

## **St. Cecilia Parish Executive Council Constitution**

### **Parish Mission Statement**

Saint Cecilia Parish, in union with the Bishop of Columbus, is a Catholic Community of believers and followers of Jesus Christ. We provide spiritual nourishment through the celebration of the Sacraments, religious formation, stewardship and service. Our parish family welcomes all to join us on our journey to live Gospel values in our daily lives, in word, action and deed.

### **Parish Executive Council Mission**

As an advisory group of Saint Cecilia Church, we strive to listen to the members of the parish, understand their needs and provide sound advice through prayerful reflection to our Pastor. As we work with parish committees and parishioners, we build and maintain a strong Catholic community.

### **Article I - Preamble**

All members of St. Cecilia parish who serve as council representatives shall recommend guidelines and offer advice to help the pastoral administration address the spiritual and physical needs of our community.

The council will recommend long range goals and priorities for the parish and evaluate these annually to insure the people's needs are being served.

### **Article II – Voting and Membership**

The Parish Executive Council's primary mission is to act as an advisory group to the Pastor. Accordingly, a consensus model of voting will normally be used (e.g. the council will form a general consensus concerning the issue at hand). If a formal vote is requested or required, all present members of the Parish Executive Council will have voting privileges. Anyone who has a seat on the Council in more than one capacity will be restricted to only one vote.

The membership of the Council shall be as follows:

1. Elected Members - Elected Members are those members who have been elected by the parish on an at-large basis. There will be no more than three (3) members elected in this fashion, and they will serve a two (2) year term as:
  - i. Two (2) co-chairs for the Social subcommittee
  - ii. One (1) one chair of the Service sub committeeEach member will have one vote on Council.
2. Appointed Members
  - a. Appointed members are those members who represent the various organizations established within the parish by the Pastor. These individuals will have a seat and vote on the Council and will retain their membership for as long as they retain their position within the parish staff or given organization. Additional members may be appointed to the council at the Pastor's direction. Each individual will have a seat on the council as the Pastor sees fit and one vote on Council.
  - b. Appointed members may include, but are not limited to, the following:
    - i. Principal
    - ii. DRE
    - iii. Early Childhood Education Director
    - iv. School Board President, or their designee
    - v. Finance Committee Chair, or their designee
    - vi. Parish Facility & Finance Director
    - vii. Youth Representative – High School students that will serve through their senior year.

3. Permanent Positions
  - a. Permanent members are appointed by the Pastor for the express purpose of organizing and administering council meetings. These members will have a seat and vote on the Council and serve a three (3) year term at the discretion of the Pastor. They will be eligible to serve two terms at the discretion of the Pastor.
  - b. Permanent positions will include, but are not limited to, the following:
    - i. Executive Council Director – Facilitates and chairs all meetings
    - ii. Executive Council Secretary – keeps detailed records of all Council activities.

### **Article III - Nominations, Elections, and terms**

1. Nominations - An election committee will be appointed by the council Director in the March of each year. The Pastor will be a member of this committee, which will select the nominees to the Council, conduct the election, and publish the results.
2. Organization Year - the organizational year will be July 1 through June 30.
3. Elections
  - a. Any registered member of the parish who has reached the age of eighteen years may vote.
  - b. Election of “at-large” representatives shall take place as early as possible during the last quarter of the organizational year.
  - c. Election shall be determined by the candidate(s) receiving the highest number of votes for the number of existing openings.
  - d. **Initial Election** - The first three members will be elected to the Council in May/June 2010. One of the Social co-chairs will serve an initial term of one year, while the other Social co-chair and the Service chair will serve the standard two years. This will then allow the Council to hold elections for one new elected member in 2011, two new elected members in 2012, one in 2013, etc – so that only one or two positions have to be filled each year, while ensuring leadership consistency in the Social committee.
4. Terms
  - a. Elected Members - Elected members will serve a two year term and will be eligible for re-election to one additional two year consecutive term. Elected members vacancies will be filled as they occur by appointment from the Pastor for the remainder of the un-expired term and will hold a voting position
  - b. Appointed Members - Members serving in a position of an organization as outlined in Article II, 2 will remain on the Council until replaced by the Pastor or their organizations.
  - c. Permanent Members – Members serving as Director and Secretary will serve a three year term and will be eligible for re-appointment for an additional term by the Pastor at his discretion.
  - d. Vacancies - Unexcused absences for two regular meetings by any member in an organizational year will result in member termination. Members who will be absent for a scheduled meeting should notify the Pastor and Director in advance of the meeting.

### **Article IV - Leadership**

1. Leadership of the council will be provided by the Director and Secretary. They shall be appointed by the Pastor for a three year term and will assume their duties at the first meeting of the next organizational year. Any member of the parish shall be eligible to hold the position of Director or Secretary. Anyone in a leadership role unable to complete his or her term or terminated under Article III section 4d, will be replaced by the Pastor.

