

**Church of the Assumption
Mission Statement of the Assumption Parish**

“May You Find Christ.....May You Bring Christ to the World”

To hold ourselves accountable to this mission of, to ensure this is a place of unconditional welcome, and to fill the walls of our facilities with love, we commit ourselves to these eight statements:

1. I will participate at Sunday Mass, each week and pray regularly.
2. I will help create an environment where all are welcomed.
3. I will contribute my time, talent, and treasure for the good of the parish family and others.
4. I will respect the wisdom of long-time parishioners and welcome the gifts of the youth and younger adults.
5. I will encourage people to be their best, but I do not expect perfection from them.
6. If I hurt anyone, I will apologize, and if I am hurt, I will offer forgiveness.
7. I will bring my concerns to the members of the parish council, finance committee, or the Pastor.
8. I will treat each person as I would treat Jesus.

**Church of the Assumption Parish Council
By-Laws**

ARTICLE ONE

Purpose, Objectives, and Characteristics of the Parish Council

Section A: Purpose of the Parish Council

The organization shall be known as the Parish Council of the Church of the Assumption.

1. The purpose of the Council is to share with the Pastor the responsibility for the mission of the Parish.
2. The council will assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating, and reviewing the evangelization, worship, and service activities within the parish.
3. This council possesses a consultative vote only and is governed by the norms determined by the Bishop.
4. As a consultative body, the council is responsible to the Pastor, assisting and supporting him in his leadership role.

Section B: Objectives of the Parish Council

The objectives of the Parish Council are:

1. To recognize the varied gifts of the parish members and invite them to an active leadership role in the parish;
2. To be an effective means by which the Pastor will hear the voice of the parish;

3. To assess adequately the needs of the whole parish and its members, and to develop and implement a pastoral plan which will promote the common good of the parish;
4. To foster unity and community in the parish and to coordinate all parish activities in a manner that will best serve the interest of the parish;
5. To promote programs and activities recommended by the Bishop, his office and agencies, as well as the council itself.

Section C: Characteristics of the Parish Council

1. Prayerful: The council begins and ends each meeting with pray asking for the guidance of the Holy Spirit in all matters to be discussed.
2. Pastoral: The council is pastoral in the sense that its purpose is to assist in the development of an overall mission plan for the parish, inorder to make Christ evermore present to the parishioners and to with local community.
3. Representative: The council represents the entire parish community and exercises their responsibility with a concern that includes all parishioners. Ideally, the council will include representation from the various diversities within the parish.
4. Discerning: Through a prayerful consensus process, the council merges the diverse experiences, skills and gifts of the council members, and having listened to the parishioners' needs and ideas, discerns recommendations concerning the direction and priorities of the parish.
5. Enabling: In the spirit of God's love, the members of the council strive to recognize and support each other's gifts and seek ways in which each parishioner's gifts my surface, grow and flourish for the good of the Church.

ARTICLE TWO Membership

Section A. Member Eligibility and Selection

Each member of the council shall:

1. Be Roman Catholic who is registered and active in the Church of the Assumption;
2. Be a participant in the sacramental life of the Church;
3. Be supportive of the Pastor;
4. No two members shall represent the same household, unless one member is a youth member appointed by the Pastor;
5. Members of the finance committee are not eligible to be a parish council member at large.

Section B: Selection of New Members

The Parish and Council will ask for guidance of the Holy Spirit in the selection process.

1. During the month of March, the Chairperson shall appoint the three council members, whose three-year term is expiring, to be the Nominating Committee. The committee shall solicit parishioners to be on the slate of candidates for the Parish Council election.
2. Any member of the Parish may nominate individuals to be on Parish Council.

3. The numbers of nominations need to be at least equal to the number of vacancies to be filled.
4. The last week of April, the Selection Committee will submit a list of candidates to the Executive Committee, which has the authority to reject the candidacy of any individual who, in the judgment of said Committee, is not qualified to assume the responsibility of Parish leadership.
5. The Executive Committee will present the names of the candidates to the Parish Council by May 1st.
6. The parishioners will vote, and three members shall be elected by ballot majority-vote each year in May and serve a three-year term.

Section C: Membership and Type of Members

The council shall consist of the Pastor, Parish office manager, a representative from the senior CCD class, and nine (9) members, who will be elected by parishioners.

1. Ex-Officio Members will include:
 - a. Pastor
 - b. Youth Member(s)
 - c. Parish Office Manager
 - d. Member of finance committee, if elected or appointed by the Pastor
2. At-Large Members will be:
 - a. The nine members elected by the parishioners.
 - b. Three members shall be elected by ballot majority-vote each year in May and serve a three-year term.
 - c. All members of the Parish who are at least eighteen (18) years of age are eligible for membership in the council.
 - d. No member may serve more than two consecutive terms. Thereafter, one is ineligible to serve on the council for a period one year.
3. Youth Member
 - a. At least one (1) parishioner from the senior CCD class will be appointed by the Pastor for a one-year term.
4. Finance Committee Member
 - a. The Finance Committee shall appoint one of their members to serve a one-year term on the Council, as an ex-officio member.
5. Parish Office Manager
 - a. The Pastor shall appoint the parish office manager to the council, as an ex-officio member, as a means of communication information and facilitation their role in the parish projects, activities, and ministry committee.

