

# BYLAWS

## CHURCH OF SAINT JOSEPH SAINT JOSEPH, MINNESOTA

### ARTICLE I: IN GENERAL

The bylaws should be consistent with the Constitution of the Church of Saint Joseph, St. Joseph, Minnesota.

### ARTICLE II: PASTORAL COUNCIL

#### Section 1. PASTORAL COUNCIL PURPOSE

The Pastoral Council serves as a visionary body for the parish and a consultative body to the pastor. Serving as consultants to the pastor, they ensure that appropriate working committees of the parish are working towards parish goals and carrying out the parish mission.

#### Section 2. PASTORAL COUNCIL SCOPE

The Pastoral Council shall be the planning, consultative and policy-formulating body in all matters of the parish, including but not limited to spiritual, educational, and social concerns. They collaborate with the Financial Council to ensure the financial stability of the parish.

#### Section 3. PASTORAL COUNCIL MEMBERSHIP

##### A. The Pastoral Council shall be comprised of:

1. Pastor
2. Lay Trustees
3. Seven Adult Members
4. One Youth Representative

##### B. Qualifications of Pastoral Council members:

- B1: Adult members must be confirmed, practicing Catholics, at least 18 years old, registered members of the parish, and active participants in the life of the parish.
- B2: The youth representative must be confirmed and at least 16 years old by July 1<sup>st</sup> of the current year.

- C. Length of terms:
  - C1: The term for Pastoral Council adult members shall be three years and shall be limited to two consecutive terms.
  - C2: The term for the Pastoral Council youth representative shall be two years and limited to one term.
- D. No employee of the Church of Saint Joseph is eligible to serve on the Pastoral Council.
- E. Adult members and the youth representative of the Pastoral Council are selected through the discernment process.
- F. Discernment process:
  - 1. By the first Monday of April, parishioners are asked to submit names of individuals who are good candidates to serve on the Pastoral Council.
  - 2. All suggested individuals are contacted and invited to participate in the discernment process.
  - 3. After prayer and reflection, they are given an opportunity to submit their name as interested in joining the Pastoral Council.
  - 4. On the third weekend in May, the names of the new members will be drawn from the pool of interested candidates at a weekend liturgy.
- G. At the regularly scheduled June meeting, new members will attend a transition meeting in which all current members, including outgoing members, participate. Terms of new members begin on July 1<sup>st</sup>.

#### Section 4. PASTORAL COUNCIL OFFICERS

- A. The officers of the Pastoral Council shall be a chairperson and a vice-chairperson. They shall be selected by and from the Pastoral Council at the transition meeting.
- B. The officers shall serve for a one-year term beginning with the conclusion of the transition meeting.
- C. The Chairperson shall:
  - 1. Preside at Pastoral Council and appropriate parish community meetings;
  - 2. Prepare the agenda for these meetings;
  - 3. Request meeting minutes from all commissions;
  - 4. Coordinate the work of the Pastoral Council;
  - 5. Develop, maintain and distribute an annual Pastoral Council calendar, and goals for the year;

6. Assist the next chairperson in understanding the responsibilities of the office; and
  7. Perform all other duties pertaining to the office of chairperson.
- D. The Vice-Chairperson shall:
1. Perform the duties of the chairperson in his or her absence; and
  2. Perform all other duties pertaining to the office of vice-chairperson.
- E. Any officer unable to fulfill his or her duties will be expected to resign from the respective office.

#### Section 5. PASTORAL COUNCIL RECORDING SECRETARY

- A. A parish staff member or qualified volunteer shall perform the duties of recording secretary.
- B. Responsibilities of the recording secretary include:
1. Record minutes of the Pastoral Council meetings;
  2. Keep attendance records of the Pastoral Council;
  3. Publish approved meeting minutes;
  4. Archive meeting minutes;
  5. Distribute the meeting agenda, meeting minutes, and other pertinent information to Pastoral Council members at least one week in advance of scheduled meetings; and
  6. Provide the Finance Council with meeting minutes.