2. Duties
  - a. The Director shall facilitate and conduct all regular meetings; call special meetings as required; assist the Pastor in the implementation of parish activities; make committee appointments and oversee their activities; and keep the parish advised of Council activities.
  - b. The Secretary shall record all Council minutes and prepare a brief summary and forward same to the Director and Pastor for approval. This summary of the council meeting will be posted on the parish website, once approved by the Director and Pastor, no later than one (1) week following each meeting. Detailed minutes will be approved by the Council at the following meeting, and any updates made to the summary as necessary. The Secretary will assume the duties of the Director in his or her absence.
  - c. A West Side Deanery Representative will be appointed by the Pastor to represent St. Cecilia Parish throughout the council year.

#### **Article V – Parish Executive Council Sub-Committees**

The Council recognizes the need for various committees and organizations which provide for the spiritual and temporal betterment of its members. There is no attempt to dictate the policies and procedures for these groups - only to encourage communication and the dissemination of their achievements for the well being of and sharing by all parishioners

All Parish committees and organizations will be organized under four standing Council subcommittees: Liturgical & Spiritual, Education, Social & Service. As stated above, these subcommittees will not provide direction and leadership for any of the groups under their umbrella, but will provide a common contact and communication point. All parish groups, committees, organizations should always feel free to contact the Director or Secretary of the Council with any issues, concerns or communications needs if their main contact is not readily available.

1. **Liturgical & Spiritual** – will liaison with: Silent Prayer Group, Small Church Groups, RCIA and the Liturgical Committee, which includes Music Ministry and Liturgical Ministers. **The main contact for these groups with the Council will be the DRE.**
2. **Education** – will liaison with: PSR Program, Adult Faith Formation, SPICE and the Pre-Cana Program. **The main contact for these groups with the Council will be the DRE.**
3. **Social** – Will be co-chaired by two of the three elected Council members and have specific accountability and responsibility for the Parish Picnic (June), Ice Cream Social (August), Lenten Service Programs and the Welcoming Committee (as needed) as well as any other socially focused parish events, such as Mother’s day flower distribution. These co-chairs will be the main contact for and liaison with: Parish Festival, Moms Group, 50+ Club, Quilt Group, Scouting, Youth Group, Athletics Association. Members may be appointed to the Social subcommittee as needed by Director or one of the Co-chairs, and specific volunteers for this subcommittee will be solicited through the annual time and talent survey.
4. **Service** - Will be chaired by one of the three elected Council members and have specific accountability and responsibility for the Giving Tree (December). This co-chair will be the main contact for and liaison with: Prison Ministry, Respect Life, Bereavement, Visitation & Outreach Ministry, Sunday Child Care and Garden Club. This subcommittee will also be the primary liaison point for St. Vincent DePaul and Knights of Columbus.

When a special project or task occurs outside the realm of the normal standing sub committees, the Pastor and/or Council Director will appoint an ad hoc committee and will name a Council member as chairperson. A deadline for completion will be specified, after which the committee will be disbanded.

#### **Article VI - Meetings and Procedures**

1. a. The Council year shall begin in July and meetings of the entire Council including elected, appointed and permanent members will occur four times a year – approximately quarterly (September, December, February and May). Sub committees will meet as needed, with the Social Committee meeting at least monthly due to the nature of this group.
- b. A simple majority of voting members constitutes a quorum, one of whom must be the Director or Secretary.
- c. If there is disagreement during the course of a meeting, at the discretion of the Director, Robert’s Rules of Order may be invoked.
- d. Committee reports, requests and recommendations will be presented to the Council membership in advance of the day of each meeting.
- e. Council meeting dates/times shall be published and open to all registered parish members.
- f. non-Council members are always welcome to attend, but not permitted meeting participation unless recognized by the Director and or/listed on the agenda.

2. Procedures

- a. Preparation and Presentation of the Agenda  
The Director is responsible for the preparation of the agenda for all meetings. Copies of the proposed agenda will be forwarded to all Council members at least two days in advance of any meeting. Council members will notify the Director of any items to be added. These items may then be added to the agenda at the discretion of the Pastor and/or Director.

- b. The Agenda  
The agenda is the format for Council meetings and consequently determines the time required for any given meeting. In order to do justice to parish needs, and in consideration of the time of the Council membership, those members desiring to submit proposals for consideration, will submit those proposal to the Director prior to the next meeting, if at all possible. Any registered Parish member may also submit recommendations for consideration.

The agenda format will include the following:

1. Attendance
2. Opening Prayer
3. Approval of Previous Minutes
4. Director’s Comments
5. Old Business
6. New Business
7. Organizational Reports
8. Pastor’s Comments
9. Closing Prayer
10. Adjournment

- c. Recommendations/Decisions  
Recommendations will be made to the Pastor during the Council meeting after discussion (New and Old Business).

