

Holy Family Catholic Church
Parish Council
By-Laws

Article I: Name

The name of the council shall be: "The Parish Council of Holy Family Catholic Church" in Seymour Tennessee. Hereafter it will be referred to as Parish Council.

Article II: Purpose and Functions and Responsibilities

The Holy Family Parish Council is established to assist the Apostolic work of the Church in the field of making the Gospel known and people holy and in charitable , social , and other spheres appropriate to the furthering the love of God. To this end, the Parish Council is to nourish the continual development and growth of our parish community.

1. The council shall be the ministerial vehicle through which a representative body of the parish shall meet to pray, discern, deliberate, and decide in common agreement those matters for which they share responsibility as part of the pastoral leadership and which affect the well-being of the entire parish community.
2. The council shall endeavor, through the formulation and recommendation of programs and policies, to guide and promote the mutual coordination of all ministries and organizations of the parish and to facilitate good communication among them.
3. The council shall attempt to determine and utilize the talents of all members of the parish.
4. The council shall continually survey and assess the needs, both spiritual and temporal, of the individual, the family, and the parish; and under the authority of the Pastor reflect on them prayerfully and propose practical suggestions and programs to address them.
5. The council shall regularly evaluate the effectiveness of adopted policies and practices, and recommend appropriate modifications if necessary.

Article III – Council’s Authority

Parish Council acts as an advisory group to the Pastor. The activities of the Parish Council will be in accordance with those constituted by the governance document of the Diocese of Knoxville, "Diocesan Handbook on Ministry Policy and Procedure," as well as the Code of Canon Law.

Article IV – Membership

1. **Number and Status**
 - a. **Regular Members.** The council shall have **nine (9)** lay members elected or appointed in addition to the pastor and pastoral minister(s).
 - b. **Special Members.** In addition to these regular members, two additional members shall serve on the Parish Council. The Youth ministry shall have two Members appointed by the Youth Minister.
 - c. **Emeritus Members.** In order to maintain continuity, at the request of the Pastor and by majority vote of the newly elected Parish Council, the former

Parish Council Chair, may continue on the council as an Emeritus Member for a single three year term. Emeritus Members shall serve in an advisory capacity only.

d. The pastor is ex-officio member and president of the council.

2. Qualifications

Any registered Parish member who has reached his or her junior year of high school and is a confirmed Catholic may serve as a member of Parish Council.

3. No member shall be paid and if a member accepts a paid position within the parish, he or she must resign from the council.

4. A member who is unable to attend the monthly meetings should notify the parish council secretary or the council chairperson.

Article V: Nominations – Elections - Vacancies

1. Term of Office

a. The regular term of office is three (3) years.

b. No council member, except ex-officio members, will serve more than two (2) consecutive terms.

c. The term of office shall begin on the first day of September and end on the last day of August.

d. Members shall serve staggered terms with three (3) members elected each August.

e. At the discretion of the Pastor and by majority vote of the lay members, the length of elected terms may be modified to ensure that the requirement of item (d) of this subsection is met.

2. Nominating Committee

a. A nominating committee shall consist of the pastor and five (5) parish members with at least one of those five being a council member not up for re-election.

b. The functions of the nominating committee are as follows:

i. to invite nominees from the parish

ii. to compile a slate that has no more than two candidates for each vacancy.

iii. to submit the names of the candidates to the council for approval

iv. to conduct the election in accordance with the following provisions.

c. The nominating committee shall be appointed in May of the third year of each term to allow three months for the election process.

d. In the event the normal election routine does not produce the desired results and a sufficient number of candidates cannot be found in the prescribed time, the existing council with the pastor shall appoint members who agree to serve without an election.

3. Elections

a. Parishioners who meet the requirements of Article IV Sec. 2 are eligible for the ballot.

b. Ballots will be distributed before or during and collected after all the Masses of the chosen weekend.

c. Ballots may be filled out at the church office during the week prior to the election weekend to facilitate absentee ballots.

4. Vacancy

- a. A member who misses three consecutive meetings without an excuse shall be ineligible to remain on the council.
- b. A member who is derelict in the performance of duties shall be advised by the chairperson and shall be dismissed by council consensus if he or she persists in dereliction of duties.
- c. A member who finds that business or personal reasons prevent fulfillment of council service may resign with one month's notice.
- d. A vacancy of those elected or appointed shall be filled by an appointment of the pastor. This person shall fill the term of the member replaced.

Article VI – Officers and Responsibilities

A. Officers:

1. Election of the new officers shall be at the September meeting.
2. The officers of the council, who shall serve a three year term, are:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
3. The Chairperson may be any member beginning their second term on the Parish Council. If no one who is beginning their second term on the Parish council is willing to serve, then any member is eligible to serve.

B. Responsibilities

1. The Pastor's responsibility is to assess and ratify the judgments of the Parish Council and to provide information and/or guidance to enable the Parish Council to act in accord with the laws and teachings of the church and to keep the Parish Council informed as to the current concerns of the church in regard to Parish and Spiritual life. Judgments of the Parish Council must ultimately be ratified by the Pastor to be considered official.
2. The Parish Council Chair shall conduct all regular and special meetings of the Parish Council. The Parish Council Chair, after consulting with the Pastor, shall also be responsible for preparation of the agenda for each meeting; shall appoint special committees and their chairs (in consultation with the pastor and Parish Council) as becomes necessary; and shall serve as a spokesperson for the Parish Council in its relations with other parish groups.
3. The Vice-Chairperson shall act in the absence of the chairperson; keep track of written votes at the council meetings; and maintain an up-to-date written copy of the by-laws and standing rules.
4. The Parish Council Secretary shall be responsible for the minutes of the meetings; call the roll; post the minutes of the last meeting in the vestibule of the church after review by the pastor and chairperson; keep record of council attendance; provide an agenda, (with a copy of the last meeting's minutes), prepared by the chairperson to all members of the council, and shall conduct, receive, and respond to all correspondence as advised.
5. In the event the chairperson's position becomes vacant, the vice-chairperson shall take the position. If the vice-person is unable to do so, an election of the council members will be held at the next council meeting. If the vice-chairperson's position becomes vacant, there shall be an election at the next council meeting.

