



## St. John Vianney Parish

### Parish Council Charter

We are a Roman Catholic community. We are inspired by the example of St. John Vianney to build up the Body of Christ. We are fed by the Word and Sacraments to proclaim the Good News of Jesus, to serve one another as Jesus did, and to invite others to join us in the mission of Christ.

#### Article I –

The name of the organization shall be the **St. John Vianney Parish Council**, herein referred to as the “Council”

#### Article II –

**Purpose** – The purpose of the Parish Council is threefold:

- 1.) To be an **advisory body** for the pastor on matters related to running the day-to-day operations and future opportunities for the parish
- 2.) To align, share and **communicate** information that is relevant to the parishioners at the parish through monthly meetings with updates from each of the parish ministries, Parish Trustees, Director of Family Faith Formation, RCIA, Finance Council and School Board and other parish leaders
- 3.) To provide **continuity** for the parish during the transition of pastors

The Council, through its ongoing education and spiritual development, is called upon to enable **all members of the parish** to share fully in the mission and ministry of Jesus Christ. It is our intent that each member of St. John Vianney know they are an important part of this parish community, and that their prayers, opinions, talents, and gifts are very much needed and appreciated in order that we can function and grow as the true body of Christ. Most importantly, every member of the parish is welcome to attend a Parish Council Meeting.

#### Article III –

**Section 1** – Membership shall consist of:

- A. Ex-Officio Members: The Pastor, Parochial Vicar, Deacon, Parish Trustee(s), Director of Religious Education and Family Faith Formation, School Principal, a representative from: Parish Finance Council, School Board, Buildings & Grounds, and every parish ministry. All ex-officio members will have full voting rights.
- B. Executive Committee – Initially, the pastor shall appoint the Council Chairperson to administer the creation and administration related to launching the Parish Council. The Parish Council will be facilitated by five members that will make up the Executive Committee. These five representatives will be responsible to advise the pastor on important matters that cannot be discussed at the Parish Council Meeting for reasons of confidentiality (Human Resource issues, etc....) The Chairman of the Executive Committee will lead the Council meetings each month, and in his/her absence, the meeting will be facilitated by the Vice-Chair.



The Executive Committee will also have a Secretary, Communications Member and Administrative/HR Member.

According to the schedule below, each member of the Executive Committee will serve the following initial terms:

- a. Chairperson – 3 Years
- b. Vice Chairperson – 2 Years
- c. Secretary – 1 Years
- d. Communications – 3 Years
- e. Human Resources/Administration – 2 Years

Each member of the Executive Committee is eligible to run for one additional three-year term. The first election will take place in October 2021 for the terms outlined above.

**Section 2** – Eligibility for membership on the Parish Council: Any registered parishioner at least 18 years old.

**Section 3** – Vacancies and forfeiture

- A. A vacancy in an elected seat shall be filled for the non-expired term by appointment by the pastor
- B. Forfeiture of elected and appointed seat(s) will occur after there have been three unexcused absences in any council “council year”. After two absences, the member shall be reminded by letter, of this provision.
- C. Resignation should be issued to the Parish Council Chairman in writing.
- D. The pastor reserves the right to vacate any position on the Executive Committee or Parish Council

**Article IV – Elections of Executive Committee**

**Section 1** – Nominations

- A. A candidate for Council shall be nominated by the whole parish assembled over a two-week period beginning the **2<sup>nd</sup> Sunday of October**.
- B. Each voting member of the parish will have the opportunity to nominate two persons to serve on the council (depending on the positions that are at end of their term)
- C. The 5 people receiving the most nominations, will be placed on the ballot (excluding members who will already be serving Ex-Officio). Initially, the top 8 people receiving nominations will be placed on the ballot to fill the inaugural 4 open positions on the Executive Committee.

**Section 2** – A profile of each candidate shall be published in an addendum to the bulletin, and posted on the parish website at least one week before the election



### **Section 3 – Voting**

- A. Voting shall take place on the **4<sup>th</sup> Sunday of October**
- B. The person(s) receiving the most votes will serve a three-year term. The remaining four people shall serve as first, second, third and fourth alternates, respective to the number of votes received, for a period of one year. For the inaugural election, the following tally will be used:
  - Vice Chair – Most votes
  - Secretary – 2<sup>nd</sup> Most votes
  - Member (HR) – 3<sup>rd</sup> Most votes
  - Member (Communication) – 4<sup>th</sup> Most votes
- C. Any registered member of the parish, who is of confirmation age, shall be allowed to vote

**Section 4** – New members will attend the November meeting and will be allowed to vote at that time.

### **Article V – Meetings**

**Section 1** – A minimum of ten (10) regular meetings shall be scheduled during the Council Year and shall be open to all parishioners

**Section 2** – The Council Year shall run from November 1<sup>st</sup> to October 31<sup>st</sup>

**Section 3** – Special Meetings may be called upon by the Council Chairman upon reasonable notice stating time, place, and purpose of the meeting.

