

***PARISH PASTORAL COUNCIL OF  
HOLY SPIRIT ROMAN CATHOLIC CHURCH***

***AMENDED AND RESTATED CHARTER AND BYLAWS***

**Article I – Name**

The name of this organization is "The Holy Spirit Parish Pastoral Council" ("Parish Council") of Holy Spirit Roman Catholic Church ("Parish"), Green Oak Township, Michigan, in the Catholic Diocese of Lansing, Michigan.

**Article II – Parish Mission Statement**

As disciples of Jesus Christ, we, the people of Holy Spirit Roman Catholic Church, dedicate ourselves to living the Great Commandments to "love God with all our hearts, souls and minds" and "love our neighbor as ourselves." We will do this under the inspiration of the Holy Spirit, committing ourselves to the teachings of Jesus Christ and His Church by evangelization and education of all, beginning in our Parish family and then reaching out in loving service to our world.

**Article III – Purpose and Responsibilities of the Parish Council**

The purpose and responsibility of the Parish Council is to foster the full participation of all members of the Parish community in the life and mission of the Parish, help steward the Parish community's time, talents, and treasure, facilitate the spiritual and material well-being of the Parish community, and provide counsel and advice to the Pastor in support of the Parish mission as further outlined in this Article III.

**Purpose:**

1. The Parish Council is a collaborative body and planning council within the Parish, and is the primary consultative ministry representing the Parish community. The Parish Council serves to provide the Pastor with information, plans, counsel, recommendations, and feedback in order for the Pastor to evaluate, coordinate, implement, and facilitate decisions that further, contribute to, and enhance the faith life, activity, and mission of the Parish.
2. A key role of the Parish Council is to provide an initial point of contact to the Parish community for evaluating and addressing certain administrative, pastoral, and other issues attendant to the faith life and activity of the Parish, to ensure that the Pastor is free to focus his significant time and resources on the administration of the sacraments and pastoring the members of the Parish.
3. The Parish Council provides channels for effective communication between and among the Parish Council, the Pastor, the Parish ministries, individual Parish members, and the Parish community at-large to discuss the needs and concerns of the Parish and Parish community.

**Responsibility:**

The Parish Council has the responsibility to set Parish direction in a process of pastoral planning that will:

- Define and refine the mission and vision of the Parish
- Develop Parish goals, direction, and priorities, both for the current and succeeding year and long term to address the needs and concerns of the Parish community and to further the mission and vision of the Parish
- Discern and maintain an ongoing awareness, through its collaboration with the Parish ministries, of the spiritual and temporal needs and concerns of the Parish community
- Facilitate participation of all members of the Parish in the mission of the Parish and in furtherance of its ministries
- Support and encourage pastoral staff/commissions/groups in carrying out their responsibilities
- Ensure that the Parish has established the requisite ministries to serve the spiritual and temporal needs and concerns of the Parish community
- Annually communicate the short-term and long-term Parish goals and priorities to the Parish
- Provide representation to the Vicariate Pastoral Council
- Encourage the ongoing formation of the Parish Council’s members

**Article IV –Eligibility, Membership and Voting Rights**

**Eligibility for Membership on the Parish Council or Head of Parish Ministry:**

1. All registered (for at least 2 years) members of the Parish that: (i) are at least eighteen (18) years of age; (ii) have received the sacrament of Confirmation and are practicing Catholics; (iii) accept and believe the dogma, doctrines and moral teachings of the Catholic Church and its Magisterium, and; (iv) are not lay employees of the Parish are eligible for membership on the Parish Council or eligible to serve as a head of one of the authorized and established ministries of the Parish (each a “Ministry”). In addition, for an individual to serve as a member of the Parish Council, or as a head of a Parish Ministry, he or she must be willing to share responsibility and time towards furthering the goals, objectives and functions of the Parish Council or the respective Ministry.
2. Only one (1) person per immediate family is eligible to serve on the Parish Council as a Selected Member during the same term. Immediate family is defined as persons residing in the same household, or parents, siblings, and children, regardless of residence.
3. Before individuals are selected for membership on the Parish Council as a Selected Member, the Chairperson (or, if appointed, the Vice-Chairperson) of the Parish Council shall make best efforts to provide an overview of the roles, duties, and functions of the Parish Council to the individual either by written or oral communication.

**Parish Council Members with Voting Authority:**

The Parish Council shall include members that are selected for membership as described in Article V, and such members shall have voting authority and authority to motion for all matters brought before, or to be decided by, the Parish Council (“Selected Members”). During each term, the Selected Members shall include the Chairperson and Secretary. If a majority of Selected Members approve by vote, the Parish Council shall also include a Vice-Chairperson to be chosen from among the Selected Members. The Parish Council shall have no more than thirteen (13) Selected Members during any term.

During each term, the Parish Council shall have a minimum of seven (7) Selected Members at all times. To fulfill this minimum requirement, the Parish Council shall have at least the following Selected Members during any given term:

- Chairperson (Officer)
- Secretary (Officer)
- Five (5) non-Officer members

**Parish Council Members without Voting Authority:**

Because of the indispensable role each Ministry plays in the faith life and mission of the Parish, the Parish Council shall also include, among its membership during each term, the person designated by each Ministry that serves as the head of his or her respective Ministry (“Ministry Head”). Each Ministry Head shall serve as an *ex-officio* member of the Parish Council and shall not have voting authority or the right to motion for any matters before, or to be decided by, the Parish Council. The pastor (“Pastor”) and any other clergy assigned to the Parish by the Bishop of the Diocese of Lansing shall also be non-voting members of the Parish Council.