Article VII: Committees

A. Executive Committee

The Executive Committee will consist of: The Pastor, Parish Council Chair, Parish Council Vice-Chair, and Secretary

B. Standing/Permanent Committees

- a. There will be seven standing committees. The assigned Parish Council member shall chair the committee, and report on activities, plans and needs of the parish activities covered by the committee.
- b. Chairs for the seven standing committees will be appointed at the October Meeting of the first year of the three year term based upon the talents and gifts of the individual Parish Council members.
- c. Permanent Committee and Associated Activities
 - i. Buildings and Maintenance
 1. Facilities Management – Facilities Manager/Scheduler
 2. Facilities Maintenance – Facilities Maintenance Manager
 - ii. Communications
 1. Parish Council – Parish Council Chair
 2. Parish in General - Pastor, Parish Secretary
 3. Web Site – Web Site Committee Co-Chairs
 - iii. Education
 1. CCD
 2. RCIA
 3. Youth Group (Educational Aspects)
 4. Adult Education
 - iv. Family and Parish Life
 1. Young at Heart
 2. Youth Ministry
 3. Crafty Ladies
 4. Fellowship Committee
 - v. Liturgical Ministries
 1. Pastor
 2. Ministries
 3. Lectors
 4. Cantors
 5. Alter Servers
 6. Ushers
 - vi. Social Action
 1. Bereavement Committee
 2. St. Vincent de Paul
 3. CCW
 - vii. Associated Organizations
 1. C.R.O.S.S
 2. Knights of Columbus – Grand Knight
 3. Catholic Charities

C. Ad Hoc or Additional Committees

Ad Hoc or Additional committees, either permanent or Temporary, may be added or deleted at the discretion of the Parish Council under guidance of the Pastor to meet specific needs that arise. These committees will be chaired by a member of the Parish Council who is appointed by the pastor. The committee chairperson may then appoint from the members of the parish community to assist him or her in the assigned duties.

Article VIII: Meetings

A. Regular and Special Meetings

- a. Meetings of the council will be monthly on the same day of the month (e.g. 3rd Monday) as selected by the Parish Council at the September Meeting following the Parish Council elections. If that day falls on a holiday, the meeting will be held the following week, unless otherwise determined at the previous council meeting.
- b. All Regular Meetings of the Parish Council are open to the Parish at Large.
- c. Special meetings may be called at any time by the Pastor, the chairperson with consultation of the pastor, or by request of any three Parish Council Members (by contacting the Parish Council Chair). Notices will be given in due time with the general nature of the business to be discussed.
- d. Any Parish council meeting may be declared a closed meeting by the Pastor or the Parish Council by a majority vote in order that a discussion of privileged, proprietary, or sensitive information be shared only with parish council members. A written record of all closed meetings will be kept by the secretary and become public when deemed appropriate by the Pastor or parish council by majority vote.
- e. The parish council may not meet without notifying the Pastor of the meeting.
- f. A meeting may be cancelled at the discretion of the Pastor or Parish Council Chair for good cause. The entire Parish Council will be notified as to why a meeting was canceled.
- g. In matters which require action before the next scheduled meeting, the pastor may contact (or ask the parish council chair to contact) and poll all the parish council members by telephone or any other appropriate communications means instead of trying to arrange an urgent meeting. The motion must have the support of a quorum of the Parish Council. The results of the polling of the members shall be reported at the next scheduled meeting.
- h. Guests are welcome at all Parish Council meetings. Guests will be allowed to speak for approximately five minutes on any matter they wish to have heard by the Parish Council.

B. Quorum

A quorum of at least five lay members must be present in order for the Parish Council to transact official business

C. Ratification

Any Matter on which a consensus was reached or a majority vote was received does not take effect until ratified by the Pastor, Normally, this may

take place at or before the next regularly scheduled meeting. Ratification shall come only from the Pastor. Ratification must be in writing or so indicated in the Parish Council Minutes. Any motion not ratified by the Pastor for any reason shall be deemed rejected.

D. Consensus

The Parish Council shall work towards a consensus on all matters in transacting official business. If Consensus cannot be reached and a decision on a matter must be rendered, a simple majority vote shall carry the motion.

E. Meeting Agenda

Generally, items are placed on the agenda by Parish Council members, parishioners, or others by contacting the Parish Council Chair at least seven days prior to the meeting. The agenda of each regular meeting shall be prepared by the Parish Council Chair in consultation with the Pastor. The secretary shall forward a copy to each member at least one week prior to the meeting.

F. Reports on Closed Meetings

A parish report on any closed meeting shall consist only of resolutions or motions that have been acted upon.

G. Location

The meetings shall be held at the office of the parish or such other suitable place convenient to the members of the council and the Parish.

H. The order of business for regular meetings may include but not be limited to the following:

- a. Opening prayer
- b. Roll call
- c. Minutes
- d. Agenda
- e. Standing committee reports
- f. Old business
- g. New business
- h. Pastor's Report
- i. Closing prayer

Article IX: Amendment of Bylaws

A motion made to amend or revise these bylaws may be introduced and discussed at any regular meeting of the parish council. Any proposed amendment or revision to the By-Laws is to be published in the Parish bulletin, website or other appropriate public means of dissemination and posted on the parish bulletin board following the meeting. It is to be ratified by consensus of the Parish Council in order to be incorporated into the By-Laws