**Section 4** – Two-thirds of the members, at least one that is a member of the Executive Committee, shall constitute a quorum for the transaction of business at the meeting.

### **Article VI – Duties of Executive Committee**

**Section 1** – The Executive Committee consists of: (a) Pastor; (b) Chairman; (c) Vice Chairman; (d) Secretary; (e) Communications Member; (f) HR/Administration Member (g) One of the two Parish Trustees. The Executive Committee is responsible for: (1) Preparation of the Meeting; (2) Coordinating Council participation on the standing committees

**Section 2** – The Chairman shall: (a) preside at all regular and special meetings; (b) take necessary measures to conduct the business of the council



**Section 3** – The Vice Chairman shall: (a) Serve in the absence of the Chairman; (b) assist the Chairman in his/her duties; (c) Be invited to sit on all committees

**Section 4** – The Secretary shall: (a) serve in the absence of the Chairman and/or Vice Chairman; (b) Keep all minutes and records of the Parish Council; (c) Be responsible for the appropriate correspondence

**Section 5** – The Communication Member shall: (a) Prepare a summary of proceedings for the parish bulletin, including next meeting date ;(b) Ensure consistent and clear communication of important information is shared to every member of the parish; (c) Ensure weekly announcements include important information relative to the schedule of parish activities

**Section 6** - The Human Resource/Administration Member shall: (a) Be the point person to discern issues related to employment and Human Resources in the parish; (b) Consult the Executive Committee on matters that are confidential and not discussed at Council Meetings

**Section 7** – The Parish Trustee shall: (a) Serve as an advisor to the Executive Committee and Pastor

## **Article VII – Committees**

**Section 1** – There shall be six (6) standing committees

1. Building and Grounds – Responsible for the general upkeep of parish properties as well as to plan and oversee a program of preventative maintenance
2. Parish Life – Responsible for the social and recreational events that foster community in the parish for all ages. It is also attentive to welcoming all, especially new parishioners, the alienated and those with special needs.
3. Liturgical Life – Involves itself in the growth and celebration of our faith. It includes all aspects of worship (lectors, music, ministers of the Eucharist, altar servers and ushers). It aims to bring true participation to the collective worship of children and adults.
4. Christian Formation – Endeavors to promote knowledge of our faith through adult education; bible study; evangelization; marriage preparation; prayer groups; inter-faith worships; and ministries with an outreach to our youth with programs that supplement Religious Education.
5. School Board – Responsible for the Modeling faith community in a spirit of cooperation and interdependence with the pastor and principal.; Adhering to Archdiocesan policy and developing policies that enable the school to fulfill its mission; Assisting the pastor in search and selection of the principal when a vacancy occurs; Reviewing and advising on the school budget, tuition rates and other sources of financing; Developing and periodically reviewing the local board constitution and bylaws; Participating in the school's development, student recruitment efforts, and long-range plans; Acting as the public relations and marketing arm of the school and its programs.



6. Finance – Responsible for preparing the annual budget; submitting it for Council Approval in September; and for monitoring the state of the budget (parish income and expenses). It is also responsible to assist the parish with special funding from time to time.

**Section 2** – When appropriate, the Council may also establish ad-hoc committees.

**Section 3** – (a) All Council members shall serve on at least one committee, with each committee having at least one Council member (b) Any member of a standing committee may be elected chairperson.

**Section 4** – Council members should state, to the Executive Committee, preferences for committee appointments.

**Section 5** – Standing Committees should not allow more than two months to pass between each meeting.

**Section 6** – A Council member serving on each committee should keep the council informed of the committee's work.

#### **Article XIII – Amendments**

**Section 1** – These articles may be amended at any regular meeting of the council by a consensus of the members present, providing that a copy of the proposed amendment is submitted at the previous meeting.

*Adopted: October 2021*