#### Section 6. PASTORAL COUNCIL MEETINGS

- A. Meetings of the Pastoral Council
1. A minimum of four meetings are held each year.
  2. Parishioners are informed of the time and location at least one week in advance of the meeting.
  3. All meetings will have a written agenda, established by the chairperson and pastor and made available to Pastoral Council members in advance of the meeting.
  4. All Pastoral Council members may suggest agenda items to either the chairperson or recording secretary.
  5. Any member of the parish may attend meetings of the Pastoral Council as an observer. Such persons may address the Pastoral Council at the meeting if they have prior approval from the chairperson or pastor. However, the Pastoral Council reserves the right to adjourn to closed session.
  6. Approved minutes of regular Pastoral Council meetings will be made available to parish members.

7. A transition meeting shall be held at the next regular Pastoral Council meeting following the annual selection of Pastoral Council members. At this meeting, the newly selected members shall join the existing Pastoral Council for the purpose of selecting officers for the following year.

B. Special meetings of the Pastoral Council

Special meetings may be called by the pastor or chairperson with consent of the pastor. These may be closed sessions attended only by the members of the Pastoral Council.

C. Meetings of the parish community

With consent of the pastor, the chairperson of the Pastoral Council may convene meetings of the parish community upon recommendation of the Pastoral Council.

## Section 7. RELATIONSHIP OF PASTOR TO PASTORAL COUNCIL

A. The pastor:

1. Attends Pastoral Council meetings;
2. Makes certain that the scope of the Pastoral Council's concerns reflect the entire mission of the Church;
3. Enables the Pastoral Council to build a community of faith and an atmosphere of trust among council members;
4. Makes certain that Pastoral Council members have adequate education;
5. Assists in the formation of the Pastoral Council agenda;
6. Shares in the dialogue that leads to the formulation of policy;

B. The pastor does not chair Pastoral Council meetings.

## Section 8. PASTORAL COUNCIL MANNER OF OPERATION

A. The Pastoral 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 vision, mission, core values and parish goals.

## Section 9. PASTORAL COUNCIL VACANCIES AND REMOVALS

- A. Any member of the Pastoral Council may resign by sending a written resignation to the pastor, with a copy to the chairperson.
- B. At any meeting of the Pastoral Council, any member may be removed for good cause by consensus of the remaining members. Good cause includes, but is not limited to:
  - 1. missing two consecutive meetings without good reason;
  - 2. missing three meetings within a one-year period;
  - 3. physical or mental incapacity;
  - 4. failure to maintain confidentiality; or
  - 5. failure to perform duties as a Pastoral Council member.
- C. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting.
- D. A vacancy among the Pastoral Council shall be filled for the remainder of the term through a random selection, from the pool of names from the previous discernment process.

## Section 10. PASTORAL COUNCIL STRUCTURE

- A. The Pastoral Council will oversee the five Commissions of the parish:
  - 1. Word
  - 2. Worship
  - 3. Community
  - 4. Social Ministries
  - 5. Pastoral Ministries
- B. All committees and activities of the parish will be assigned to one of the five commissions.
- C. The Commission of Word:  
Works to fulfill all parish goals, but especially the following: "Saint Joseph Parishioners will know, understand and daily witness to Christ-centered living inspired by God's Word and Catholic Tradition".
- D. The Commission of Worship:  
Works to fulfill all parish goals, but especially the following: "Saint Joseph Parishioners will know, understand and honor Benedictine values and the dignity of their role as members of the worshipping assembly."

- E. The Commission of Community:  
Works to fulfill all parish goals, but especially the following: “Saint Joseph Parishioners will know, understand and demonstrate what it means to be a Catholic community.”
- F. The Commission of Social Ministries:  
Works to fulfill all parish goals, but especially the following: “Saint Joseph Parishioners will know, understand and work to realize the Gospel vision of justice and Catholic Social Teaching.”
- G. The Commission of Pastoral Ministries:  
Works to fulfill all parish goals, but especially the following: “Saint Joseph Parishioners will know, understand and practice the Corporal and Spiritual Works of Mercy within our parish and in the wider community.”

#### Section 11. PASTORAL COUNCIL COMMISSION ADVISORY BOARDS

- A. Each commission will have an Advisory Board. The intent is not to add a layer of supervision or control; rather, it is to ensure communication and collaboration between committees, commissions and the Pastoral Council.
- B. Each Commission Advisory Board will be comprised of:
  - 1. A pastoral council member
  - 2. Three representatives selected through the discernment process
  - 3. A parish staff liaison
- C. Qualifications of Commission Advisory Board members:  
Members must be confirmed, practicing Catholics, at least 18 years old, registered members of the parish, and active participants in the life of the parish.
- D. Length of terms:  
The term for Commission Advisory Board members shall be three years and shall be limited to two consecutive terms.
- E. No employee of the Church of Saint Joseph is eligible to serve on the Commission Advisory Board.
- F. Discernment Process:
  - a. By the first Monday of April, parishioners are asked to submit names of individuals who are good candidates to serve on the Commission Advisory Boards.

