
**BY-LAWS OF ST. JOSEPH'S PARISH COUNCIL
SAINT JOSEPH'S CONGREGATION
WAUWATOSA, WISCONSIN**

Article I: ORIENTATION, NOMINATION AND ELECTION

Section 1: At each annual selection, one-third (1/3) of the members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire. Trustees, elected to a two (2) year term, shall be elected during the same process.

Section 2: At least sixty (60) days before the annual selection of new members, the Council chairperson shall appoint an Election Committee of several members, some of whom are Council members. The Election Committee's responsibility is to manage all aspects of the selection process including:

a) Education of Parishioners: Parishioners are educated through bulletin and pulpit announcements about the Council and the selection process for at least two weeks. They are asked to give prayerful consideration to nominating parishioners or themselves for the Council.

b) Nomination: Nomination forms are made available to all parishioners during a designated two (2) week period. Parishioners are invited to write down the names of persons they feel have the essential characteristics required of a Council member.

c) Notification: Persons whose names were submitted by parishioners are contacted by Election Committee members to inform them of their nomination, to request a picture and statement of their reasons for considering Council service, parish vision and special skills. They also invite the nominees to the required orientation.

d) Orientation: The Election Committee plans the local orientation session and requires nominees' attendance at a local and/or archdiocesan orientation.

e) Acceptance: Those who feel called to serve as Council members accept nomination and participate on the final slate of nominees. The Selection Committee ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed nominated unless the Selection Committee receives an expression of willingness to serve. If a member of the Selection Committee becomes a nominee, that person ceases to be a Selection Committee member.

f) Final Slate of Nominees: Nominees submit biographical information and their statement of parish vision to the Selection Committee for publication in the parish bulletin at least two weeks prior to the election of new members.

g) Facilitation: The Election Committee facilitates the actual selection process and informs the parish of the results.

Section 3: If the Election Committee, after faithfully seeking the required number of nominees, is able to attain only the number of nominees sufficient to fill the vacancies, those nominees will be chosen for Council membership by acclamation of the Council.

Section 3: The election of new at-large members of the Council shall be by balloting at/after liturgies

during the first weekend of May. The Election Committee provides ballots for all parishioners, administers, supervises, tabulates and keeps records of the selection. A tie vote is resolved by lot.

Section 4: In the case of the youth group, the nomination and election procedures shall be determined by the Youth Minister. Names of the representatives shall be given to the Council Chairperson by June 15.

Article II: VACANCIES AND REMOVALS

Section 1: Any member of the Council may resign by filing a written resignation with the Pastor, with a copy to the chairperson.

Section 2: At any meeting of the Council, an elected member may be removed for good cause by consensus or by an affirmative vote of three-fourths (3/4) of the Council. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two (2) consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Council member.

Section 3: A vacancy among the at-large members shall be filled for the unexpired term by appointment by the Chairperson, subject to the approval of the Council. Consideration should be given to previous nominees.

Article III: OFFICERS

Section 1: Selection of officers of the Council shall be by election from among and by the Council members present at the annual transition meeting. Offices shall be filled in the following order: chairperson, vice-chairperson and secretary.

Section 2: The Chairperson shall

- a) Conduct all meetings of the Council and of the parish annual meeting.
- b) Serves as the parish representative to the Archdiocesan Pastoral Council district meetings.
- c) Organize and coordinate activities and processes of the Council and assist in preparing agendas in consultation with the Pastor and other Council officers.
- d) Provide agenda bulletin notice two (2) week prior to the Council meeting and reminder notice one (1) week prior to the meeting.
- e) Monitor implementation of all decisions of the Council
- f) Appoint at-large members of the Council as liaisons to parish committees
- g) If there is no Council liaison, is an ex officio member of all committees of the Council
- h) Performs such duties as the Council may direct consistent with the office

Section 3: The vice-chairperson:

- a) Assume all duties of the Chairperson in his/her absence.
- b) Become chairperson in the event of a vacancy.
- c) Be fully informed about all Council activities.
- d) Assist in the preparation of the agenda.
- e) Supervise the time allotment of agenda items.
- f) Perform such duties as the Chairperson or Council may direct, consistent with the office.