**Article VII - Amendments**

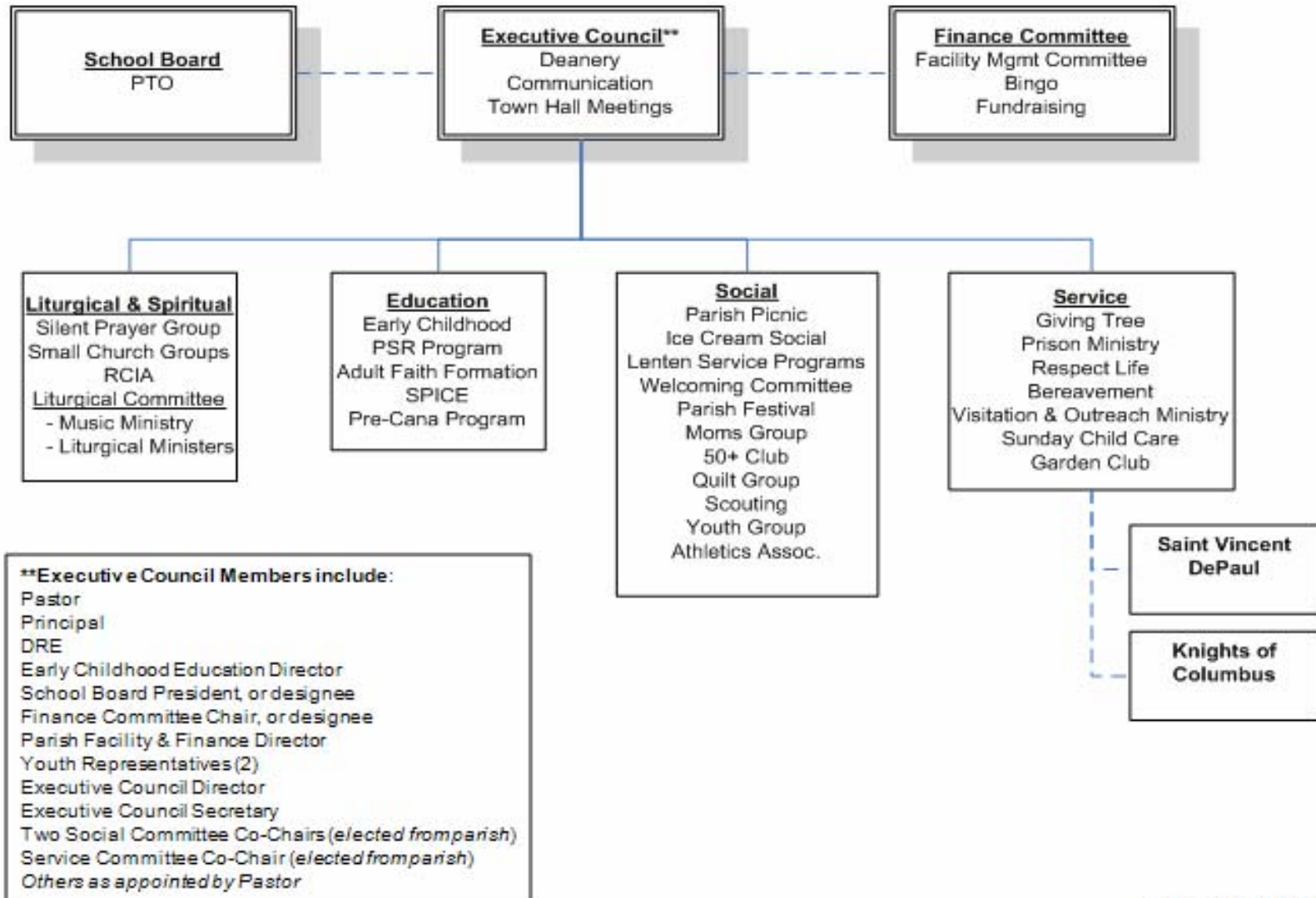
1. Any proposed amendments to this constitution must be presented in writing to all Council members at least one month prior to voting.
2. These articles may be amended by a vote of two-thirds of the total membership present at the meeting, as long as a quorum is present, during which the proposal is included in the Council

agenda. Council members will be notified prior to the meeting of the amendment proposal vote and the topic will also be included in the agenda proposal.

3. When an amendment has been adopted, the amendment will be recorded in the regular minutes and will be adopted to these articles.
4. The council Director shall appoint a committee to review and, if necessary, recommend changes to this constitution every five years.

Adopted:           October 7, 2009  
Amended:

## Parish Executive Council: Group Communication & Support:



As of 8-31-2009