- b. All suggested individuals are contacted and invited to participate in the discernment process.
  - c. After prayer and reflection, they are given an opportunity to submit their name as interested in joining one of the Commission Advisory Boards.
  - d. On the third weekend in May, the names of the new members will be drawn from the pool of interested candidates at a weekend liturgy.
- G. New members will attend a transition meeting in which all current members, including outgoing members, participate. Terms of new members begin on July 1<sup>st</sup>.
- H. Commission Advisory Boards will meet at least twice a year to:
- 1. Review and evaluate the work of their committees to ensure that parish goals are being met;
  - 2. Recommend whether additional committees are needed;
  - 3. Recommend whether a committee is no longer needed;
  - 4. Ensure that committees are meeting the parameters of their job descriptions; and
  - 5. Ensure collaboration among committees and other commissions.
- I. Each Commission Advisory Board will have a chairperson and a recording secretary. The Pastoral Council member and the parish staff liaison will not hold these positions.
- J. The chairperson of each Commission Advisory Board shall provide a written report to the Pastoral Council after each board meeting. In addition, they may provide an oral report or bring concerns to Pastoral Council meetings at any time, provided they request agenda time prior to the meeting.
- K. Commission Advisory Board meetings shall be open to parish members.

## Section 12. OPERATIONAL GUIDELINES OF COMMITTEES

- A. All committee meetings shall be open to parish members.
- B. Committee meetings will be held at the discretion of the committee or committee chairperson and scheduled as frequently as necessary to accomplish their goals.
- C. Each committee shall select a chairperson for a one-year term and serve no more than two consecutive years as chairperson.

- D. All registered members of the parish are eligible for membership on the committees.
- E. No committee member shall serve more than two consecutive terms and each term is for a period of three years.
- F. All committees shall have a meeting agenda and produce written minutes for the appropriate Commission Advisory Board. A copy of the minutes shall also be filed in the parish office.
- G. Ad hoc committees of limited duration may be established to perform specific tasks.

## 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 ensure the financial stability of the parish.

### Section 2: FINANCE COUNCIL SCOPE

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

### Section 3: FINANCE COUNCIL MEMBERSHIP

- A. Finance Council members are appointed by the pastor. The bishop may establish norms for the selection of its members and its operation.
- B. The Finance Council shall be comprised of:
  - 1. Pastor
  - 2. Lay Trustees
  - 3. Seven Members
- C. Members must be confirmed, practicing Catholics who are at least 21 years old; they must be registered members of the parish with financial expertise; and they must be active participants in the life of the parish.
- D. 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. They shall be selected by and from the Finance Council at the first meeting of the fiscal year.
- B. The officers shall serve for a one-year term.

- C. The Chairperson shall:
  - 1. Preside at Finance Council meetings and appropriate parish community meetings as required;
  - 2. Prepare the agenda for meetings; and
  - 3. Perform all other duties pertaining to the office of chairperson.
  
- D. 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.
  
- E. Any officer unable to fulfill his/her duties will be expected to resign from the respective office.

#### Section 5: FINANCE COUNCIL RECORDING SECRETARY

- A. A parish staff member or qualified volunteer shall perform the duties of recording secretary.
  
- B. Responsibilities of the recording secretary include:
  - 1. Record minutes of the Finance Council meetings;
  - 2. Keep attendance records of the Finance Council;
  - 3. Publish approved meeting minutes;
  - 4. Archive meeting minutes; and
  - 5. Distribute the meeting agenda, meeting minutes, and other pertinent information to Finance Council members in advance of scheduled meetings.
  - 6. Provide Pastoral Council with meeting minutes.

#### Section 6: FINANCE COUNCIL MEETINGS

- A. The Finance Council will meet a minimum of four times per year, and as often as is deemed necessary.
- B. The Business Manager will attend meetings but will not be the recording secretary.
- C. All meetings will have a written agenda, established by the chairperson and pastor and made available to Finance Council members in advance of the meeting.

