

**PARISH BYLAWS**  
CHURCH OF SAINT JOSEPH  
*Saint Joseph, Minnesota*

**ARTICLE I. IN GENERAL**

The Parish Bylaws provide operational guidance to the Church of Saint Joseph, of Saint Joseph, Minnesota. The Bylaws supplement the Constitution of the Church of St. Joseph and shall not conflict with its guidance.

**ARTICLE II. Parish Advisory Council**

Section 1. PURPOSE

The purpose of the Parish Advisory Council, is to serve as a visionary body for the Benedictine Catholic Church of Saint Joseph, seeking to understand and direct the spiritual needs of the parish. The Parish Advisory Council coordinates with the Joint Parish Council of the Area Catholic Community, including both the Church of St. Joseph and Saint John the Baptist Church.

Section 2. SCOPE

The Parish Advisory Council serves in an advisory role for the pastor and committees of the church including ministries of: Spiritual/Worship, Educational/Word, Social Justice, and Community/Parish Life.

Section 3. MEMBERSHIP

- A. The Parish Advisory Council will include the following members:
  - a. Pastor
  - b. Four to seven selected representatives of the parish
  - c. Business Manager
  - d. Two Trustees
  - e. Visiting Youth members invited by Faith Formation Director
  - f. Officers: Chairperson, Vice Chairperson, and Secretary
  
- B. Qualifications
  - 1. Adult members must be confirmed practicing Catholics, at least 18 years old, registered members of the parish, active in the life of the parish and able to fulfill the duties of the Parish Advisory Council position.
  
- C. Term Limits

1. Representatives will serve a three-year term, with the option to serve an additional three-year term.
2. Officers will serve for one year with the option of serving one additional year.

#### Section 4. SELECTION PROCESS

The Process for selection to the Parish Advisory Council is a discernment process:

- A. Parish Advisory Council members may contact parish members in good standing to consider membership. The Chairperson, or another representative, also may address the Parish following a Mass to invite additional or replacement members
- B. The Chairperson or Trustee will contact all potential members of the Parish that have been nominated, explaining the duties, responsibilities, and role of the Parish Advisory Council.
- C. The interested nominees will be invited to attend a Parish Advisory Council meeting.
- D. At the conclusion of the meeting, after the potential new members have been asked to leave the current members of the Council will consider the nominees and select members to serve.
- E. The Parish Advisory Council members serve for a three-year term renewable for a second three-year term.

#### Section 5. MEETINGS

##### A. Regular Meetings

1. A minimum of eight monthly meetings are held September to May. Four are held with Joint Parish Council, and four with the Saint Joseph Parish Advisory council.
2. All meetings will have a written agenda, established by the Chairperson in collaboration with the Pastor, Trustees, and made available to Parish Advisory Council members in advance of the meeting.
3. Council members may suggest agenda items to be added at the start of the meeting.
4. Members of the Parish may attend meetings of the Parish Advisory Council and the Joint Parish Council as an observer.

##### B. Special meetings

A Christmas Social may be held in December in place of the regular monthly meeting, for members of the Council and their guests. The Pastor or Chairperson may call other special meetings, as needed.

##### C. Meetings of the Parish community

An Annual Parish Meeting may be scheduled in August. This meeting may include a review of the previous year's Financial Report, and a Festival Report. Additional Parish meetings may be planned with the consent of the Pastor, or the Chairperson of the Parish Advisory Council.

#### Section 6. RELATIONSHIP OF PASTOR TO Parish Advisory Council

- A. The Pastor attends and participates in Council meetings according to availability,
- B. The Pastor does not chair the Parish Advisory Council meetings but advises members according to the mission of the Church.

#### Section 7. MANNER OF OPERATION

- A. The Parish Advisory Council's manner of decision-making shall be communal discernment which includes prayerful reflection, gathering of information, dialogue and sharing conclusions. The usual method of reaching conclusions shall be consensus.

B.

#### Section 8. VACANCIES AND REMOVALS

- A. Any member of the Parish Advisory Council is subject to removal when the conduct or action of the individual violates the teaching principles and beliefs of the Roman Catholic Church, or excessive absenteeism.
- B. Any member of the Council may resign by notifying the Pastor and Chairperson.
- C. In the event of a vacancy, the Parish Advisory Council shall solicit appropriate active members of the Parish to fill an open position as outlined in Section 4.

#### Section 9. STRUCTURE

- A. The Parish Advisory Council will coordinate with, or oversee the four Standing Committees of the Parish:
- B.
  - 1. Spiritual/Worship
  - 2. Educational/Word
  - 3. Social Justice

#### 4. Community/Parish Life

C. Each Standing Committee will determine its own leadership, membership, and operations. The Parish Advisory Council will understand their function and purpose. Each Standing Committee may have multiple sub-committees. The Standing Committees will report to the Parish Advisory Council periodically, and any sub-committees may report through them.

