

# CORPUS CHRISTI PARISH COUNCIL GUIDELINES

Approved by Parish Council 05/10/17

## PURPOSE

The purpose of the Parish Council of Corpus Christi Parish is to work together with the Pastor as an advisory council on behalf of the entire parish to help bring the parish mission to life. **Mission: *Corpus Christi is a vibrant, welcoming Catholic parish that nourishes disciples of Jesus Christ who practice and share His message of love in our community and beyond.***

## MEMBERSHIP

- The membership of the Parish Council is comprised of up to twenty-one members.
- The Council shall have the following five ex officio members: Pastor, Faith Formation Director, Liturgist, Business Manager, and Pastoral Minister. Ex officio members will provide council with information relating to their respective positions.
- The Council shall have twelve at-large representatives selected from the membership of the parish. Terms will be three years. Any council member may serve up to two consecutive terms through the nomination process. Council members may be nominated for additional terms after a one year hiatus, never serving more than two consecutive terms.
- The council may have up to two alternates. The term for an alternate will be one year. It is suggested that alternates attend all meetings. If a vacancy occurs, an alternate will complete the term of the vacated member.
- The Council may have up to two youth representatives nominated by members of the parish. Recommended ages are 16-22 for youth representatives. Youth representative terms will be one year, renewable up to three years.
- Outside of ex officio members, parish employees and their immediate families and the Pastor's family may not serve on Council. Spouses, siblings, and parent/adult child may not serve on Council simultaneously.
- The Pastor may appoint a person to Council to fill a vacancy.

## OFFICERS

The officers of Parish Council will consist of the chair, the vice-chair, and the secretary. Officer terms will be for one year, renewable up to three years. These officers along with the Pastor shall form the Executive Committee which serves the Parish Council and is responsible for creating and distributing the agenda, meeting minutes, and other necessary information to Council members. The vice-chair will step in to chair a meeting if the chair is unable to attend a meeting and will become the chair in the event of a vacancy.

## MEETINGS

Parish Council meetings shall be held monthly from September through May, with no meeting in December. It is recommended that Parish Council and Finance Council meet together one or two times each year. An additional meeting may be held in June as a "picnic" to welcome and introduce newly selected members, and to thank members who have completed their terms. At this meeting, election of new officers shall be held. All decisions of the council will be reached by consensus of the council.

## **NOMINATION & SELECTION OF NEW MEMBERS**

**Announcement to Parishioners.** In March parishioners will be notified by Mass announcements, bulletin, and website as to the role of council and commissions. Nomination forms will be available via bulletin, website, and at all church entrances. Nominations are due the second weekend of April.

**Nomination.** Parishioners may nominate any member in good standing for council or parish commissions. Completed forms may be dropped in the collection basket, nomination boxes, or at the Parish Office during the nomination period. Parishioners are encouraged to nominate themselves.

**Notification of Nominees.** The Parish Office will verify that each nominee is a registered member of the parish and has been confirmed. The nominations will then be given to the respective chair of each commission so they can contact each nominee personally, explain the basics of the council/commission and ask if the nominee would be willing to serve on the council/commission. If a nominee is concerned about the three year commitment, they can be offered a one year term as an alternate member.

**Slate of Nominees.** All nominees agreeing to their specific nomination will have their names added to the selection process which will be held at the May Parish Council meeting.

**Facilitation of the Selection Process.** The selection process will be placed on the agenda of the May Parish Council meeting. The chair/designee will accept nominations from each commission, then prepare a slip of paper for each nominee name, including commission/council vacancy and if "alternate only". Openings are addressed separately for each commission and for council. The first names drawn will become official members for the specified terms (unless the nominee is designated as alternate only). Two additional names may be drawn to serve as alternate members if two alternates were not previously selected.

**New Member Orientation.** At the first meeting of the new fiscal year an orientation will be given to all Parish Council members. Parish Council Guidelines and other documents will be distributed to members as deemed necessary to assist them in successfully completing their term as Parish Council members.

## **COMMISSIONS/COUNCIL**

**Christian Service Commission**

**Faith Formation Commission**

**Finance Council**

**Stewardship Commission**

**Worship Commission**

The Parish Council will be updated on commission/council progress and programs by a representative from each group at each regular Parish Council meeting.

All groups are asked to send monthly minutes to the Parish Office and they will be distributed via email to all Council members. Parish Council members are encouraged to attend any commission meetings. Commissions may request representation from the Council at any time for information and advice.

- The recommended number of commission members is nine. Terms will be three years. Members may serve up to two consecutive terms through the nomination process. Commission members may be nominated for additional terms after a one year hiatus, never serving more than two consecutive terms.
- Commissions may have up to two alternates. The term for alternates will be one year. It is suggested that alternates attend all meetings. If a vacancy occurs, an alternate will complete the term of the vacated member.
- It is recommended that each commission shall have a chair, a vice-chair, and a secretary. Officer terms will be for one year, renewable up to three years.
- Each commission shall have one ex officio member who provides the commission with information relating to the works of the respective commission.
- The Pastor may appoint a person to any commission to fill a vacancy.

**AMENDMENTS**

The Council Guidelines may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.

**SUBMISSION OF COPY OF COUNCIL GUIDELINES TO THE DIOCESE**

A copy of the Council Guidelines will be submitted to the Chancellor or designee whenever changes are approved. A copy will also be placed in the parish file. The Council Guidelines will be reviewed on a regular basis usually in conjunction with the development of a new pastoral plan for the parish.

Date of last review:

05/10/17					