

Amended By-Laws of the St. John of God Parish Council

Reviewed and approved February 16, 2015

Article 1 – Purpose

Section 1 – Purpose

To assist the Pastor and/or Administrator in coordinating the activities of the Parish, and to represent the individual and collective mind and heart of the Parish in support of the mission of St. John of God.

Section 2 – Goals

1. The Parish Council will inform the community of notable parish activities, accomplishments and concerns at least once a year.
2. Facilitate the parish decision-making process by serving as a conduit of information between the community and the pastor and provide minutes of the meeting via the SJOG website.
3. Facilitate communication on parish issues within the community.
4. Advise the pastor on community matters.
5. Advise the various SJOG committees, ministries and activities, as needed.
6. Provide input on administrative matters.

Article 2 – Membership

Section 1 – Number

1. The ex officio members of the Parish Council are: the Pastor, and/or Administrator.
2. From eight to twelve members of the community nominated and appointed by the Parish Council. When possible, there should be one member representing each major Ministry and the community at large.

Section 2 – Qualifications

1. Age – Be at least 16 years old.
2. Time – Be an active member of the Parish (e.g., attend Mass on a regular basis) for 6 months.
3. Service – Participate in at least one Parish activity (e.g., join a committee, ministry, or other ad hoc function).
4. Commitment – Be willing to make service on the Council a top priority.

Section 3 – Duties

1. Attend all meetings or notify the council if not able to attend.
2. Inform community members on parish issue and solicit their comments, questions, and suggestions.
3. Continue to serve in at least one other parish activity/ministry.
4. Implement problem solving strategies to address Parish issues, as needed.

5. Facilitate policymaking process by collecting and organizing information on important issues.
6. Report Council decisions to the community periodically through verbal, written and/or electronic means.
7. Serve on at least one Parish Council subcommittee, as needed.

Section 4 – Terms of Office

1. Solicitation for new member will be announced in September of each year to nominate candidates for selection to the Parish Council. Notices will be put in the Bulletin requesting volunteers to serve on the Council; emphasis will be placed on encouraging diversity in the formation of the Council.
2. Appointments made during the fall of each year will begin in January of the following year or sooner if necessary.
3. Four seats on the Parish Council shall be open for election each year for three-year terms.
4. A term is a minimum of 3 years. A member may remain on the Parish Council as long as he or she, the Pastor and other member of the Council feel that a meaningful contribution is being made.
5. Membership on the Parish Council is at the Pastor's and/or Administrator's discretion.

Section 5 – Vacancies

1. Members to fill vacancies will be solicited from the community at-large and approved by the Pastor and/or Administrator.

Article 3 – Meetings

Section 1 – Location of Meetings

1. The SJOG Rectory or a suitable place chosen by the Chair and approved by pastor.

Section 2 – Regular Meetings

1. Once a month (September to June) for a total of 10 monthly meetings.

Section 3 – Special Meetings

1. To be determined by the Pastor and/or Chair with a notice sent to all members.

Section 4 – Notice of Meetings

1. Secretary sends out meeting notices, agenda, and minutes of the previous meeting.
2. Announcements of the Parish Council meetings will be published in the Bulletin.

Section 5 – Quorum for Meetings

1. At the discretion of the Pastor and/or Administrator.

2. In place of an in person meeting, discussion, deliberation and a decisions can be made via electronic communication with members of the Parish Council in order to expedite a decision that cannot wait until the next meeting.

Section 6 – Conduct of Meetings

1. Meetings will begin and end with a prayer.
2. The Chair or Council member designated by the Chair presides over the meeting.
3. The Secretary records minutes.
4. The Pastor and Chair set the agenda for each meeting.
5. The goal is to strive for consensus in making decisions while recognizing that each member's contribution is considered important.
6. Council meetings are open to the community. However, the Parish Council may call either a closed meeting or a closed session during an open meeting if the discussion involves personnel issues.

Article 4 – Subcommittees

Section 1 – Sub committees and Functions (Standing and Ad Hoc)

1. Subcommittees will be formed and disbanded as needed.
2. Subcommittees should be comprised of parish members

Article 5 – Organization

Section 1 – Authority

1. The Parish Council exists at the pleasure of Archdiocese under the direction of the pastor in an advisory role.

Section 2 – Officers

1. Chair
 - a. Presides over meetings and writes agendas
 - b. Calls special meetings
 - c. Can make decisions in an emergency when the Pastor and/or Administrator is not available.
2. Secretary
 - a. Records, publishes and sends minutes to website.

Section 3 – Amendment of By-Laws

1. Amendments to the By-Laws shall be at the discretion of the Pastor and/or Administrator.