ARTICLE THREE

Officers

Section A: Officers

The officers of the council shall consist of a Chairperson a Vice-Chairperson, and a Secretary. The Pastor serves as President.

Section B: Election

The officers shall be elected at the June meeting by majority vote.

Section C: Tenure

An officer shall serve for one (1) year with the tenure of the office beginning in July.

1. An officer shall not be in office more than two consecutive terms.
2. Should a vacancy occur during a member's term on the council, the Chairperson may, at his/her discretion and with approval of the Pastor, appoint another parishioner to fill the vacancy, preference being given to the list of candidates remaining from the most recent selection process.

Section D: Vacancy

If a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall assume the office for the remainder of the term. Vacancies in any other office shall be filled by a special vote.

ARTICLE FOUR

Duties of Officers

Section A: Chairperson

It shall be the duty of the Chairperson to:

1. With advice and consultation from the Pastor and executive committee will develop meeting agenda;
2. Conduct all meetings of the council;
3. Will be an ex-officio member of all committees;
4. Appoint Coordinator for each of the ministry committees;
5. Fill membership vacancies, and
6. Perform any other function usually associated with this office.

Section B: Vice-Chairperson

It shall be the duty of the Vice-Chairperson to:

1. Perform the duties of the Chairperson in his or her absence, including being an ex-officio member of all committees;
2. Perform such duties as the Chairperson delegates;
3. And, directly assist the Chairperson.

Section C: The Secretary

It shall be the duty of the Secretary To:

1. Keep minutes of all Council meetings and all documents pertaining thereof;
2. Distributed copy to all members as soon as possible following the meeting.
3. Minutes will stand approved if the secretary receives no corrections with one week of distribution;

4. Give a copy of the approved minutes to the parish office manager to be filed and posted on website;
5. Post a copy of the approved minutes on the bulletin board in church entrance.
6. Keep attendance record of Council members and all guests at meetings
7. Maintain a list of officers, members, chairpersons and members of all committees;
8. And, perform all Council correspondence.

ARTICLE FIVE

Meetings

Section A: Schedule and Special Meetings

1. Regular meetings shall be conducted quarterly.
2. If required, a special meeting may be called by the Pastor, the Chairperson, the Executive committee or any four (4) members at any time. Each Council member shall be personally notified of a special meeting and its purpose.

Section B: Attendance

1. Members are required to attend each meeting and if any emergency arises will notify the Pastor with the reason the absence is necessary.
2. Three unexcused absences in a single year shall be cause for termination of membership.
3. All parishioners are the right to attend any Council meeting and shall have the right to present matters of business to the Council for consideration. Any matters to be considered must be presented to the Pastor or Chairperson a minimum of seven (7) days prior to the scheduled meeting.
4. In the absence of the Pastor from a regularly scheduled meeting, the council may not undertake business which is not included on the agenda.

Section C: Presence of the Pastor

The Pastor (ex-officio member) shall attend all Council meetings unless excused in the minutes.

Section D: Guidelines for Meetings

1. Members should strive for consensus in its decisions.
2. Meetings should be conducted informally as the agenda will allow. However, the Chairperson may invoke Robert's Rules of Order if he/she deems it necessary.

Section E: Parliamentary Authority

Robert's Rules of Order shall govern the proceedings of the Council.

Section F: Quorum

A quorum shall consist of five of the nine at-large council members.

Section G: Voting

1. Each at-large member present at a meeting is entitled to vote on all matters pending before the Council. Matters not on the agenda previously presented by the executive committee prior to a meeting shall be voted upon at the next meeting.
2. In the absence of the Pastor from a regularly scheduled meeting, the council may vote on business which is not included on the agenda.

3. The Pastor has the right to veto a council decision. Should he do so, he should provide the council with the rationale for his actions, in keeping with the concept of shared responsibility for the leadership of the Parish. The members should keep in mind the council serves in a consultative role and that the Pastor is finally responsible for the Pastoral Mission of the parish.

ARTICLE SIX

Committees

Section 1: Purpose

Standing Committees will be created and maintained in order to promote the spiritual growth of the parish and to foster the building of community among the parishioners.

Section 2: Names of Committees and Membership

1. Executive Committee
Members of the executive committee are the council's Chairperson, Vice-Chairperson, and Secretary.
2. Selection Committee
The members of the selection committee are the three council members whose three-year term expires that year.
3. Ministry Committees
 - a. There shall be seven standing ministry committees: Evangelization, Socialization, Administration, Outreach Service, Building and Grounds, Liturgy/Worship, and ad hoc.
 - b. Each standing committee will be coordinated by a member of the Council who will be appointed as Coordinator at the June meeting. The Coordinator will assist in the organization of the various ministries listed under the assigned committee, recommend a Chairperson for each ministry, assist in recruiting parishioners to fill needs of the ministries, and assist the Pastor in training and scheduling for each.

Section 3: Communications

- a. The appointed Coordinator for each ministry committee will provide a written report at each regular meeting.
- b. The report should include the meetings, activities, difficulties, celebrations of any ministry committee they oversee. If a Coordinator is absent, he/she will submit this report to the Secretary to be placed in the ministry book.

ARTICLE SEVEN

Amendment of the By-Laws

Section A: Review of the By-Laws

The members of the Parish Council shall review these By-Laws every three years and make recommendations for any amendment required.

