

**Ratified by Parish Council 3/18/14**  
**St. Gregory the Great**  
**Samuels, Kentucky**  
**Parish Council Bylaws**

**PREAMBLE:**

**Mission Statement:**

With Jesus Christ as our model, and inspired by the word of God, we are called forth from the Altar to live Gospel stewardship, to welcome the stranger, to serve the needs of others and to nourish spiritual growth at all levels of human development.

**I. NAME:**

The name of this body is the Parish Council of St. Gregory the Great Catholic Church of Samuels, Kentucky.

**II. PURPOSE:**

The parish council is a consultative body who shares the pastor's leadership in planning and visioning for the parish. The pastor partners with the council in establishing structure to facilitate the life of the parish. Together, pastor, council, and all members of St. Gregory Church join in prayerful reflection about the parish's mission and ministry.

**The council has responsibility to:**

- A. The council must have a clear sense of the parish's mission and purpose.
- B. The council will be the planning and policy formulating body that works collaboratively with staff, committees, and organizations for the common good to make the parish a community of growing faith.
- C. Participate in on-going formation and training.
- D. Listen closely to the needs and hopes of the faith community.
- E. Serve as an instrument of planning and evaluation of the parish.
- F. Foster effective communication and establish goals that witness Gospel values.
- G. Advocate fiscal health in order for the parish to meet expenses and give generously to needs beyond the parish.

**III. AUTHORITY:**

- A. The parish council is consultative to the pastor.
- B. All that pertains to the mission of the parish lies within the scope of the parish council.
- C. The parish council will be the planning and policy-formulating body that works collaboratively with staff, committees, and organizations for the common good.

- D. The power of the parish council comes from the unity within it, the sharing of time, talents and insights through fruitful dialogue, reflection in prayer, and consensus recommendations to the pastor.
- E. The pastor bears final responsibility for total parish ministry. The pastor, therefore, must ratify all actions of the parish council for them to be effective.

#### **IV. MEMBERSHIP:**

- A. **The Pastor** as the spiritual leader of the parish is the President of the council.
  - The pastor seeks the advice and recommendations of the council, on the one hand, and on the other, acts as teacher, counselor and guide to the members in fulfilling their responsibilities toward the other parishioners, planning and implementing programs for their benefit.
  - The Pastor meets with the Executive Committee to set the agenda.
  - The Pastor does not chair meetings, nor does he vote, since all resolutions of the council are referred to him for final decision.
  - Resolutions of the council become parish policies when the Pastor confirms the actions taken.
- B. **Number:** The parish council will be comprised of 10 voting members and 2 ex-officio, non-voting members. Of the 10 members, 4 will be appointed members from the Committees of Worship, Formation, Service, and Administration, the remaining 6 members will be chosen by drawing names from the eligible candidates as detailed in V. Election of Council Members.
- C. **Eligibility:** All registered and fully initiated members of the parish above the age of eighteen (18) are eligible for membership on the parish council.
- D. **Term of Office:** All members shall serve a term of three years. Council members will be staggered in a three year cycle, with two of the members commencing a new three-year term each year.
- E. **Re-election:** After an absence of three full, consecutive years, a past member of the council shall be eligible for another election to the council.
- F. **Vacancies:** Vacancies on the council may be filled by a vote of the majority of the remaining members of the council. Each member so elected shall fill such vacancy for the remainder of the unexpired term. If the term being filled has less than six months remaining, the incoming member will be eligible for an additional three year term.
- G. **Removal:** Any member who misses three consecutive meetings without being excused by the Chair will be presumed to have voluntarily resigned. The Chair will send a letter to the resigned member thanking him/her for service to the council. If a member desires reinstatement, a simple majority vote by the remaining members can be taken to reinstate a member who has resigned under these circumstances.

