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**HOLY NAME OF JESUS**  
**PARISH COUNCIL BYLAWS**  
Sheboygan, Wisconsin

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**Article I: NOMINATION AND SELECTION OF NEW MEMBERS**

1 **Section 1:** At each annual selection, one-third of the members shall be selected for a term of three years  
2 to fill the vacancies caused by the members whose terms are due to expire.

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4 **Section 2:** -At least 60 days prior to each annual selection of new members, the chairperson shall appoint  
5 a Selection Committee of a least four members, two of whom are Council members. The Selection  
6 Committee's responsibility is to manage all aspects of the selection process including:

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8 **a) Education of Parishioners:** Parishioners are educated through bulletin and pulpit  
9 announcements about the Council and the selection process for at least two weeks. They are  
10 asked to give prayerful consideration to nominating parishioners or themselves for the Council.

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12 **b) Nomination:** Nomination forms are distributed at all liturgies on a designated weekend.  
13 Parishioners are invited to write down the names of persons they feel have the essential  
14 characteristics of a Council member.

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16 **c) Notification:** Persons whose names were submitted by parishioners are contacted by Selection  
17 Committee members to inform them of their nominations and of the required orientation. At least 30  
18 days before the date of selection, The Selection Committee publishes in the parish bulletin the names of  
19 those who have agreed to continue in the nomination process. Additional nominations are acceptable if  
20 submitted in writing to the Selection Committee within ten days after this publication.

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22 **d) Orientation:** The Selection Committee plans the local orientation session and requires nominees'  
23 attendance at a local and/or archdiocesan orientation.

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25 **e) Acceptance:** Those who feel called to serve as Council members accept nomination and participate  
26 on the final slate of nominees. The Selection Committee ensures that the slate of nominees is  
27 representative of the parish community. In no event shall any persons be deemed nominated unless the  
28 Selection Committee receives an expression of willingness to serve. If a member of the Selection  
29 Committee becomes a nominee, that person ceases to be a Selection Committee member.

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31 **f) Final Slate of Nominees:** Nominees submit biographical information and their statement of parish  
32 vision to the Selection Committee for publication in the parish bulletin at least two weeks prior to the  
33 selection of new members.

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35 **g) Facilitation:** The Selection Committee facilitates the actual selection process and informs the parish  
36 of the results.

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38 **Section 3:** The selection of new members of the Council shall be by discernment.  
39 In the context of prayer and with the help of a facilitator, the nominees who are best suited to serve on the  
40 council at this time are discerned.

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42 **Section 4:** For the youth representative, the same selection procedure shall be followed. Only eligible youth  
43 shall participate in this process.

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45 **Section 5:** Election of Trustees shall be held every other year in the even numbered year.

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47 **Article II: VACANCIES AND REMOVALS**  
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49 **Section 1:** Any member of the Council may resign by filing a written resignation with the pastor, with a copy to  
50 the chairperson.  
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52 **Section 2:** At any meeting of the Council, any at-large member may be removed for good cause by consensus or  
53 by an affirmative vote of three-fourths of the Council. Any member whose removal has been proposed shall be  
54 given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings  
55 without good reason, physical or mental incapacity, or failure to perform duties as a Council member.  
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57 **Section 3:** A vacancy among the at-large members shall be filled by one appointed to serve the remainder of the  
58 term. The chairperson will make appointment, with approval of the Council. Consideration should be given to  
59 previous nominees.  
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61 **OFFICERS**  
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63 **Section 1:** Selection of officers of the Council shall be by discernment from among and by the Council  
64 members present at the annual transition meeting. Offices shall be filled in the following order:  
65 chairperson, vice-chairperson and secretary.  
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67 **Section 2:** At the transition meeting following the annual selection of Council members, newly selected  
68 members join the existing Council for the purpose of selecting Council officers for the following year.  
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70 **Section 3:** No Council officer may serve more than three consecutive 1-year terms in any one office.  
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72 **Section 4:** The chairperson:

- 73 1. Is aware of the tasks and responsibilities of the Council and communicates these to the Council,  
74 committees and parish community.
- 75 2. Organizes/coordinates activities and processes of the Council. Develops and maintains an annual  
76 Council calendar consistent with the parish calendar.
- 77 3. Prepares the meeting agendas in consultation with the pastor and other Council members. for  
78 publication in the parish bulletin the weekend before the meeting or posted for parishioners to  
79 review. Submits the agenda to Council members at least 1 week before the meeting.
- 80 4. Provides formation/education for Council members, utilizing the parish staff and offerings at the  
81 district and archdiocesan levels.
- 82 5. Conducts meetings by helping the members work together, participate fully in discussions and  
83 decision-making through consensus. Also conducts parish meetings.
- 84 6. Facilitates the task of determining priorities and setting goals for programs and services to be  
85 developed within parish guidelines and archdiocesan structure and goals
- 86 7. Monitors implementation of all Council recommendations and decisions.
- 87 8. Ensures that a Council budget is established and communicates budget information to the Finance  
88 Committee.
- 89 9. Establishes ad hoc committees and appoints their chairpersons; assigns specific tasks to individuals,  
90 delegates the responsibilities and encourages cooperation.
- 91 10. Is an ex officio member of all standing and ad hoc committees of the Council.
- 92 11. Assists the next chairperson in understanding the Council's history, responsibilities and resources.  
93 Transfers all Council materials to the new chairperson.
- 94 12. Serves as the parish delegate to the Archdiocesan Pastoral Council district assembly.
- 95 13. Performs duties consistent with the office as the Council may direct.  
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- 98 **Section 5: The vice-chairperson:**  
99 1. Conducts meetings in the absence of the chairperson.  
100 2. Becomes chairperson in the event of vacancy.  
101 3. Performs duties consistent with the office as the chairperson or the Council may direct.  
102 4. The vice-chairperson can serve the parish in other capacities, especially in any areas of collaboration.  
103

104 **Section 6: The secretary:**

- 105 1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the  
106 agenda are made available to the Council members, committee chairpersons, and the parish. Provides  
107 a condensed report of the meeting for publication in the parish bulletin.  
108 2. Takes attendance at meetings and records absences..  
109 3. Maintains the official list of all Council and standing committee officers and members and their  
110 terms, the list of all ad hoc committee chairpersons and members and keeps these lists current with  
111 regard to addresses and phone numbers. Updates the Archdiocesan Extranet whenever a change in  
112 membership on Council occurs. This is done on-line. The Council secretary works with the parish  
113 web administrator t keep the archdiocesan registry current.  
114 4. Reports to the Council all communication. Handles correspondence for the Council, including  
115 agendas, minutes, notification of regular and special meetings, notes of thanks, etc.  
116 5. Performs such duties consistent with office as the chairperson or Council many direct.  
117 6. The council may designate a non-member as “recorder” of the minutes. However, the responsibility  
118 rests with the council’s secretary. The “recorder” has no rights of membership.  
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120 **Article IV:: MEETINGS**

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122 **Sections 1: Regular** meetings of the Council shall be held at such time, place and date as the Council  
123 may designate. Prayer shall be an integral part of the meeting.  
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125 **Section 2: The agenda** shall be developed in advance of the meeting by the pastor and council officers  
126 based upon the proposals from committees, liaison reports, the parish council annual calendar, strategic  
127 plan or mission goals, ongoing needs and concerns of the parish. Parishioners may submit items for  
128 consideration to any council member two weeks before the meeting.  
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130 **Section 3: Advance notice of the time and place of the meetings** of the Council shall be published in  
131 the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers.  
132 The Council may open any meeting to discussion by parish members on such subjects and under such  
133 rules as the Council may announce.  
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135 **Section 4: Special Meetings.** Notice of special meetings shall be given to all members within a  
136 reasonable time before the meeting, stating its time, place and purpose. No other business than that  
137 stated, as the purpose shall be conducted at that meeting.  
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139 **Section 5: Closed Session.** When a question arises at a council meeting that relates to a person’s right to  
140 privacy, the council may request the absence of visitors for that portion of the meeting. The content of  
141 the closed session is not part of the formal minutes of the meeting and is not made public.  
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143 **Section 6: Absence.** Notification of intended absence should be given to the Council Chairperson, Vice-  
144 Chairperson or Secretary before the meeting.

**RE:** *Closed Session:*  
This type of situation should be a rare occurrence. Parish councils do NOT have executive committees, which make decisions apart from the full council, nor do councils make personnel decisions, which are rightfully the responsibility of the pastor who is the chief administrative officer of the parish

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146 **Article VI: STANDING COMMITTEES**  
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148 **Section 1: Purpose.** Each standing committee implements the Council's priorities and goals in its own  
149 areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated  
150 mission. All committee work leads to building a faith community, proclaiming the Word of God, calling  
151 people to prayer and motivating people to serve others.  
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153 **Section 2. Scope.** All committees are accountable to the Council. Committees make decisions in their  
154 areas of responsibility following the principle of subsidiary, which means making decisions at the most  
155 appropriate level in the parish committee structure. All parish groups/organizations should relate to the  
156 council through the standing committees, and be accountable for carrying out their mission work as  
157 expressed in the parish mission statement.  
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159 **Section 3. Functions.** The basic functions of each council standing committee are to:

- 160 1. Identify needs of the parish within its areas of responsibility and in keeping with the parish  
161 mission.
- 162 2. Establish priorities among the needs and communicate how these needs can realistically be  
163 addressed and where inter-committee collaboration might be effective.
- 164 3. Formulate long-range and short-term goals and objectives.
- 165 4. Research and investigate options to implement goals.
- 166 5. Submit the proposed programs to the Council for support.
- 167 6. Communicate with the pastor and pastoral staff about the implementation.
- 168 7. Maintain communication with the parish concerning programs, encouraging active support and  
169 involvement.
- 170 8. Maintain communication with the respective archdiocesan offices and agencies for guidelines and  
171 resources.
- 172 9. Provide on-going formation of committee members in its areas of responsibility through  
173 workshops, study, spiritual formation, etc.
- 174 10. Determine budget priorities in the area of the committee's responsibility and make  
175 recommendations to the Council through the Finance/Administrative Services Committee.
- 176 11. Periodically evaluate existing programs and activities.
- 177 12. Provide the council with regular, oral or written reports of the work of their committees.  
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179 **Section 4.** The descriptions of the individual standing committees of the Council are:  
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181 **Prayer and Worship:** This committee nourishes and gives direction to the liturgical aspect of  
182 parish life. They provide opportunities for parishioners to deepen their faith through a variety of  
183 prayer experiences and liturgical celebrations. They identify the spiritual needs of parishioners  
184 and maintain an on going program of education and training for liturgical ministers.  
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186 **Christian Formation:** The role of this committee is to develop within the parish awareness that  
187 the parish community has the responsibility for promoting the educational/formation aspect of  
188 the mission of the Church. Christian Formation is a lifelong process aimed at personal  
189 conversion and growth in faith. This committee is advisory to educational administration in the  
190 design, implementation and evaluation of the total Christian educational/formation programs in  
191 the parish, which include: sacramental preparation, adult and family ministry, youth ministry,  
192 school ministry and child ministry. The School Committee along with the priest(s), principal and  
193 director of religious education are dedicated to the promotion and welfare of Catholic education.  
194 This committee is responsible for identifying and expressing the educational goals and  
195 objectives of the parish community.  
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**Human Concerns:** This committee discerns needs of persons in the parish and wider community, especially the poor, and identifies resources to meet those needs enlisting the active cooperation of parish members. This committee fulfills the justice dimensions of scripture and our church tradition acknowledging that every Christian is called to service and to work for justice, including Respect Life efforts. The committee's scope of responsibility is two-fold: 1) to meet immediate needs; 2) to work for changes in the structures of society, which are oppressive. Committee members are not responsible to do all of the committee's work but rather to involve others in actively accepting the responsibility of their baptism. The committee supports parishioners already involved in service, advocacy, justice education, and empowerment of people. This committee works with community groups and other parishes to help solve related problems. They keep parishioners aware of issues relating to justice, peace, hunger and homeless persons on local, national and international levels so that appropriate Christian action on such issues can be determined.

**Finance/Administrative Services:** This committee makes recommendations to the council concerning all aspects of parish stewardship, financial and budget matters, personnel, maintenance of parish facilities and properties, and fundraising for the parish. The activities and recommendations of this committee are firmly rooted in the biblical concept of stewardship. The committee works closely with the Council and is supportive of all other committees. This committee does not decide priorities for the parish -- that is the responsibility of the Council. The pastor and trustee-treasurer are *ex officio* members of the Finance/Administrative Services Committee.

**Section 5.** All standing committees operate under a set of **common Standing Committee Guidelines** established by the Council and reviewed by the Council every five years. Each committee chairperson shall meet with the Council at least once a year. A committee is able to make decisions only if a quorum is present which means a majority of its members. There may be majority and minority reports presented to the Council if agreement cannot be achieved.

**Section 6. Committee Officers.** The chairperson of each committee shall be discerned by and from the committee members, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the chairperson is one year. Other officers determined by the committee, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an *ex officio* member of the council shall be eligible to be an officer.

**Article VI: AMENDMENTS TO THE BYLAWS**

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The council may amend the bylaws by consensus or a two-thirds vote of the members at two consecutive meetings of the council.

Date of Approval by the Archdiocese: **October 4, 2005**

Date of Council Approval **April, 2001**

Date of Most Recent Amendment: **April 2005**

Date of Next Full Review: **2010**