

**CONSTITUTION of the
SAINT AMBROSE PARISH COUNCIL
of the ARCHDIOCESE of INDIANAPOLIS**

Article I – Name

Section 1. The name of this organization shall be the St. Ambrose Parish Council, hereafter referred to as the Council.

Article II – Purpose & Function

Section 1. The Council's purpose shall be:

- a) To assist and advise the Pastor in attaining the fullness of spiritual and temporal welfare of St. Ambrose parish.
- b) To be a voice, by which the wishes of the parishioners concerning matters of parish welfare might be made known to the Pastor and each other.
- c) To initiate and sponsor, either through Council members or through designated Council Committees, programs necessary for the fulfillment of these purposes.
- d) To coordinate the programs of Council Committees and those of other parish organizations.

Article III – Membership and Voting

Section 1. The Council shall consist of six (6) members elected by the members of St. Ambrose parish plus representatives from Commissions approved by the Council. Each person 18 years of age and over who is a registered member of St. Ambrose Parish is eligible to serve as a member of the Council.

- a) **A youth member will also be chosen to be on the board with voting rights. This member is selected through the leadership program from Youth Ministry.**

Section 2. Elected members may serve for a period of three (3) years, the year beginning on July 1st and ending June 30th. No elected members may serve more than two (2) consecutive terms.

- a) **The term of office may be modified by the Youth Ministry with the approval of the Parish Council.**

Section 3.

- a) The Pastor, Associate Pastor(s) and Pastoral Minister(s) are ex officio members and are not voting.
- b) Standing Commission chairpersons who are not elected members of the Council are voting ex officio members.
- c) Any voting member who is directly related (parent, spouse, child) to a paid employee of the parish shall abstain from any vote that would have direct affect on that relative.

Section 4. If a vacancy occurs in the elected membership of the Council between elections, the Executive Committee shall nominate for Council approval a qualified member of the parish to complete the unexpired term. Said nominee shall conform to the qualifications left open by the vacancy.

Section 5. The decision making process of the parish council will be by consensus when a quorum is present. A quorum will consist of two thirds of the members. If consensus cannot be reached by the committee then the following voting procedures will be used:

- a) Each member will be entitled to one vote.
- b) Actions will need at least a two-thirds vote of the total committee in order to pass.

Article IV – Elections

Section 1. At the February meeting of the Council the executive committee with Council approval, shall appoint at least three (3) members of St. Ambrose parish as a nominating committee, which shall nominate candidates for council membership and conduct the election of council members. The nomination of candidates will be made in consultation with the Pastor. Parishioners may submit their own name or that of another qualified parishioner to the nominating committee during the month of February.

Section 2. A provision for write-in votes shall be included on the ballots.

Section 3. At the March meeting of the Council, the nominating committee shall submit for Council approval the names of at least two nominees for each of the terms expiring that year. The position shall be filled by qualified parishioners.

Section 4. All registered members, eighteen years of age and older, of St. Ambrose parish are entitled to one (1) vote.

Section 5. Elections for membership on the Council shall be held in May each year. The election results shall be submitted to the parish by the last Sunday in May. The secretary shall maintain a record of the election results.

Section 6. The youth seat will be filled from the leadership program of the Youth Ministry at St. Ambrose Church. The selection process for that individual will be determined by Parish personnel serving the Youth Ministry.

Article V – Officers

Section 1. The officers of the Council shall be President, Vice-President and Secretary. These officers together with the Pastor shall constitute the Executive Committee.

Section 2. Offices shall serve a term of one (1) year and may be elected for a second consecutive term.

Section 3. New officers shall be installed at the first regular meeting of the fiscal year in which their terms shall be served.

Article VI – Fiscal Year of the Council

Section 1. The fiscal year of the Council shall be from July 1 through June 30.

Article VII – Meetings of the Council

Section 1. Regular meetings of the council will be held the 4th Wednesday of designated months. The meetings will be open to the parish; will start at an agreed upon time; and will not last longer than two hours. The order of meetings shall be:

- Prayer
- Roll Call
- Approval of last month's minutes
- Visitor Recognition
- Commission Reports
- Old Business
- New Business
- Dashboard Items
- Pastor's Comments
- Adjournment
- Prayer

Section 2. Roberts Rules (revised version) is adopted as the authority for parliamentary rules of procedures for all business meetings of the church and for all other meetings that demand voting of the church members, including committees.

Section 3. Special meetings of the Council may be called by the President in conjunction with the executive committee. A notice of any special meeting shall be submitted to the Council membership.

Section 4. Proposals by a parishioner shall be made in writing and may be presented to the Council at any regular meeting. If the agenda precludes consideration of the item at the meeting at which it was presented, the Secretary of the Council will notify the parishioner as to where the proposal will be on the agenda and ask the parishioner to attend the meeting to give further information if necessary.

Article VIII – Commissions

Section 1. Commissions shall have representatives attending regular Council meetings. They shall assist in carrying out the duties and responsibilities assigned to the commissions. Each commission shall submit its proposed budget for Council approval at the February meeting.

Section 2. Each commission shall be responsible to the Pastor and the Council for achieving archdiocesan, deanery and parish goals for the commission's area of responsibility.

Section 3. The commissions and committees of this Council and their area of responsibility are as follows:

- a) The School Commission shall be committed to proclaiming Christ's message of love and service in order to develop the faith of students in the Roman Catholic tradition.
- b) The Finance Council shall assist and advise the Pastor in the administration and oversight of the total parish financial condition with a view toward responsibly funding the various ministries selected by the Pastor and the Parish Council.
- c) The Faith Formation Commission is to bring people to holiness by providing lifelong learning experiences that lead to knowing, living and sharing the Catholic faith.
- d) The Youth Ministry is to encourage growth and responsible participation in the community through example, communication and experience of faith, fellowship, education, leadership and service.
- e) All other commissions and committees as approved by the Council and/or Pastor.

Section 4. The Executive Committee may appoint for Council approval temporary committees as needed.

Article IX – Amendments

Section 1. This constitution may be amended by a vote of the Council.