terminate this commissions activities.

SECTION 3-3. During the time it is in existence, the activities of the commission will be reported by the chairperson to the council.

ARTICLE IV - AMENDMENT OF BY-LAWS

SECTION 4-1. These By-Laws can be amended during any council meeting with the consensus of its members. The amendment must be submitted in writing and discussed at the previous regular meeting.

ARTICLE V - CONDUCT

SECTION 5-1. The rules of Christian charity and common courtesy shall govern the council.