

**The By-Laws of the Parish Council of  
Saint John the Evangelist  
Marion, Virginia**

**ARTICLE I ORGANIZATION**

The name shall be the Parish Council of Saint John the Evangelist, Catholic Church. The Parish Council was established to meet the organizational requirement of all Parishes of the Dioceses of Richmond.

The Parish Council shall consist of not less than 5 and not more than 10 non-clergy members elected or appointed of which the majority shall be elected at large from the Parish and 1 member elected by the Spanish Community of the Parish and the Pastor.

**ARTICLE II PURPOSES**

The following are the purposes of the establishment of the Parish Council:

- To carry out the mission of worship, service and education of the Parish on behalf of the Parish Members.
- To make policy recommendations on behalf on the Parish Members.
- To collaborate and support the Pastor in carrying out the day-to-day responsibilities of the Parish.
- Establish Committees to assist the Council in carrying out the mission of the Parish.
- To take into consideration the needs and opinions of the Parish Member when making recommendations.

**ARTICLE III MEMBERSHIP**

**Term of Office**

Except for the Pastor, all members shall be elected for a 3-year term, with no more than 2 consecutive terms. These terms are staggered with at least one-third of the members elected each year.

**ARTICLE IV OFFICERS**

The Parish Council shall elect from its membership a Chairperson, Vice-Chairperson and a Secretary.

- The Pastor is the President of the Council.



## Elections

- In April of each year, the Parish Council shall establish a temporary Elections Committee composed of at least 3 individuals.
- The Vice-Chair of the Parish Council shall be the Chair of the temporary Elections Committee. Other members of the Election Committee shall be the Pastor and at least one non-Parish Council member from the Parish.
- The Parish Council shall provide an opportunity for members of the Parish to volunteer to be a candidate. The Election Committee shall notify the Parish of the vacancies in the Parish Bulletin at least 2 times during the month of May to provide an opportunity for Parish Members to submit their name or the name of another Parish Member.
- The names of the Candidates shall be published at least 2 times in the Parish Bulletin during the month of June.
- Elections of the candidates shall take place during the 2<sup>nd</sup> and 3<sup>rd</sup> weekend of July through the use of a secret ballot. In the event there are more candidates for vacancies consideration, the candidates with the highest number of votes shall be considered duly elected. In the event there are not sufficient candidates for consideration, the Elections Committee shall be responsible in seeking qualified candidates from the Parish Membership.
- In the event a duly elected member cannot complete the term of office, the Parish Council Chairperson shall request the non-winning candidate from the most recent election to consider an appointment to the Parish Council for the remainder of the un-expired term. Non-winning candidates shall be considered for appointment in order of the highest to lowest number of votes. In the event there were no other non-winning candidates from the last election, the Parish Council Chairperson shall appoint a Temporary Election Committee as previously stated, to conduct an election within 2 months of the vacancy. In the event the vacancy is less than 4 months from the regular election, it is not necessary to have an election and the vacancy shall be filled at the next election.

## Participation

It is expected that all duly elected Members make a good-faith effort to attend meeting of the Parish Council. In the event that a member misses 4 meetings in a year, unless there are good reasons for missing meetings, the Pastor shall contact the member to discuss the member's intention to remain on the Parish Council.

## Appointments

The Pastor may recommend to the Parish Council additional appointment of Board Members that may provide unique representation to the Council.

## ARTICLE IV OFFICERS

The Parish Council shall elect from its membership a Chairperson, Vice-Chairperson and a Secretary.

- The Pastor is the President of the Council.



- The terms of office for the Chairperson, Vice-Chairperson and Secretary shall be one year and each may be eligible for a second subsequent year.
- The elections for Chairperson, Vice-Chairperson and Secretary shall take place during the regularly scheduled Parish-Council in December of each year.
- The Chairperson shall formulate an agenda with the Pastor for Parish Council meetings and shall advise the Pastor in making decisions in-between meetings.
- The Vice-Chairperson shall assume the duties of the Chairperson when absent and shall be the Chair of the temporary Election Committee.
- The secretary shall record the minutes of the meeting and have the minutes available at the next meeting.

#### ARTICLE V MEETINGS

- Parish Council Meetings shall be held at least meet 10 times per year with the date of the meeting to be provided to Parish Members by the Pastor and/or in the Parish Bulletin.
- Meetings shall be open to the Parish Members unless it is an executive meeting where personal issues are being discussed.
- The Chairperson of the Parish Counsel shall present the agenda to the Council Members for final approval prior to the meeting. At a minimum, the agenda shall contain:
  - Opening Prayer
  - Minutes of previous meeting
  - Opportunity for Parish members to address the Council
  - Any Committee reports
  - Financial Report
  - Old business
  - New Business
  - Closing Prayer
- Although Roberts Rules of Order shall be used to facilitate the meeting, the Counsel should adopt motions through consensus when possible.
- A quorum shall be a simple majority, with all members having an equal vote on all matters on the agenda.
- Passage of any motion shall be by a simple majority unless a consensus is reached.



## ARTICLE VI COMMITTEES

- The Parish Council Chairperson along with the Pastor shall appoint the Chairperson of all Committees from members of the Parish with the intent of increasing involvement of the Parish.
- The Pastor is an ex officio of all Parish Committees.
- Committees may only spend funds according to the approved Parish Budget. Emergency spending shall have prior approval of the Financial Council or the Pastor.
- The Parish Council may at any regular meeting authorize the creation of any other committee to meet ongoing needs of the Parish.
- There shall be at least 6 standing committees that are as follows:

Liturgy Committee: This committee is responsible for the planning and developing parish worship and liturgical activities. The Pastor shall be a permanent member of this committee.

Education Committee: This committee is responsible for the planning, implementing and monitoring the Catholic education program of the Parish. The Pastor shall be a permanent member of this committee.

Social Ministry Committee: This committee is responsible for social outreach to the identified needs of the Parish and the greater community.

Buildings and Grounds Committee: This committee is responsible for maintenance and improvement of the Parish grounds and buildings through planning, recruitment of workers/volunteers and supervision of work.

Parish Life Committee: This committee is responsible for the planning of social events with the goal of enhancing Parish life.

Fund Raising Committee: This committee is responsible for the raising of additional funds to meet the mission and the growing needs of the Parish.

## ARTICLE VII FORMATION OF BUDGET

The Parish Council shall develop goals and objectives each year prior to the budget process to provide suggestions to the Finance Committee.



ARTICLE VIII

AMENDMENT TO THE BY-LAWS

Any changes in the By-Laws shall be made by amendment as follows:

- Any Parish Member may make request for an amendment to the Parish Council, which must be submitted in writing.
- The proposed amendment shall be submitted to the Parish Council and approved by the Pastor in writing at least 4 weeks prior to a Council meeting to vote on any change in the By-Laws.
- The Parish Council may vote on a proposed amendment to the By-Laws at any regular meeting following a 4-week notification to the Parish.
- Within 4 weeks of adoption of an amendment to the By-Laws, the Parish shall be notified in writing of the newly adopted amendment.

Dan R. Baehm  
Chair

Rev. Paul J. Hane  
Pastor

Date of Adoption 2-24-11

Date of Revision \_\_\_\_\_

