

Parish Stewardship Council

Role and Function

Statute 438. As its name implies, the Stewardship Council is to be concerned with the acquisition, administration, and alienation of the temporal goods of the parish. Stewardship includes:

- a) Educating the parishioners of their responsibilities in the support of the Church, its apostolate and its ministers;
- b) Formulating and executing fund-raising programs;
- c) Oversight of the maintenance and development of parish properties;
- d) Oversight of the management of parish funds;
- e) Care of immigrants and economically disadvantaged persons.

Statute 439. It is the competency of the Stewardship Council to *advise and cooperate* with the Pastor in matters related to the properties and finances of the Parish. As such, the Stewardship Council serves as a permanent structure for constructive dialogue among the clergy, religious and laity.

Statute 440. All members of the Stewardship Council must maintain the confidentiality of the deliberations of the council, especially with respect to privacy and personal reputations. Documents relating to the affairs of the Stewardship Council are the exclusive property of the Parish and cannot be divulged to anyone without the written permission of the Pastor.

Membership and Elections

Statute 441. The Stewardship Council is to be comprised of three (3) persons.

- a) Two (2) of the members of the Stewardship Council are to be elected.
- b) One (1) member is to be appointed by the Pastor.

Statute 442. The elected members of the Stewardship Council are to be elected for two-year terms. The appointed member is to be appointed for a one-year term. Members are eligible for re-election or re-appointment.

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Statute 443. The elections are to be conducted in the following manner:

- a) Elections to the Stewardship Council are to be conducted in September in conjunction with elections to the Pastoral Council. Sixty (60) days prior to the election, the Pastor is to appoint an Elections Committee, who will prepare a list of candidates for election to the Stewardship Council. Prior to publication, this list is to be kept confidential and is to be submitted to the Pastor for approval. The Pastor is not obliged to provide reasons for the removal of any potential candidates from the list.
- b) It is the responsibility of the Elections Committee to determine the manner, time and place of the elections to the Stewardship Council.
- c) It is the responsibility of the Elections Committee to conduct the election and report to the Pastor, who will communicate the results to the Parish.
- d) A person enjoys the power to vote in the elections if he/she is a member of the parish in good standing.
- e) A person is ineligible to be a member of the Stewardship Council if :
 - i) A person from the same household is a candidate or is currently serving on the Stewardship Council;
 - ii) He/she has been removed from the list of candidates by the Pastor.

Statute 444. The members of the Stewardship Council are to be installed during an appropriate liturgical or para-liturgical ceremony.

Statute 445. All members of the Stewardship Council have a right to vote.

Officers

Statute 446. The Officers of the Stewardship Council are the Chairperson and Secretary and serve under the direction of the Pastor.

Statute 447. The lay members of the Stewardship Council shall elect from among the lay members a Chairperson and Secretary.

Statute 448. The Chairperson and Secretary are elected for a term of one (1) year and are eligible to be re-elected.

Statute 449. It is the responsibility of the Chairperson:

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- a) To convoke, conduct, and close all meetings of the Stewardship Council;
- b) To coordinate the activities of the Stewardship Council and all committees affiliated with it;
- c) With the prior approval of the Pastor, to report to the Parish regarding the activities of the Stewardship Council;
- d) To act as a liaison between the Stewardship Council and the Pastoral Council.

Statute 450. It is the responsibility of the Secretary to take the minutes of the meetings, to maintain the record of the Stewardship Council and to expedite any correspondence on behalf of the Council.

Vacancy

Statute 451. A vacancy on the Stewardship Council can arise through removal, resignation, incapacity or death.

Statute 452. It is the exclusive competence of the Pastor to accept a resignation from the Stewardship Council. In order to be valid, notification of the acceptance of the resignation.

Statute 453. It is the exclusive competence of the Pastor to remove a member from the Stewardship Council. In order for the removal to be valid, the Pastor must hear the opinion of all the members of the Stewardship Council assembled in one place. The member who is to be removed must be given an opportunity of defense before the Stewardship Council. Notification of removal must be made in writing.

Statute 454. A vacancy of an elected member is to be filled by an interim election for the duration of the unexpired term within sixty (60) days.. A vacancy of an appointed member is to be filled through an interim appointment to the Stewardship Council for the unexpired term.

Meetings

Statute 455. Meetings of the Stewardship Council are to be held in the parish facilities or at another convenient place as determined by the Chairperson with the prior approval of the Pastor.

Statute 456. The Stewardship Council is to meet at least once every thirty days.

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- statute 457.** Notification of the meetings are to be published in the parish bulletin.
- statute 458.** Unless determined otherwise by the Chairperson, meetings of the Stewardship Council are public and all parishioners are free to attend.
- statute 459.** With the prior approval of the Pastor, the Chairperson can convoke a special meeting of the Stewardship Council. Members are to be given seven (7) days notice and a quorum of a simple majority is required for the meeting to be conducted.
- statute 460.** In order for a meeting to be conducted, two members of the Stewardship Council must be present.
- statute 461.** With due regard for the *CCEO*, meetings are to be conducted in conformity with Robert's *Rules of Order*.
- statute 462.** Summaries of the meetings of the Stewardship Council are to be reported to the Parish in a timely manner.

Committees

- Statute 463.** With the prior approval of the Pastor, the Chairperson can establish committees responsible for specific projects or programs.
- Statute 464.** With the prior approval of the Pastor, the Chairperson is to appoint Committee Chairpersons and Members.

Effective JULY 31, 1995