D. A Staff Liaison will be assigned to each Standing Committee, but not required to serve as its chairperson:

- |                          |                               |
|--------------------------|-------------------------------|
| 1. Spiritual/Worship     | Director of Liturgy           |
| 2. Education/Word        | Director of Faith Formation   |
| 3. Social Justice        | Director of Pastoral Ministry |
| 4. Community/Parish Life | Business Manager or Assistant |

### **ARTICLE III. FINANCE COUNCIL**

#### Section 1. FINANCE COUNCIL PURPOSE

The Parish shall have in place a Finance Council in accordance with Canon #537. The Finance Council serves as an advisory board appointed by the Pastor to oversee the financial stability of the Parish.

#### Section 2. FINANCE COUNCIL SCOPE

The Finance Council is limited in its scope to the administration of Parish property. The Council will assess the present and future financial needs of the Parish, recommend ways of securing and developing all Parish revenues and oversee the Parish expenditures.

#### Section 3. FINANCE COUNCIL MEMBERSHIP

- A. The Pastor appoints Finance Council members
- B. The Finance Council shall be comprised of:
1. Pastor; and
  2. Two Trustees; and
  3. Five to Seven Members; and
  4. Parish Business Manager, who shall be non-voting.

- C. Finance Council members must be confirmed, practicing Catholics who are at least 21 years old; must be registered members of the Parish and must be active participants in the life of the Parish.
- D. Except for the Pastor and Parish Business Manager, no employee of the Church of Saint Joseph is eligible to serve on the Finance Council.
- E. The term for members shall be three years and shall be limited to two consecutive terms.
- F. Terms begin at the first meeting of the new fiscal year.

#### Section 4. FINANCE COUNCIL OFFICERS

- A. The officers of the Finance Council shall be a Chairperson and a Vice-Chairperson. Both the Chairperson and Vice-Chairperson shall be selected from, and by, the Finance Council membership at the first meeting of the fiscal year. The officers shall serve for a one-year term and may serve two consecutive terms if selected.
- B. The Chairperson shall:
  - 1. Preside at Finance Council meetings and appropriate Parish community meetings as required; and
  - 2. Contribute to the agenda for meetings in collaboration with the Business Manager and Pastor; and
  - 3. Distribute the meeting agenda, meeting notes, and other pertinent information to Finance Council members in advance of scheduled meetings; and
  - 4. Perform all other duties pertaining to the Office of Chairperson.
- C. The Vice-Chairperson shall:
  - 1. Perform the duties of the Chairperson in his/her absence; and
  - 2. Perform all other duties pertaining to the Office of Vice-Chairperson.
  - 3. The Vice Chairperson will succeed to chair
- D. Any officer unable to fulfill his or her duties will be expected to resign from the respective office.

#### Section 5. FINANCE COUNCIL RECORDING SECRETARY

- A. A qualified volunteer shall perform the duties of Recording Secretary.
- B. Responsibilities of the Recording Secretary include:
  - 1) Record meeting notes and a summary of the Finance Council meetings; and

- 2) Keep attendance records of the Finance Council; and
- 3) Provide meeting notes and a summary to members of the Council for their review and approval; and
- 4) Provide meeting notes and a summary to the church office, to be archived; and
- 5) The Secretary or Business Manager will provide the meeting notes to the Chair of the Parish Advisory Council.

#### Section 6. FINANCE COUNCIL MEETINGS

- A. The Finance Council will meet a minimum of four times per year, or as often as is deemed necessary.
- B. The Business Manager will attend meetings but will not be the Recording Secretary.

#### Section 7. RELATIONSHIP OF PASTOR TO FINANCE COUNCIL

- A. The Pastor:
  1. Attends Finance Council meetings when available; and
  2. Enables the Finance Council to build a community of faith and trust among council members; and
  3. Assists in the formation of the Finance Council agenda; and
  4. Shares in the dialogue that leads to the formulation of policy.
- B. The Pastor does not chair the Finance Council meetings.

#### Section 8. FINANCE COUNCIL MANNER OF OPERATION

- A. The Finance Council's manner of decision-making shall be communal discernment which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The usual method of reaching conclusions shall be consensus.
- B. Decisions should reflect the Parish Mission, Vision, Core Values and Parish Goals.

#### Section 9. DUTIES OF THE FINANCE COUNCIL

- A. The Finance Council works in collaboration with the Parish Advisory Council and committees to ensure that the scope of the Parish's concerns reflect the Mission of the Church.
- B. The Finance Council must be consulted on all issues requiring a proxy vote of the Bishop and Vicar General. (Refer to Constitution, Article IX, Section 2).

