

The Catholic Community of  
**ST. IGNATIUS OF LOYOLA**

Ijamsville, Maryland

**PARISH COUNCIL BYLAWS**

***Proposed amendment to allow appointment of youth representative,  
January 24, 2007***

## Preamble

We, the people of God in the Catholic Community of St. Ignatius of Loyola, in union with each other, with our pastor, with the chief shepherd of our Archdiocese, and in union with all the members everywhere of the One, Holy, Catholic and Apostolic Church founded by Christ and governed by His Vicar, the Bishop of Rome and successor of St. Peter, do hereby unite to form a parish council.

We do so conscious of the fact that everyone of us is a member of the Body of Christ (1 Corinthians, 12:27) and that in this body “there are different gifts but the same Spirit (and) different ministries but the same Lord” (ibid., vv.4-5). We acknowledge that each of us is called upon to offer his or her particular gift of ministry for the service of the whole body, “so that in everything God may receive the glory, through Jesus Christ” (1 Peter, 4:11).

We do so in response to the recommendations of the Fathers of the Second Vatican Council, who after urging that councils be formed in dioceses “to assist the apostolic work of the Church either in the field of making the gospel known and man holy, or in the charitable, social or other spheres,” added that so far as possible similar councils should be established in parishes also (Decree on the Apostolate of the Laity, V, #26).

Finally, aware that Christ has told us that without Him we can do nothing (John 15:5), we ask for the guidance of the Holy Spirit so that all our words may be spoken and all our works done in His charity and that they may contribute to the establishment of His reign.

## **Article I: Name**

The name of this body shall be the St. Ignatius of Loyola Parish Council, hereinafter referred to as “the council”.

## **Article II: Purposes**

### Section 1

The purposes of the council shall be:

- a. to act in an advisory capacity to the pastor of St. Ignatius of Loyola parish;
- b. to accept responsibility with the pastor for the mission of the parish;
- c. to act as a representative voice of the St. Ignatius of Loyola parish community to the pastor;
- d. to provide an open and honest forum of communication and dialogue regarding parish affairs among the pastor, associate priests, deacons, religious, the parish staff and the laity;
- e. to assist the pastor in the administration of the parish through recommendations and active cooperation and participation;
- f. to collaborate with the other religious bodies and with civic, business and professional organizations in working for the common good of the community;
- g. to participate, by active cooperation with regional councils and with the Archdiocesan Pastoral Council, in the total life and mission of the Church within the Archdiocese;
- h. to be a visible witness to all people of the message and service of the Lord Jesus Christ.

### Section 2

Pursuant to the purposes set forth in Article II, Section 1, the council shall perform the following functions:

- a. it shall review, on a 12-month cycle, the strategic plan of the parish and, in union with the pastor, determine priorities among the goals and action steps with respect to the allotment of personal, physical and financial resources;
- b. it shall do all that may be necessary to provide for the dignified and reverent celebration of the Sacred Liturgy, in such manner and at such times as shall be for the spiritual welfare and the convenience of all the faithful of the parish;

- c. it shall review, adjust as necessary and approve, the individual programs, budgets and recommendations of all standing committees;
- d. it shall determine ways and means of increasing parish income and reducing expenditures, and take all necessary steps to provide for their practical implementation;
- e. it shall see to the maintenance and good upkeep of parish property and shall direct improvements to the property which may be deemed necessary, except where the decision in such matters is reserved to the Ordinary;
- f. it shall review and recommend membership and/or participation of the parish in any secular community or professional organization;
- g. it shall render to all parishioners from time to time, but not less often than annually, a full report of the spiritual, material and financial condition of the parish;
- h. it shall take whatever other action it may deem appropriate to fulfill the purposes set forth in Section 1 of this article.

### **Article III: Operation**

Section 1 The council shall submit its recommendations to the pastor in the form of conclusions consisting of motions duly made and passed by a majority vote.

Section 2 If the pastor feels that he cannot in good conscience accept and carry out the recommendations of the council, he shall communicate his reservations with regard to them to the assembled council. If the pastor does not communicate such reservations by the next regularly scheduled meeting of the council following the date on which the recommendations were submitted to him, the council shall be entitled to presume their acceptance.

Section 3 If, notwithstanding reservations expressed by the pastor, the council, by a two-thirds majority vote, sustains its original recommendations – and no other means can be found to resolve the situation – either the pastor or the council president may petition the matter to the Ordinary for such action as he/she may deem fitting.