## **V. ELECTION OF COUNCIL MEMBERS:**

- A. The council shall announce parish council vacancies and the opportunity to nominate persons for election to fill those vacancies via notices in the weekly bulletin and verbal announcements at all weekend Masses for the entire month of April.
- B. Each year registered parishioners, age eighteen (18) and older, will submit nominations for council members. Candidacy forms (Addendum E) shall be prominently available in the church, as well as online, for the entire month of April. Nominations for parish council must be received by the council Chair no later than April 30<sup>th</sup>.
- C. The council election committee will certify all candidates for eligibility and willingness to stand for election. The slate of candidates for election shall be approved by the Pastor.
- D. On the last Sunday in May, council members will be selected by drawing names from the eligible candidates. The new council members will be announced to the parish no later than June 15<sup>th</sup>. Council members shall be elected for a term of three years beginning July 1<sup>st</sup>.
- E. If by the June meeting vacancies are not filled, then in consultation with the council, the Pastor will appoint members to fill the vacancies.
- F. The Secretary of the council shall maintain a roster of all members of the council, which includes the date of the expiration of the members' terms. This roster shall be published on the parish website. [www.stgregoryparish.org](http://www.stgregoryparish.org)

## **VI. MEETINGS:**

- A. The parish council will meet a minimum of 11 times each calendar year.
- B. Meeting dates, place, and time will be determined at regular council meeting.
- C. The parish council does not meet without the knowledge of the Pastor.
- D. The Pastor or the chairperson may call special meetings of the parish council for any purpose. Members will receive a written or verbal notice 24 hours prior to the meeting.

## **VII. Quorum:**

- A. Half the number of the filled positions on the parish council plus one shall be necessary to constitute a quorum for the transaction of business.

## **VIII. AMENDMENTS:**

The Council has the authority to adopt, amend, repeal, or suspend the bylaws.

- A. All amendments to be considered will be presented to the parish council in writing.
- B. Proposed amendments will be decided by consensus (or two thirds vote) of the council.

## **IX. OFFICERS: (ADDENDUM A)**

- A. The Pastor, which is a separate and distinct office from the chairperson.
- B. The officers of the parish council will be chairperson, vice-chairperson, and secretary. They will be selected from the parish council and serve a one-year renewable term. The vice-chairperson will become chairperson in the year following the one-year term served as vice-chairperson.
- C. The officers of the council will be elected by and from the council at its meeting in June of each year. If two or more persons desire an office, the election shall be by secret ballot.

## **X. DUTIES OF OFFICERS:**

### **CHAIRPERSON:**

- Serves as an active member of the Archdiocesan Pastoral Council.
- Calls and chairs all meetings of the parish council.
- Oversees the activities of the parish council.
- Prepares parish council meeting agenda in consultation with the pastor.
- Promotes open communication between and among the parish council, committees and organizations.
- Oversees the selection process for parish council membership.
- Provides formation and education opportunities for the parish council.
- Oversees updating of the parish council's organizational and operational guidelines.

### **VICE-CHAIRPERSON:**

- Chairs meetings in the absence of the chairperson.
- Works closely with the chairperson in overseeing the activities of the parish council.
- Succeeds the chairperson in case of resignation or disqualification.

### **SECRETARY:**

- Maintains written records of parish council minutes and files a copy in the parish office.
- Maintains records of parish council members including names, addresses, email addresses, telephone numbers, and attendance.
- Distributes minutes of parish council meetings and agendum of upcoming meetings to parish council members.

### **EX-OFFICIO, APPOINTED:**

- Attends meetings and actively participates in deliberations as appropriate.
- Supports parish council activities and decisions within the life of the parish.
- Ex-Officio members are non-voting members of the council

## **XI. DECISION PROCESS:**

- A. All decisions made by the parish council will be made in the spirit of consensus decision making.
- B. If the parish council cannot reach consensus, voting procedures will be followed. In such an event the actions of the council require a two-thirds majority.
- C. All decisions and actions of the parish council must be ratified by the Pastor.

## **XII. PARISH COUNCIL – SUB-COMMITTEES: (ADDENDUM B)**

Standing committees and organizations are established to enable the parish to effectively fulfill its mission. They are the means for implementing the parish's goals and priorities. The parish council, finance council, committees, and organizations work together to worship God in word and sacrament, teach and share faith, serve human needs, and build a community rich in faith.