- C. The Finance Council will have access to the Parish Financial records in order to fulfill its duties.
- D. Duties of the Finance Council include but are not limited to the following:
  1. Proposing a Parish budget; and
  2. Examining Parish accounts on a regular basis (not less than quarterly); and
  3. Reviewing and approving budgets related to all fundraising activities, ongoing and special, and disbursing said funds; and
  4. Providing for procedures of counting and depositing Parish financial collections; and
  5. Review and approve financial transactions; and
  6. Assisting in stewardship programs for the Parish; and
  7. Reviewing and approving the annual financial report to be sent to the Chancery and Parish financial summary published to the website and in the bulletin for the Parish.

#### Section 10. FINANCE COUNCIL COMMITTEES

The Finance Council will oversee the following committees:

- A. Building and Maintenance Committee;
- B. Cemetery Committee;
- C. Fourth of July Festival; and
- D. Ad Hoc Human Resources Committee.

#### Section 11. FINANCE COUNCIL VACANCIES AND REMOVALS

- A. Any member of the Finance Council may resign by notifying the Pastor and the Chairperson.
- B. At any meeting of the Finance Council, any member may be removed for good cause by consensus of the remaining members.
- C. If a vacancy occurs during a member's term, the Pastor, with consensus of the Finance Council members, shall appoint a replacement to fulfill the remainder of that term.

### **ARTICLE IV. PARISH CEMETERY COMMITTEE**

#### Section 1. CEMETERY ORGANIZATION

The Parish Cemetery Committee is a subcommittee of the Parish Finance Council. The Pastor points committee members.

## Section 2. CEMETERY PURPOSE

The Parish Cemetery Committee assists and advises the Parish in the operation and maintenance of a cemeteries pursuant to the following:

- A. Chapter 307 of the Minnesota Statutes;
- B. The 1983 Code of Canon Law;
- C. The Minnesota Catholic Cemetery Policies and Procedures; as adopted by the Diocese of Saint Cloud, Minnesota; and
- D. These Parish Cemetery Bylaws.

## Section 3. CEMETERY SCOPE

The Cemetery Committee is responsible for the oversight of:

- A. burial function;
- B. all permanent records and financial transactions pertaining to the burial;
- C. perpetual care; and
- D. maintenance and care of the Parish's cemetery properties.

## Section 4. CEMETERY COMMITTEE MEMBERSHIP

The Cemetery Committee is comprised of four to six members who are parishioners and who are appointed by the Pastor. Each member of the Committee will serve a full term of three years based on the Parish's fiscal year. The terms and appointments will be staggered to enhance continuity of membership. A member may be appointed for a partial term. Any member may serve for up to three consecutive terms unless removed from office. If the member's position becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise, the Pastor shall choose a successor, who shall hold office for the unexpired term of the previous member. Any member may be removed from the Committee by action of the Pastor. The Parish Facilities Manager and one trustee will be appointed by the Pastor to the Committee as a liaison.

## Section 5. CEMETERY COMMITTEE OFFICERS



- A. The officers of the Cemetery Association shall be a Chairperson and Secretary. The officers shall be selected from, and by, the members of the Cemetery Committee at the first meeting of the fiscal year.
- B. The officers shall serve for their appointed term and may be reappointed for multiple consecutive terms.
- C. The Chairperson shall:
  - 1) Preside at Cemetery Committee meetings and appropriate Parish community meetings as required; and
  - 2) Prepare the agenda in collaborate with the facility manager; and
  - 3) Submit extraordinary expense requests and purchases more than \$5,000 to the Finance Council and \$20,000 submitted to the Diocese for review and approval; and
  - 4) Develop and periodically update a 5-to-10-year vision and investment plan; and
  - 5) Perform all other duties pertaining to the Office of Chairperson.

#### Section 6. CEMETERY COMMITTEE RECORDING SECRETARY

- D. A qualified volunteer shall perform the duties of Recording Secretary.
- E. Responsibilities of the Recording Secretary include:
  - 1) Record meeting notes and a summary of the Cemetery Committee meetings; and
  - 2) Keep attendance records of the Cemetery Committee; and
  - 3) Provide meeting notes and a summary to members of the Committee for their review and approval; and
  - 4) Provide approved meeting notes and a summary to the church office, to be archived; and
  - 5) Distribute the meeting agenda, meeting notes, and other pertinent information to the Committee members in advance of scheduled meetings.

#### Section 7. CEMETERY COMMITTEE MEETINGS

- A. Regular meetings of the Committee shall be held at regular dates and times;
- B. Special meetings of the Committee may be called by the Chairman at any time; and
- C. The Committee will attend and participate in the annual Parish meeting,

#### Section 8. RELATIONSHIP OF PASTOR TO CEMETERY COMMITTEE

A. The Pastor:

- 1) May attend Cemetery Committee meetings according to his availability; and
- 2) Makes certain that the scope of the Committee reflects the Mission of the Church; and
- 3) Shares in the dialogue that leads to the formulation of policy.

