

St. Veronica Parish Council Bylaws

Mission Statement:

Parish Council's responsibility is to serve as an advisory council to the Parish Pastor. Representatives are responsible for providing a dialogue between the parishioners and the Parish Pastor. Parish Council, as directed by the Pastor, is encouraged to participate with the Pastor in the decision making process of the Parish; furthermore they are accountable for the implementation of such decisions and policies. Council is responsible for providing to the Pastor and the Finance Commission the goals, objectives and priorities of the Parish. Parish Council is responsible for determining the needs of the parish community and to evaluate the parish ministries in light of these needs. Parish Council at the direction of the Pastor is responsible for communicating to and directing the many ministries within the Parish. Council through the discretion of the Pastor is responsible for implementing a renewal of the parish community called for by the Second Vatican Council and the Archdiocese of Cincinnati.

Vision:

Parish Council's role is to investigate pastoral matters, to consider them thoroughly, and to propose practical sound conclusions about the matter to the Pastor. Parish Council supports the Parish Pastor by providing leadership, promoting spirituality, Catholic based education, and a Catholic community, evaluates the facilities, and examines the fiduciary responsibilities of the Parish. Parish Council will conduct all activities while following the Parish Mission to live, teach, and proclaim the Gospel of Jesus Christ.

Objectives of Parish Council:

A. Parish Council is chosen to be a representative body of Saint Veronica Parish. Members of Parish Council have the responsibility to represent the wisdom of the people of the Parish to the Pastor.

This may include:

- 1) The evaluations of the services and policies which affect the local parish community
- 2) Creating recommendations for the improvement of the quality of life in the Parish and the effectiveness of Parish services and policies

To fulfill this responsibility, it is important that the Parish Council members:

- 1) Read all background material provided concerning each issue and policy that is being discussed
- 2) Use whatever occasions present themselves for listening to impressions and reactions to various policies and operations of the Parish

B. Parish Council is a Consultative Body. Parish Council member are responsible for being consultative to the Pastor. That may involve:

1. Presenting opinions and evaluations as part of initial input
2. Discussing and analyzing the data gathered, i.e. trends, causes, etc.
3. Creating recommendations, which may include:
 - a) Generating alternatives
 - b) Discussing the merits of various recommendations
 - c) Placing the recommendations in priority

C. Parish Council fosters communication between all Parish organizations.

The Parish Council represents the people of the Parish to the Pastor. Members are responsible for promoting and encouraging effective communications between Parish Council and the commissions and ministries of St. Veronica Parish.

Membership

1. The membership of Parish Council shall include:
 - a) All the Priests assigned to St. Veronica Parish.
 - b) All Deacons of St. Veronica Parish
 - c) Ten Parishioners chosen to represent the laity of the parish, with one of the ten elected as the Council President.

2. Parishioners appointed to Parish Council shall serve a term of three years, with three or four seats on the Council up for discernment each year.

3. In the event of a vacancy, the Council shall appoint an eligible person to fill the unexpired term of the vacant seat. If a person serves more than 19 months or more that time will count as a full term.

4. To be eligible to be chosen to Parish Council, persons must be at least 18 years of age and a registered member of the parish.

5. No one may serve more than two consecutive full terms on the Council, except a member elected President late in their 2nd term.

6. Council members missing three consecutive meetings during their term of office are subject to replacement by the remaining members of the Council.

7. Parish members who are interested in serving on Parish Council are encouraged to speak with the Pastor or a member of Council in March or April of each year. During the April and May meetings the members will discuss which of the interested parishioners would best fill the open seats. All materials required for consideration of a candidate (i.e. candidate's biography and picture) must be collected by Parish Council one month prior to the May meeting. Newly appointed Parish Council members shall take office on June 1. If a person resigns their position, Parish Council will appoint a replacement.

8. Parish Council members shall solicit new members during the months of March & April.

Officers

1. The President-Elect is to be elected from those Parish Council Members who have served at least 5 months on Parish Council.

2. The election of the President-Elect will take place as a regular part of Council December Meeting and nominations will take place at the November Meeting. The President-Elect will serve concurrently as a Council member and President-Elect for the six month period prior to taking office as President.