- Worship Committee
- Formation Committee
- Service Committee
- Administration Committee

### **COMMITTEE RESPONSIBILITIES**

**Committee members are selected from those already involved in the ministries within that committee's scope of responsibility. Of those members, one is the designated chairperson of the committee and in most instances sits as the representative for that committee on the Parish Council as a voting member of the Parish Council. Wherever possible a Pastoral Staff person may serve in an advisory role to each of the committees.**

### **ADMINISTRATION COMMITTEE**

**Is delegated with the responsibility for overseeing the needs of St. Gregory Parish as related to:**

- **Fiscal Administration**
- **Physical Plant & Maintenance**
- **Long Range Planning**

**in such a manner as to ensure the parish's ongoing ability to carry out its mission.**

## **FORMATION COMMITTEE**

**Is delegated with the responsibility of nourishing spiritual growth at all levels of human development from cradle to grave inclusive of the following:**

- **Educational Programs**
- **Children's Faith Formation**
- **Youth Ministry**
- **Adult Faith Formation**
- **Sacramental Preparation**

## **SERVICE COMMITTEE**

**Is delegated with the responsibility of ensuring our faithfulness to our mission of welcoming the stranger and serving the needs of others by facilitating the following work:**

- **Caring for the community**
- **Parish Outreach**
- **Welcoming**
- **Social Justice**

## **WORSHIP COMMITTEE**

**Worship is delegated with the responsibility of working with all involved in the planning and execution of our parish worship life in such ways that encourage and facilitate experiences which truly proclaims, inspires and calls us forth to live the Gospel.**

**Together the work of these committees facilitate:**

- Inviting new members into the life of the parish.
- Engaging people in liturgy that is prayerful with good music and preaching.
- Providing prayer opportunities that nurture parishioners' faith, deepen their spirituality, and facilitate their ability to live the gospel message.
- Reaching out to non-practicing Catholics and the unchurched and playing a visible role in the local community.
- Responding to needs of people; supporting one another, and reaching out to the poor.
- Providing life-long faith formation through programs for children, adult formation opportunities, youth ministry, and young adult ministry.
- Ensuring the fiscal health of the parish so that it meets expenses and gives generously to needs beyond the parish.

### **XIII. REPRESENTATION ON THE COUNCIL**

- A. Six members will be nominated by the parish three of which at any time shall represent the parish at large.
- B. Four members will be appointed to represent each of the four main parish committees.
- C. The School Board will designate a member of their board to serve as a representative to the council.

### **AD HOC COMMITTEES (ADDENDUM C and ADDENDUM D)**

The Chair may appoint Ad Hoc committees as authorized by the council.

Date of Approval: \_\_\_\_\_

Signed: \_\_\_\_\_

Date of Review: \_\_\_\_\_

## **ADDENDUMS to PARISH COUNCIL BYLAWS**

### **COUNCIL MEMBERS AND OFFICERS**

**ADDENDUM A:** Current Council Members and Officers

### **COUNCIL SUB COMMITTEES**

**ADDENDUM B:** Sub Committees and Leadership

### **COUNCIL AD HOC COMMITTEES**

**ADDENDUM C:** Parish Social Committee

**ADDENDUM D:** Parish Council Bylaws Committee

### **ELECTION OF COUNCIL MEMBERS**

**ADDENDUM E:** Parish Council Candidacy Form

### **FINANCE COUNCIL**

ADDENDUM F: Finance Council/Committee Members

# **PARISH COUNCIL MEMBERSHIP**

## **Worship**

**Chair Appointed and serves on  
the Parish Council**

**Council  
Member  
At-Large**

**Chairperson**  
Elected by  
Council  
Members

**Formation**  
Chair Appointed and  
serves on the Parish  
Council

**Council  
Member  
At-Large**

**Vice-Chair**  
Elected by  
Council  
Members

**Service**  
Chair Appointed  
and serves on the  
Parish Council

**Council  
Member  
At-Large**

**Secretary**  
Elected by  
Council  
Members

## **Administration**

Chair Appointed and  
Serves on the Parish Council.

PASTOR – President

School Board Rep – Ex Officio

Deacon – Ex Officio