### **Article IV: Membership**

Section 1 The council shall have two categories of membership, clerical and lay, and three types, elective, automatic and appointive.

- Section 2 The pastor, associate pastors and deacons assigned to the parish of their designated representatives, shall be automatic members of the council and its committees and shall have full voice in its deliberations, but shall have no vote.
- Section 3 The immediate past president, if ex-officio, shall be an automatic member with full voice.
- Section 4 There shall be nine elective members who shall serve for three years with full voice and vote, and they shall be elected from at large. No one may serve more than two consecutive terms.
- Section 5 Elective members shall be elected to the council according to the electoral procedures specified in Article V, Elections.
- Section 6 No member of the council may have more than one vote, regardless of the position, committee or combination thereof represented.
- Section 7 The chairpersons of the standing committees shall be the appointive members and shall be appointed by the pastor and voting members. ***They must be at least 18 years of age.*** They are to serve at the pleasure of the pastor and each shall have one vote.
- Section 8 An elected member of the council may be replaced by the president, in consultation with the pastor, after three consecutive, unexcused absences from council meetings in a 12-month period.
- Section 9 Any elected member of the council wishing to resign before the end of their term may do so with 60 days notice. The resigning member may be replaced by the president, in consultation with the pastor and executive committee, in accordance with Article V, Section 5.
- Section 10 The council shall also consist of one voting member, between the ages of 13 and 18, from the Youth Subcommittee of the Faith Formation Committee of St. Ignatius of Loyola.***
- a. The Youth Representative is to be nominated by the Youth Subcommittee of the Faith Formation Committee of St. Ignatius of Loyola and approved by the Pastor before the September Business Meeting***
  - b. The Youth Representative shall serve a term of one year. Their term is to run from September to August.***
  - c. In case that the Youth Representative is unable to attend the meeting, there shall be two alternate representatives, who have also been nominated by the Youth, approved by the Pastor, and who serve for one year, September to August, to fill the vacant seat.***

## Article V: Elections

- Section 1 Any layperson who (a) has attained the age of 18 years by the date of elections, and (b) is a registered member of the parish shall be eligible for election to the council.
- Section 2 Any layperson who (a) has attained the age of 16 years by the date of elections and (b) is a member of the parish shall be eligible to vote in such elections. At the general meeting in January, the vice president of the council will form a nominating committee, made up of council members of other parishioners. It shall be the duty of the nominating committee to consider qualified parishioners and to obtain their consent to run as candidates for the council.
- Section 3 Elections shall be held annually for vacancies on the council. Elections will be held by secret ballot. Ballots shall be available to all eligible voters by the first and second weekends of March (at all Saturday evening and Sunday masses). These ballots shall include the names of all candidates.
- Each eligible voter will select up to three names, mark them on the ballot and return the ballots to the ushers prior to leaving church. Ballots are due back by the first weekend of April.
- Section 4 The nominating committee shall count the ballots and report the results to the council at its April meeting. The candidate(s) receiving the highest number of votes shall be declared elected to fill the vacancies. In the event of a tie, the members of the incumbent council shall vote among themselves for one of the tied candidates. The order of finish in the voting for all candidates shall be kept as a permanent parish record. The nominating committee will then prepare a slate of officers to present at the May meeting for election at the annual meeting in June. After completion of these functions the nominating committee shall be dissolved.
- Section 5 The new council shall take office at the conclusion of the June council meeting. In the event that a vacancy occurs among the elected membership during the council year, the person who had received the net highest number of votes shall be asked to fill out the remaining term of the vacating member. In the event that he or she declines, the remaining candidates similarly shall be asked to serve the remainder of the term, in the order of the number of votes which each received.
- Section 6 In the event of a vacancy in any office except that of the president, the council shall elect someone from among its own membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of president, the vice-president shall automatically succeed and fill out the unexpired portion of the term.

Section 7 Each officer, at the expiration of his/her term, shall turn over to his/her successor all books, papers, and other records and property pertaining to his/her office not later than ten days after said expiration.

## **Article VI: Executive Committee**

Section 1 The executive committee shall be composed of the officers of the council, acting with such powers as may be delegated to it by the council.

Section 2 It shall be the responsibility of the executive committee to coordinate and prepare the agenda for all regular meetings of the council.

## **Article VII: Committees**

Section 1 The standing committees of the council shall be: Evangelization, Liturgy, Faith Formation, Service/Outreach/Social Justice and Stewardship. Each committee shall act in such areas with such powers as may be appointed to it by the full council. Standing committees can be formed or dissolved by a two-thirds vote of the council. Each standing committee will appoint a chair, vice chair and secretary.