3. At the expiration of the term of the President, the President-Elect shall assume the office of President for a term of two years. The President shall preside over meetings of the Council and coordinate its communications and the work of its committees and commissions.

4. A replacement council member will be appointed to the President-Elect's vacated Council seat for the unexpired remainder of his/her term.

5. The President shall appoint a Secretary for the Council, who need not be a voting member of Parish Council. The Secretary's duties shall be:

- a) To take the minutes for each Council meeting and submit them to the President not more than two weeks after the meeting.
- b) To place minutes approved by Council in a permanent record in the Parish Archives.
- c) To keep a current catalog, by subject matter, of all decisions and recommendations made by Council.

6. In the event an officer resigns from his/her office or is unable to complete his/her term:

- a) The unexpired term of President-Elect shall be filled by an eligible Parish Council member nominated and elected by Parish Council.
- b) The unexpired term of the President shall be filled by the President-Elect or any member of Parish Council nominated and elected by Parish Council.

Conduct of Business

1. The business of Council shall be conducted by the establishment of an agenda, discussion, and consensus decision making.

2. Council shall meet once each month of the year, from 6:30-8:00PM, on the fourth Monday of the month or such time as mutually agreed upon by Parish Council at the St. Veronica Ministry Center. The Agenda Committee shall have the authority to call meetings of the Council.

3. The Agenda Committee, consisting of the Pastor, President and President-Elect, shall prepare the agenda for each Parish Council meeting at least one week before the scheduled meeting and distribute this agenda and the minutes of the last Parish Council meeting to all Parish Council members.

4. The President/President of any commission or organization, or their delegate, shall have the right to be recognized at Parish Council meetings for the purpose of addressing Council on matters relating to his/her commission's or organization's mission.

5. The Parish Council meetings are open to the St. Veronica community and will be announced in the parish bulletin and on the St. Veronica website. For sensitive and/or confidential matters the non-members of Parish Council will be dismissed and the members of Parish Council will go into a private Executive Meeting.

6. Council shall hold a joint meeting with its Finance Commission or their representatives, at least once each year. Additionally, Parish Council will meet with each Commission by inviting the Commission members and representatives from its associated ministries to a Parish Council meeting at least once each year.

Special Parish Council Meetings:

At times it may be necessary to conduct special Parish Council meetings to address special projects or time-sensitive decisions. If a special meeting is required, the President will notify Parish Council

members. The Parish Council President may also notify parishioners through the weekly bulletin and/or parish website as appropriate.

Parish Council Meeting Procedures:

The Parish Council President will conduct all Parish Council meetings. If he or she cannot attend, they can appoint another member to conduct the meeting.

Parish Council members will strive to reach consensus on all issues, and voting will typically not occur. However, healthy prayerful discussions on issues can and should take place. Consensus does not imply 100% agreement, instead consensus means that all members will support the decision reached by Parish Council as a whole. When consensus is attained, everyone is willing to take ownership of the decision.

Agenda:

The following is the structure that the agenda should follow for Parish Council meetings:

- Gospel Reflection
- Call to order and roll call of Parish Council members
- Approval of minutes from the prior meeting
- Address outstanding action items
- Fr. Del's Comments (What have you heard)
- Parish Council's Comments (What have you heard)
- Old Business
- New business
- Guest presentations (may be addressed earlier in the meeting)
- Closing Prayer
- Adjournment

Request for agenda time:

Any parishioner who would like to bring an issue to a Parish Council meeting must request agenda time five business days prior to the scheduled meeting. Requests can be made in writing via email to the Parish Council President.

If a topic of a confidential nature is allowed by the Pastor or President, the meeting will be adjourned, all guests will be asked to leave temporarily, and the meeting will be reopened in an "executive" or "closed" session. Anything expressed in the executive session will be confidential and will not be subject to disclosure unless required by law. Any breach of confidentiality may result in a Parish Council member being removed from Parish Council. When the executive session is adjourned, the public meeting may reconvene. The minutes, as recorded by the Parish Council secretary, will reflect that a discussion was held in an executive session. The specifics will not be listed in the minutes.

Minutes:

Minutes are available for review on the Parish Council section of the parish website. Recorded minutes shall be sent to the parish office within 14 days of approval by Parish Council which occurs at the following meeting.