Section 4: The Recording Secretary shall:

- a) Keep an accurate recording of the minutes of the Council and parish meetings.
- b) Provide a copy of the minutes of the previous meeting to all at least eight (8) days prior to the next

- regular meeting.
- c) Post in a conspicuous place in the church lobby a copy of all minutes as promptly as possible after each Council meeting. Also post a list of Council members and liaison representatives.
 - d) Keep a current record of attendance of members at Council meetings.
 - e) Assist in the preparation of the agenda.
 - f) Provide agenda to all Council members one (1) week prior to the meeting.
 - g) Update the Archdiocesan Extranet whenever a change in membership on Council occurs. This is done on-line. Work with the parish web administrator to keep the archdiocesan registry current.
 - h) Perform such duties as the Council chairperson or Council may direct consistent with this office.

Section 5: The Corresponding Secretary shall:

- a) At the request of the Chairperson, may be responsible for advance notification to all members of the Council of both regular and special meetings.
- b) Report to the Council all communications; handle all correspondence as directed by the Council.
- c) Perform such duties as the Council chairperson or Council may direct consistent with this office.
- d) Assist in the preparation of the agenda.

Article IV: MEETINGS

Section 1: Regular meetings of the Council shall be held at such time, place and date as the Council may designate.

Section 2: The agenda shall be developed in advance of the meeting by the Pastor and Council officers based upon the proposals from committees, liaison reports, the parish Council annual calendar, strategic plan or mission goals, ongoing needs and concerns of the parish. Parishioners may submit items for consideration to any Council member one week before the meeting.

Section 3: A Council liaison person shall be designated by the Council Chairperson to all committees of the parish. Regular monthly reports are given to the Council for communication purposes. A written report shall be given for important items, with a request for agenda time at the meeting of the Council, if needed.

Section 4: Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. No other business than that stated, as the purpose shall be conducted at that meeting.

Section 5: Advance notice of the time and place of the meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Council may open any meeting to discussion by parish members on such subjects and under such rules as the Council may announce.

Section 6: Notification of intended absence should be given to the Council Chairperson, Vice-Chairperson or Secretary in a timely manner before the meeting.

Article V: STANDING COMMITTEES

Section 1: Purpose. Each standing committee implements the Council's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

Section 2: Scope. All committees are accountable to the Council. Committees make decisions in their areas of responsibility following the principle of subsidiary, which means making decisions at the most appropriate level in the parish committee structure.

Section 3: The basic functions of the parish committee are to:

- a) Identify needs of the parish within its areas of responsibility and in keeping with the parish mission
- b) Communicate these needs to the Council, discerning with them which needs can realistically be addressed and where inter-committee/inter-parish collaboration might be effective
- c) Formulate long-range goals and objectives after prioritizing needs
- d) Develop means to implement the goals
- e) Submit the proposed means (programs) to the Council for approval and support
- f) Communicate with the Pastoral team about the implementation of such programs and/or needs
- g) Maintain communication with the parish concerning programs, encouraging active support and involvement.
- h) Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources.
- i) Provide on-going formation of committee members in its areas of responsibility through workshops, study, spiritual formation, etc.
- j) Provide the Council with regular, oral or written reports of the work of their committees.

Section 4: The responsibilities of the individual standing committees of the parish are:

PRAYER AND WORSHIP COMMITTEE

To nourish and give direction to the liturgical aspect of parish life; to provide opportunities for parishioners to deepen their faith through a variety of prayer experiences and liturgical celebrations, particularly the Sunday liturgy; to identify the spiritual needs of parishioners; and to maintain an on going program of education and training for liturgical ministers.