Section 9. CEMETERY COMMITTEE MANNER OF OPERATION

- A. The Committee's manner of decision-making shall be communal discernment which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The usual method of reaching conclusions shall be consensus.
- B. Decisions should reflect the Parish Mission, Vision, Core Values and Parish Goals.

Section 9. DUTIES OF THE CEMETERY COMMITTEE

- A. The Committee shall keep a complete record of all their minutes and acts and proceedings of the members and present a full and accurate statement at the regular annual meeting.
- B. Finances
- 1) Finances will be managed by the Business manager at the recommendation of the Cemetery Committee.
  - 2) Legal Documents. The Pastor and Parish Trustees shall sign all legal documents and papers for, and on behalf, of the Parish and the Cemetery Committee.
  - 3) Funds.
    - i. A restricted Perpetual Care Fund will be set up and maintained to receive all funds classified as "Perpetual Care."
    - ii. A designated reserve fund will be set up and maintained to receive funds for investments, improvements and prepaid burial funds that are not otherwise classified as restricted.
    - iii. A general operating fund will be set up and maintained to receive general operating funds and to pay operating expenses.
- C. Perpetual Care. The perpetual care of the Cemetery is the responsibility of the Parish and the Cemetery Committee. The term "perpetual care" shall be construed to mean the cutting of grass, the cleaning of the grounds, the planting and pruning of shrubs and trees which may be placed by the Cemetery, and general preservation of the grounds and property of the cemetery as long as it shall be used as a cemetery. The perpetual care assumed by the Cemetery shall in no way include repair of normal weathering of the faces of stone monuments

or markers, or repair of markers that are damaged by vandalism or inclement weather. The perpetual care assumed by the Cemetery Committee shall include reasonable efforts in keeping monuments and markers level and above ground.

**Section 10. CEMETERY COMMITTEE VACANCIES AND REMOVALS**

- A. Any member of the Cemetery Committee may resign by notifying the Pastor and the Chairperson.
- B. At any meeting of the Cemetery Committee, any member may be removed for good cause by consensus of the remaining members.
- C. If a vacancy occurs during a member's term, the Pastor, with consensus of the Cemetery Committee members, shall appoint a replacement to fulfill the remainder of that term

**ARTICLE V. AMENDMENTS TO THE BYLAWS**

Section 1. The Parish Advisory Council may amend ARTICLE II of the Bylaws by consensus of members. The proposed changes would be forwarded to each member in advance of the meeting for their review and prayerful consideration. The members would then discuss and adopt the changes at a regular or special meeting.

Section 2. The Finance Council may amend ARTICLE III of the Bylaws by consensus of Finance Council members. The proposed changes would be forwarded to each member in advance of meeting for their review and prayerful consideration. The members would then discuss and adopt the changes at a regular or special meeting.

Section 3. The Cemetery Committee may amend ARTICLE IV of the Bylaws by consensus of Finance Council members. The proposed changes would be forwarded to each member in advance of meeting for their review and prayerful consideration. The members would then discuss and adopt the changes at a regular or special meeting.

**Adopted by the Parish Advisory Council on June 15, 2022 \_\_\_\_\_,**

**the Finance Council on June 21, 2022 \_\_\_\_\_,**

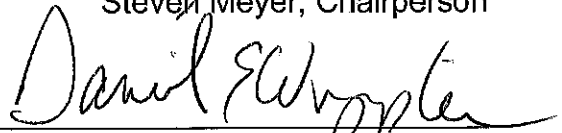
**and the Cemetery Committee on June 21, 2021 \_\_\_\_\_.**

Pastoral Council:



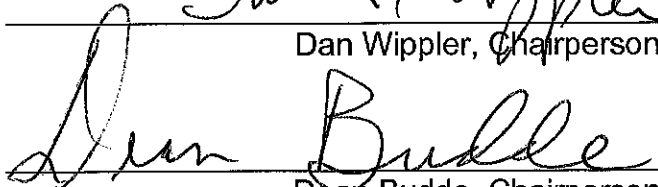
Steven Meyer, Chairperson

Finance Council:



Dan Wippler, Chairperson

Cemetery Committee:



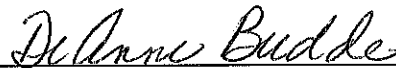
Dean Budde, Chairperson

**Acknowledged by the Corporate Board on \_\_\_\_\_.**

Corporate Board:



Father Bradley Jennings, OSB  
Pastor



De Anne Budde  
Trustee



Rick Baron  
Trustee

**Revision History:**

- 1. April 24, 2007
- 2. March 31, 2008
- 3. February 13, 2009
- 4. October 15, 2010
- 5. March 2012
- 6. October 2014
- 7. October 2017
- 8. December 3, 2020
- 9. June 2022