Removal of a Member:

A Parish Council member may be removed if they miss three consecutive scheduled meetings, they are no longer a parish member, or they are no longer a parish member in good standing. They also may be removed if they violate the ethics standards of Parish Council.

Ethics:

St. Veronica Parish Council members will be held to a code of ethics that follow Catholic morals and teachings:

It is unethical for a Parish Council member to:

- Seek special privileges for personal gain
- Personally assume unauthorized authority
- Criticize any parish employees, parishioners, or guests publicly
- Disclose confidential information
- Place the interest of one group above the interest of the parish as a whole

It is unethical for the Parish Council to:

- Withhold facts or pertinent information from the commissions or parishioners at large
- Consider complaints/concerns against a staff member that are not first submitted through the appropriate chain of command
- Announce future action before the proposition has been approved by Parish Council and Parish Pastor

Covenant:

Each year as new Parish Council members join the council, the Parish Council Covenant will be reviewed as a group. Once in consensus that the covenant is satisfactory as written or edited, all members of Parish Council will sign the covenant holding themselves and each other accountable for upholding the ideals of the covenant.

Conflict of Interest:

No Parish Council member shall participate in a discussion in any manner in which they have a business or personal interest, or in which their spouse, father, mother, child or other family member has such an interest.

Parish Council Commission Liaisons

Parish Council will designate two liaisons to each of the five parish commissions and other organizations, including Worship Commission, Faith Formation Commission, Stewardship Commission, Finance Commission, Education Commission, and the miscellaneous organizations such as St. Vincent de Paul, Parish Technology, and Respect Life.

Commissions and Organizations

- 1. The Council may establish commissions and organizations to advise it, to enact its decisions, and to coordinate, direct and regulate parish activities in designated areas.
- 2. Commissions and organizations shall be established by, and are to be responsible to, the authority of the Council.
- 3. Parish Council shall plan and organize an annual Leadership Retreat to promote an information exchange and strengthen the co-missions of the organizations within the Parish.
- 4. Parish Council will oversee nominations and selections of candidates for the Tree of Appreciation on a regular basis, generally every 2 years.
- 5. Parish Council will coordinate the annual Parish Picnic.

Inter-Parish Reporting Structure:

The St. Veronica Parish Council reports to the Parish Pastor or in his absence the Parish Pastoral Associate and/or Parish Business Manager. Parish Council will also communicate regularly with the five commissions and other organizations to ensure a common message and promote healthy forward momentum of the overall parish mission to live, teach, and proclaim the Gospel of Jesus Christ.

Grievance Committee:

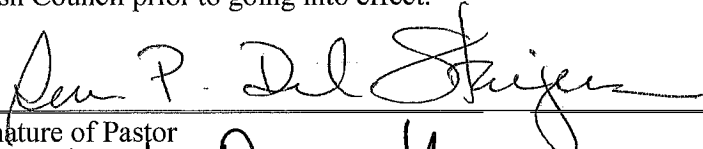
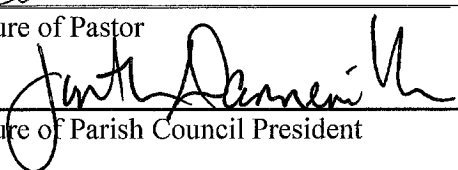
Parish Council shall establish a Grievance Committee for the purpose of hearing parishioner complaints in a more private setting than a Parish Council meeting. The Grievance Committee is to consist of three people who are appointed by Parish Council for a one year term. Such appointments are subject to the approval of the Parish Pastor and Parish Council President. A request to meet with the Grievance Committee shall be made to the Parish Council President.

Constitution and Bylaws

- 1. The Constitution shall be amended by consensus of the membership of Council, when notice of the proposed amendment has been given to all members prior to the proceeding meeting of Council.
- 2. Bylaws shall be adopted or amended by consensus of the members present, when notice of the proposed bylaws or amendments have been given to them not less than two weeks before the meeting at which action is to be taken. St. Veronica Parish Council bylaws shall be reviewed as needed, but are required to be reviewed every three (3) years.

Approval:

All modifications of these Bylaws and/or amendments must be approved by the St. Veronica Pastor and Parish Council prior to going into effect.

	9/13/16
Signature of Pastor	Date Approved
	9/7/16
Signature of Parish Council President	Date Approved