All other subcommittees will be aligned under one of the five standing committees. All subcommittees will designate a committee representative responsible for organizing goals and objectives of the committee, scheduling and conducting meetings and providing timely updates on progress and events to the standing committee chair or appointee.

Activity reports/updates from subcommittees will be provided and/or posted on the parish website monthly. Committee chair will ensure timely accurate updating of the information posted on the parish website link to the standing committee.

Committee chair will provide information, as needed, to pastor and/or parish Council to facilitate updating and refinement of parish strategic plan, mission imperatives and the Archdiocese of Baltimore Parish Reflection and Discernment Assessment.

Section 2 The chairperson of each standing committee shall have the authority to call committee meetings as often and at such times as he/she judges may be necessary and to designate the members thereof. Committee chair and/or designee will attend monthly parish council meetings, provide updates as requested and submit items (seven days in advance) for the agenda that require council input, vote and/or approval.

Section 3 The president, in consultation with the pastor and other members of the council, shall have the authority to establish any special or temporary committees, which, from time to time, may be deemed necessary and to

designate the members thereof.

## **Article VIII: Officers**

- Section 1 The officers of the council shall be a president, vice-president and recording secretary.
- Section 2 At the annual meeting in June, the incoming council shall elect the three officers specified in Section 1 from a slate of candidates developed by the nominating committee. Voting shall be by secret ballot. In the event of a tie, balloting shall be continued until a candidate receives a majority vote. Each office shall be voted on individually, thus permitting candidates not elected to be nominated for a subsequent office. Only elected members of the council are eligible to be officers.
- Section 3 Eligible candidates for parish council president must have served at least one year as a council member.
- Section 4 Officers shall serve for one year unless re-elected.
- Section 5 The president shall preside at all council meetings and shall have the authority to call special meetings as necessary. He/she shall render periodic reports to the pastor and the parishioners on the completed and projected work of the council and shall perform all other duties that customarily devolve upon the office of president, not specifically mentioned herein.
- Section 6 In the absence of the president or in the event of the latter's inability to carry out the functions of that office for any reason, the vice-president shall assume the duties of the president during the interim. The vicepresident shall chair the nominating committee and perform such other duties as may be delegated by the president.
- Section 7 The recording secretary shall take minutes of all regular and special meetings of the council, reduce such minutes to writing, preserve them in a permanent record to be kept in the parish office, and send copies of such minutes to all member within 10 days after each council meeting. An agenda for each forthcoming meeting is to be prepared and sent to members one week in advance of the meeting.
- Section 8 In addition to the officers named above, two persons, who need not be members of the council, shall be designated by the president as representatives of the regional council. Such representatives shall act as liaison between the council and the regional council, shall attend all meetings of the latter, and shall render regular reports to the council on all matters which may be of interest or concern to it.

## **Article IV: Meetings**

- Section 1 Members of the council shall set the agenda for that month's council meetings. The regular meetings of the council shall be held monthly on a date designated by the pastor and the president.
- Section 2 The June meeting shall be known as the annual meeting and shall be for the purpose of electing officers, welcoming newly elected members, and receiving reports and other business that may arise. Any such matters left unfinished at the adjournment of the annual meeting shall constitute the first order of business at the next regular meeting.
- Section 3 Special meetings may be called by the president, executive committee, or at the request of any five members of the council. The purpose of any special meeting shall be stated in the call. At least three days notice shall be given, except in cases of emergency.
- Section 4 Regular meetings of the council shall be open to all parishioners. It shall be left to the discretion of the executive committee as to whether any special meetings shall be open.
- Section 5 A majority of the voting members shall constitute a quorum.
- Section 6 In the absence of both president and vice-president at any regular or special meeting with a quorum being present, the majority of the members present shall choose a member to act as temporary chairperson for that meeting.
- Section 7 If, for some reason, the primary representative of a committee cannot attend a meeting, the chairperson of that committee may designate an alternate who shall have all the rights of the primary representative for purposes of that meeting.

## **Article X: Parliamentary Authority**

- Section 1 The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the council in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the council may adopt.
- Section 2 The president at his/her discretion, may appoint a parliamentarian, who need not be a member of the council, to assist and advise him/her in presiding at all meetings.

## **Article XI: Ratification and Amendments**

This constitution may be amended at any regular meeting of the council by a two-thirds vote of the council members provided that the proposed amendments shall be made available to parishioners and posted one month prior to the effective date.