

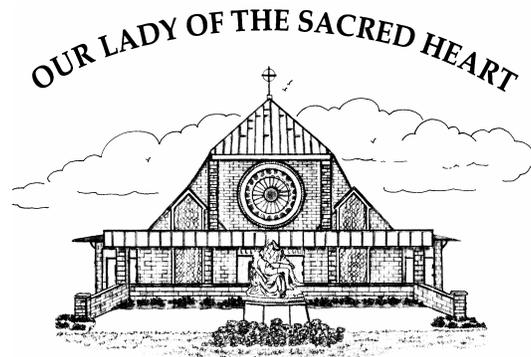
CONSTITUTION

FOR

**OUR LADY OF THE SACRED HEART
PARISH COUNCIL
ORCHARD PARK, NY 14127**

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**CONSTITUTION OF
OUR LADY OF THE SACRED HEART PARISH
PASTORAL COUNCIL
ORCHARD PARK, NEW YORK 14127**

OUR MISSION STATEMENT

"We the parish family of Our Lady of the Sacred Heart strive to honor God by faithfully living the Gospel through acts of faith, hope and charity while drawing our strength from the Eucharist, the source and center of our faith."

ARTICLE I TITLE

The name of the organization is:

Our Lady of the Sacred Heart Parish Pastoral Council (the "Council").

ARTICLE II PURPOSE AND DUTIES

A. Purpose

In accordance with the Code of Canon Law, the purpose of the Council is to assist the Pastor in fostering pastoral activities of the parish. The Council acts as an advisory group of parishioners representing the Christian faithful of Our Lady of the Sacred Heart Parish to the pastoral staff and the pastoral staff to the people of the parish.

B. Duties

The function of the Council is to advance the apostolic, social and administrative work of Our Lady of the Sacred Heart. Members of the Council will advise the Pastor on policies and aid in the implementation of action in any area that the Council and Pastor recognizes a need.

ARTICLE III MEMBERSHIP

A. Membership

Members of the Council are expected to be outstanding in firm faith, good morals, and prudence and must be in full communion with the Catholic Church. All members must be registered parishioners with adult status in the Church (i.e. received the Sacrament of Confirmation) or are formally and actively preparing for the Sacrament of Confirmation.

Permanent membership is granted to the following by virtue of their office in the parish:

1. Pastor
2. Parochial Vicar
3. Trustees
4. Deacon
5. School Principal
6. Representation from Religious Education Department

Selected members of the Council include the following:

Six members-at-large

Two members appointed by the Pastor

Youth representative appointed by the Pastor

Representatives from major parish ministry organizations are encouraged to attend all meetings of the Council. Ministry heads are expected to represent their ministry or appoint a suitable substitute. (The current heads of major ministries are identified in the attached Schedule A).

The trustees and selected members are voting members of the Council (See Article VI).

B. Terms

Two parishioners selected each year will serve for a term of three years. The Parish expects rotation on the Council and encourages new members from its parishioners. However, in the event that new nominees do not volunteer, members may nominate themselves for consecutive terms.

C. Selection Process

Nominations will be open to all members of the parish in good standing. Parishioners may nominate themselves to serve on the Council.

The Pastor must approve all nominees.

Each year, during a selected Mass on the feast of Pentecost, the Pastor will draw the names of new members of the Council.

The Pastor will notify the new members of their selection to the Council.

D. Attendance

Each Council member is expected to attend all scheduled meetings. Members may be excused, if necessary. If a Council member cannot make a particular meeting he or she should notify the President of the Council prior to the meeting date. Any member with two consecutive unexcused meeting absences automatically resigns from the Council.

E. Vacancies

The pastor may appoint a parishioner to serve the balance of a term for any member of the Council that has resigned or departed.

ARTICLE IV OFFICERS

The Pastor is the head of the Council. Officers of the Council include the President, Vice President- and Secretary. All selected members of the Council are eligible for office.

The Pastor and Officers will receive nominations during the month of May.

A majority vote by the- members present at the June meeting will decide the election.

The election of Officers will be held at the June meeting by secret ballot whose terms of office will become effective at the annual meeting in September.

A. Duties

1. The Pastor will:
 - a. Be present for all Council meetings

2. The President will:
 - a. Conduct all Council meetings
 - b. Appoint committees

3. The Vice President will:
 - a. Perform the duties of the President in his or her absence

4. The Secretary will:
 - a. Prepare minutes of all council meetings and distribute them within 10 days following each meeting.
 - b. Be responsible for all correspondence directed by the Council.
 - c. Provide the parish office with all records including attendance and a summary of the previous month's meeting for publication in the Parish bulletin.

ARTICLE V MEETINGS

The Council year will be from September 1 through August 31. The Council is required to meet at least four times a year. The date and time of each Council meeting will be determined by the Council membership at the annual meeting held in September of each year.

Special meetings may be called by the Pastor or President of the Council for extraordinary matters affecting the welfare of the Parish.

All meetings of the Council are open to the entire membership of the Parish community. Permission of non-Council members to address the Council may be granted by prior petition to the Pastor or President of the Council.

ARTICLE VI CONDUCT OF MEETINGS

The order of meetings will follow a written agenda. The agenda shall be prepared by the President of the Council and approved by the Pastor.

During scheduled meetings, additional items may be added if approved by the Pastor or President of the Council.

A quorum is defined as 6 voting members of the Council.

If a quorum is present, any motion will be passed with a simple majority of the voting members present. Voting will be by a show of hands, unless a secret ballot is requested. Any member can request a secret ballot.

The Pastor has the right to veto any recommendation of the Council. No recommendations will be made that conflict with Canon Law or Diocesan guidelines.

A spirit of Christian charity, honest dialogue and simple parliamentary procedure will be the guide for proceedings at all Council meetings.

ARTICLE VII AMENDMENTS

All proposed amendments to this Constitution must be submitted in writing to the President of the Council prior to being placed on the agenda for action.

If a quorum is present, this Constitution may be amended by a 2/3 vote of the voting members present at any regular meeting.

This Constitution may be reviewed at any time by request of the Pastor, but must be reviewed at least every 5 years. An ad hoc committee will be established for the sole purpose of performing this task and will cease to exist when the task is completed.

SCHEDULE A Our Lady of the Sacred Heart Major Parish Ministry Organizations Ex-Officio Members do not have a vote on the Parish Council

- 1) Altar & Rosary Society
- 2) Bereavement Committee
- 3) Eucharistic Ministers
- 4) Holy Name Society
- 5) KCC
- 6) Lectors
- 7) Parent's Teachers Guild
- 8) St. Vincent De Paul Society
- 9) Ushers

**Updated as of Sunday, April 05, 2009
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