CHRISTIAN FORMATION COMMITTEE

To help the parish develop an understanding of its responsibility for the educational mission of the Church, and to make recommendations to the Council regarding life-long Christian formation programs in the parish, which include: sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry.

SCHOOL COMMITTEE

The School Committee along with the priest(s), principal and director of religious education are dedicated to the promotion and welfare of Catholic education. This committee is responsible for identifying and expressing the educational goals and objectives of the parish community. The School Committee compiles guidelines and operational procedures subject to the approval of the Council.

FINANCE/ADMINISTRATIVE SERVICES COMMITTEE

To monitor parish administration in service to the people and make recommendations to the Council with regard to parish finance, budget development, personnel, stewardship of resources, church support and

fund-raising coordination. The committee will also monitor and make recommendations to the Council with respect to the proper upkeep of the physical facilities and properties of the parish. The Pastor and trustee-treasurer are members of the committee along with representatives from the Finance, Buildings and Grounds Committee, Personnel and Stewardship.

HUMAN CONCERNS

To discern the human needs of persons in the parish community and to identify resources to meet those needs enlisting the active cooperation of parish members in this effort; to work with community groups and other parishes to help solve related problems which impact on people in the community; and to keep parishioners aware of issues relating to justice and peace on local, national and international levels so that appropriate Christian action on such issues can be determined.

Section 5: The responsibilities of the remaining committees of the parish are:

AGENDA

The agenda committee shall consist of the Pastor or his delegate, and officers of the Council. Its duties shall include the compilation of the agenda for any regular Council meeting in keeping with the reports submitted by the standing committees, as well as the needs and concerns of the parish; to act in the event of an emergency to contact the Council members by phone for any emergency meeting.

CONSTITUTION AND BY-LAWS

To maintain an accurate copy of the Constitution and By-laws; to evaluate its contents periodically to ensure that it is representative of the parish community; to recommend changes in the Constitution and By-laws to the Council for consideration as necessary; to submit the Constitution and Bylaws to the Archdiocesan Office for parish Councils for evaluation and approval; to maintain an accurate organizational chart of the parish.

LONG RANGE PLANNING

To determine by careful and continuing research the long range needs of the parish community in light of the parish mission; to recommend priorities to the Council and to assist the Council in the planning process.

COMMUNICATONS

To develop good communication within the parish in a variety of ways by keeping parishioners informed of activities, programs and community building efforts; to conduct a periodic census/survey of parish needs and to keep advised of and coordinate the programs and activities of parish organizations.

Section 6: The Council may establish and discontinue ad hoc committees from time to time as the need may arise.

Section 7: All standing committees are accountable to the Council. The principle of subsidiarity shall prevail in the committee structure so that decisions are made at the most appropriate level. Each committee shall be responsible for drawing up guidelines which determines its membership, goals and operating procedures, and shall submit these to the Council for approval. Each committee should submit written reports to the Council as well as an annual written report for Council records. If the committee desires to meet with the Council, they can make arrangements with the Chairperson or the Council to be put on the agenda. No quorum or vote requirements are prescribed for committee meetings, but there may be majority and minority reports presented to the Councils if consensus cannot be achieved.

Section 8: Membership of standing committees shall be established no later than the August meeting of

the Council. Members who turn out to be uninterested or inactive may be replaced by the chairperson of the committee with the approval of the Council Chairperson.

Article VI: AMENDMENTS TO THE BYLAWS

The bylaws may be amended by the Council by a vote of two-thirds (2/3) of all the members of the Council at two (2) consecutive meetings of the council.

Date By-laws Adopted:	June 24, 1985
Date By-laws Amended:	June 24, 1985
Date By-laws Amended:	May 23, 1988
Date By-laws Amended:	February 24, 1992
Date By-laws Adopted by parish:	September 20, 1992
Date By-laws Adopted by parish:	December 8, 2004

Date of Approval by the Parish Council: _____

Date of Approval by the Archdiocese: _____

Date of Most Recent Amendment: _____

Date of Next Full Review: _____