

CONSTITUTION OF THE PARISH COUNCIL (Revised January 12, 2015)  
ST. PAUL'S R. C. CHURCH, BULLVILLE, NY

ARTICLE I – NAME

This organization shall be known as the Parish Council of St. Paul R. C. Church, 2800 Route 17K, P. O. Box 222, Bullville, NY 10915.

ARTICLE II – PURPOSE

The Parish Council will advise and cooperatively work with the Parish Priest to see to the needs of the people for the good of the parish in order to promote a more Christian community.

ARTICLE III – MEMBERSHIP

The Parish Council shall be made up of nine members of the parish, men and/or women elected by a vote of registered members of the congregation, plus those who serve ex-officio because of their responsibilities in the parish;

- Ex-officio members include: the Parish Priest and Deacon assigned to the parish, and Recording Secretary.
- Nine (9) adult members are elected by the congregation.

ARTICLE IV – ELIGIBILITY FOR OFFICE

Membership on this Council shall be open to Catholics who are registered adult members of this parish; 18 years of age or older.

ARTICLE V – TERM OF OFFICE

Ex-officio members serve for as long as they are in their positions. The term of office will begin with the January Council meeting.

Elected members serve a three year term, renewable once. If re-elected to a second term they must serve the first year and only then may resign by notifying the Parish Council in writing on or before September of that year. After two consecutive terms, members must leave the Council for at least one year.

Council members are expected to attend monthly meetings. It is understood that emergency situations may cause a member to miss an occasional meeting. However, if a member misses more than three meetings in one year or two consecutive meetings, they may be asked to relinquish their membership on the Council.

ARTICLE VI – ELECTION PROCESS

Nominations: Each September the parishioners will be invited to submit nominations for election to the Council. Before a nominee becomes a candidate, he/she must be contacted for consent to run.

Elections: Elections will be held on voting Sunday, which is the second Sunday in October. Parish Council members not running for re-election will service the election polls. Ballots will be dispersed to registered parishioners after Mass, and voting will take place immediately.

*In the event of a tie for 3<sup>rd</sup> place, both will serve.* Therefore there will be 10 adult members.

Voters: All registered members of the parish are entitled to vote including youth under 18 years of age, if confirmed. Absentee voting takes place on the weekend preceding voting weekend.

#### ARTICLE VII OFFICERS OF THE COUNCIL

1. This Council shall have three officers: Chairperson, Vice Chairperson and Corresponding Secretary.
2. Elections of Council officers shall be held every year at the first meeting.
3. There is no limit to the number of years an Officer may serve.

The Chairperson and Vice Chairperson plan agendas with the Parish Priest, inclusive of recommendations submitted by any Council member or parishioner.

4. The duties of each officer shall include the following:

The Chairperson conducts all meetings, and selects a substitute to keep minutes in the absence of the Parish Recording Secretary.

The Vice Chairperson assists the chairperson as needed, and performs the duties of the chairperson in his/her absence.

The Corresponding Secretary writes written responses to inquires.

#### ARTICLE VIII MEETINGS

1. This Council shall meet once a month.
2. There must be a quorum (minimum of 6 members) present for an official Parish Council meeting to take place.

3. Meetings are open to all parishioners. Nonmembers who wish to speak at a meeting must first be recognized by the Chairperson.
4. The Council may occasionally have closed work sessions to which ex-officio or other appropriate members of the parish may be invited.

#### ARTICLE IX MAKING OF RECOMMENDATIONS AT MEETINGS

The Council will make recommendations through the process of consensus, which requires everyone to respect the opinions of all members. During discussions on issues, areas of agreement and disagreement will be determined. In the areas of disagreement, one or two members who are "pro" and one or two members who are "con" will express the respective positions. A group discussion will follow based on these points. If at this time, all members agree to the reasonableness of one side, consensus is reached. If consensus does not occur, the issue will be tabled and put on a future agenda to provide members more time for reflection.

#### ARTICLE X MINISTRIES

1. Current active ministries of the Parish Council include:
  - 1) Ministry of Administration and Stewardship
  - 2) Ministry of Liturgy
  - 3) Ministry for Education and Faith Formation
  - 4) Ministry of Christian Services
  - 5) Ministry of Hospitality and Social Activities
2. Temporary ministries for special purposes may be named by the Council chairperson as needed.
3. A member of the Council will be selected to serve as a liaison for each ministry. Liaisons will report to the Parish Council. It is preferable that the liaison not serve as the chairperson.

#### ARTICLE XI LIAISON WITH VICARIATE FOR ORANGE COUNTY

When able, this Parish Council shall select one member to serve on the Vicariate Council and act as liaison, reporting on meetings and activities when appropriate.

ARTICLE XII ADOPTION/AMENDMENTS

Revisions of these articles will require consensus. This Constitution will be reviewed each year at the organizational meeting of the year. Each new member of this Council shall be given a copy of the Constitution.

ARTICLE XIII VACANCY

Should a vacancy occur the Council shall have the option of either appointing someone to fill the vacancy or leaving the position vacant until the next general election.