

BY-LAWS

FOR

PARISH PASTORAL COUNCIL

OF

ST. ALBERT THE GREAT PARISH

KETTERING, OHIO

PARISH PASTORAL COUNCIL BY-LAWS

ARTICLE I. DELINEATION OF FUNCTIONS AND RESPONSIBILITIES

A. Pastor

1. To meet with the Executive Committee responsible for the agenda.
2. To preside at all Council meetings.
3. To actively listen and to participate in the Council's discussions and deliberations.

Ordinarily, he delegates to the chairperson the task of chairing the Council meetings.

4. To assist the Council in its deliberations by sharing relevant information or his own perspective on the issue being discussed, when appropriate.
5. As pastor, he is the final authorizer of any course of action recommended.

B. Officers, Commission/Committee Representatives, and Commission/Committee Chairpersons

1. Council President

- a) To chair Council and Executive Committee meetings.
- b) To select from the Council Members-At-Large, with the Council's approval, representatives to attend Commissions/Committees meetings and special appointments.
- c) To participate as an individual, along with other Council members, in decisions and activities.
- d) Primarily, to stimulate discussion and to help the Council formulate goals and methods of achieving those goals.

2. Council Vice-President

- a) To assist the President and, in the President's absence, to assume his/her duties. To be a member of the Executive Committee.

- b) To participate as an individual, along with other Council members, in decisions and activities.

3. Council Secretary

- a) To be responsible for recording the minutes of regular and special meetings.
(It is recommended that minutes be focused on: discussion summaries, resolutions, recommendations, and action steps to be taken.)
- b) To maintain roster and attendance records of Council members.
- c) To make necessary physical arrangements for meetings.
- d) To be responsible for ongoing updating of Council documents, and for the distribution of information and correspondence.
- e) To keep on file records of the Council's history, development, minutes, resolutions, and names of members.
- f) To maintain and have available a copy of past Council minutes for Council meetings.
- g) To be responsible for the preparation and distribution of the Council agenda prior to the Council meeting.

4. Council Representatives to Commissions/Standing Committees

- a) To act as a liaison between their respective Commissions/Committees and the Council.
- b) To attend all assigned Commission/Committee meetings and Council meetings. When unable to attend, the representative is responsible for securing a substitute from the Council membership.
- c) Council Representatives to Commission/Committee meetings will be non-voting.

5. Commission/Standing Committee Chairperson

- a) To preside at Commission/Committee meetings and to see to the preparation of the agenda for such meetings.
- b) To stimulate discussion and to help the Commission/Committee formulate goals and methods of achieving these goals.
- c) To communicate to Council in written form the goals, agendas, minutes, and decisions of their Commission/Committee.
- d) To attend Council meetings, when requested, to explain the Commission/Committee activities, intentions, agenda, or other matters. If the Chairperson is unable to attend, a substitute Commission/Committee member may be selected by the Chairperson to represent the Commission/Committee.
- e) To submit any fund-raising proposal to Council for approval.

ARTICLE II. PARISH NOMINATION AND SELECTION PROCEDURE

A. Filling Vacancies

- 1. In the event a vacancy occurs on the Council, the Pastor shall select an individual to fulfill the remaining term, after taking into account the results of the previous selection process. A member of the Executive Committee will discuss with the candidate the expected term and membership responsibilities.

ARTICLE III. PARISH PASTORAL COUNCIL EXECUTIVE COMMITTEE AND COMMISSIONS/COMMITTEES

A. Executive Committee

1. The Executive Committee Members (President, Vice-President, and Secretary) shall meet or otherwise communicate at least one week prior to the Council meeting to set the agenda.
2. Matters for the agenda shall be submitted to the Executive Committee through the members of the Council who shall contact an Executive Committee Member.

Parishioners who wish to have matters taken up by the Council shall contact a member of the Council.
3. In the event that an item is not placed on the agenda because it was submitted too late for the Committee's consideration, or because the Committee denied the request, the Council may, by majority vote, take up the matter under New Business.
4. Copies of the agenda, Commission/Committee reports and minutes of the previous meeting shall be sent to the Council Members prior to the next meeting by the Secretary.
5. The Executive Committee will ensure that prayer and study are part of the Council's deliberations. This Committee will determine what meeting processes will be utilized (small group work, brainstorming, advance work sheets, the consensus method, etc.).

B. Parish Commissions/Committees

1. Commissions/Committees shall submit detailed statements of purposes and functions for approval by the Council. These shall be reviewed biennially.
2. Commissions/Committees shall meet monthly unless otherwise specified.
3. The delegation of responsibilities from Council to Commission/Committee shall be specified and reviewed annually.

4. Each Commission/Committee shall write goals, objectives, and strategies annually and shall present them to Council before finalization.
5. There shall be a minimum of five members on each Commission/Committee. An Ad Hoc Committee of a Commission/Committee shall have at least one Commission/Committee member on it.