## Section 7: RELATIONSHIP OF PASTOR TO FINANCE COUNCIL

- A. The pastor:
  - 1. Attends Finance Council meetings;
  - 2. Enables the Finance Council to build a community of faith and trust among council members;
  - 3. Assists in the formation of the Finance Council agenda;
  - 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 vision, mission, core values and parish goals.

## Section 9: DUTIES OF THE FINANCE COUNCIL

- A. The Finance Council works in collaboration with the Pastoral Council to ensure that the scope of the parish's concerns reflect the entire 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 X, Section 2).
- C. The Finance Council has the right to reasonable 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;
  - 2. Examining parish accounts on a regular basis (not less than quarterly)
  - 3. Reviewing and approving budgets related to all fundraising activities, ongoing and special, and disbursing said funds. (i.e. 4<sup>th</sup> of July, Quilt Workers, Golf Classic, Spring Fling, etc)
  - 4. Providing for procedures of counting and depositing parish financial collections;
  - 5. Assisting in stewardship programs for the parish;
  - 6. Reviewing and approving the annual financial report to be sent to the Chancery and published for the congregation.

## Section 10: FINANCE COUNCIL COMMITTEES

The Finance Council will oversee the following committees:

- A. Building and Maintenance Committee
- B. Cemetery Committee

## Section 11: FINANCE COUNCIL VACANCIES AND REMOVALS

- A. Any member of the Finance Council may resign by sending a written resignation to the pastor, with a copy to the chairperson.
- B. At any meeting of the Finance Council, any member may be removed for good cause by consensus of the remaining members. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes:
  - 1. missing two consecutive meetings without good reason;
  - 2. physical or mental incapacity;
  - 3. failure to maintain confidentiality; or
  - 4. failure to perform duties as a Finance Council member.
- 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: SAINT JOSEPH LABORATORY SCHOOL

Refer to Diocesan Education Guidelines.

## ARTICLE V: AMENDMENTS TO THE BYLAWS

Section 1. The Pastoral Council may amend ARTICLE II of the bylaws by consensus of Pastoral Council members at any two consecutive Pastoral Council meetings. That is, although the proposed changes may be introduced at one meeting, a decision should not be made until the next meeting, to allow time for prayerful discernment.

Section 2. The Finance Council may amend ARTICLE III of the bylaws by consensus of Finance Council members at any two consecutive Finance Council meetings. That is, although the proposed changes may be introduced at one meeting, a decision should not be made until the next meeting, to allow time for prayerful discernment.

**Adopted by the Pastoral Council on May 3, 2006.**

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Pastoral Council President  
Richard Schwegel, President

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Father Gregory Miller, OSB  
Pastor

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Peter Spaniol  
Trustee

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Jeanette Pfannenstein  
Trustee

**Revision History:**

1. April 24, 2007
  - a. Article II, Section 3: Add bullet point D disallowing parish employees from being eligible to serve on the Pastoral Council. Increment remaining bullet numbers in the section.
  - b. Article II, Section 11C: Revise bullet points 2 and 3 stating that the Advisory Boards recommend, rather than determine, whether additional committees are needed and current ones obsolete
  - c. Article III, Section 3: Add bullet point D disallowing parish employees from being eligible to serve on the Finance Council. Increment remaining bullet numbers of the section.
2. March 31, 2008
  - a. Article II, Section 3 A: Increase membership from six members to seven adult members and one youth representative.
  - b. Article II, Section 3 B: Break into bullet points and add qualifications of the youth representative.
  - c. Article II, Section 3 C: Break into bullet points and add length of term for youth representative.
  - d. Article II, Section 3 E: Add youth representative
3. February 13, 2009
  - a. Replace "Saint Joseph Parish" with "Church of Saint Joseph" in the document title.
  - b. Replace all instances of "St. Joseph" with "Saint Joseph".
  - c. Article II: Change all instances of "Advisory Boards" to "Commission Advisory Boards"

- d. Article II, Section 10: Remove details of which committees and activities belong to each commission.
  - e. Article II, Section 11: Add a staff liaison to each Commission Advisory Board. Members will be selected through a discernment process and attend a transition meeting. Clarify length of terms, eligibility and number of people on the Commission Advisory Boards. A transition meeting will be held for new members.
4. October 15, 2010
- a. Article, II, Section 6 A: Remove bullet point stating that the Business Manager will attend meetings.