Each Ministry Head shall represent his or her respective ministry at Parish Council meetings except that each Ministry Head shall assign or designate at least one (1) alternate who may attend Parish Council meetings on behalf of, and in the absence of, the Ministry Head.

**Article V – Selected Member Nomination, Selection, Terms of Service, Attendance, Termination and Vacancies**

- 1. Announcement to the Parish and Establishment of Nomination and Selection Date and Time.** In the month of May of each year in which any Selected Member vacancy will be known to exist as of September 1 of that year, an Officer or any other Selected Member(s) of the Parish Council designated by such Officer, shall announce those vacancies to the Parish at the Saturday evening Holy Mass and each of the Sunday Holy Masses (occurring in the same week) on one or more weeks in May chosen by a majority vote of the Parish Council with the approval of the Pastor. This announcement shall, at a minimum, communicate all of the following:

- The role and function of the Parish Council
- Eligibility for membership
- Appeal to persons with diverse backgrounds, skills, interests, and experiences to fill Selected Member vacancies on the Parish Council
- Duration of each term of service
- Number of expected vacancies in the upcoming term
- Expectation as a Selected Member of the Parish Council
- Method of nomination and selection to serve as Selected Members of the Parish Council
- General time frame for nomination and selection of Selected Members

The Parish Council shall, by majority vote and subject to the approval of the Pastor, establish a period during which nominations may be made (Nomination Period) and the date for the selection of Selected Members (Selection Date). The Nomination Period shall occur within two (2) consecutive months immediately following the announcement described in this Article IV, but no later than the first week of August in that same year. A summary of the upcoming announcement shall be included in the Parish bulletin for the weekend immediately preceding the Nomination Period. Once established, the Nomination Period and the Selection Date shall be included in each week's Parish bulletin following the announcement and immediately preceding the Selection Date.

2. **Nomination.** Eligible members of the Parish seeking to become Selected Members of the Parish Council shall submit their names (or consent to having their names submitted) for selection in the manner prescribed by the Parish Council; provided that the nomination process shall be held in an open forum within the Parish and accessible to all members of the Parish. Any nominations collected during these periods shall be retained and secured by the Pastor (or an Officer) until the time for selection as described in this Article IV. The nominations shall be submitted no later than one week after the end of the Nomination Period.
3. **Nominee Selection.** On the Selection Date (published in the Parish bulletin), an Officer or any other Selected Member(s) of the Parish Council designated by such Officer, shall select the new member(s) by lot, following prayerful consideration and an appeal to the Holy Spirit for guidance. This method has its origins in the account of selection of Matthias to be an apostle (Acts 1:21-26). Selections made under this Article V are subject to: (i) the conditions for eligibility (as described in Article IV); (ii) approval of the Pastor, and; (iii) the number of vacancies for Selected Member membership on the Parish Council.

Upon completion of the selection, the names of unselected nominees shall be drawn with the name of the person and the order of the draw being recorded by the Secretary and those names shall be used in the event of a need to fill a vacancy on the Parish Council. Individuals not selected shall be invited and encouraged to join a Parish Ministry and/or participate in the next succeeding nomination process. Those individuals that have been selected shall begin their term beginning with the Parish Council meeting held in September immediately following their selection.

**4. Terms of Service.**

- a. Except as otherwise provided in this Charter and Bylaws, the maximum duration a Selected Member of the Parish Council may serve in a single term is three (3) years.
- b. The Pastor, and any other clergy assigned to the Parish, shall serve on the Parish Council for the full duration of his/their Diocesan appointment(s), regardless of the general three (3) year term governing membership on the Parish Council.
- c. The term for a person who has been newly selected for membership as a Selected Member of the Parish Council shall begin on the first day of September in the year selected and shall continue until the last day of August ("Term Year") in the appropriate year unless the person resigns, is removed or otherwise ends his or her membership as provided in this Charter and Bylaws.
- d. A person shall not serve as a Selected Member of the Parish Council for more than two (2) consecutive terms. A person who has served two (2) consecutive terms as a Selected Member of the Parish Council may be reelected on the Parish Council as a Selected Member, in accordance with this Charter and Bylaws, after having been off the Parish Council as a Selected Member for at least two (2) consecutive years.
- e. The Parish Council shall, where feasible, strive to obtain a staggered membership on the Parish Council for Selected Members so that no more than one-third (1/3) of such membership is unable to renew its membership on the Parish Council due to the limitations on membership set forth in this Article V.

**5. Attendance:**

- a. Selected Members of the Parish Council are expected to attend all regular and special meetings of the Parish Council unless excused by an Officer of the Parish Council either prior to or after the meeting.
- b. A person serving as a Selected Member that has been absent from two (2) consecutive meetings, without prior notification to the Chairperson (or, if appointed, the Vice-Chairperson), shall be contacted by an Officer of the Parish Council regarding their intent to continue as a Selected Member of the Parish Council.
- c. If the Chairperson (or, if appointed, the Vice-Chairperson) cannot obtain assurances from that person pertaining to his or her regular attendance, the Parish Council shall have the discretion to declare that a vacancy exists and proceed to recommending termination of the person as a Selected Member as set forth in this Article V; provided that a Selected Member shall be automatically removed from the Parish Council if, during any Term Year, the member has unexcused absences for three (3) consecutive Parish Council regular meetings, or a total of six (6) unexcused absences for Parish Council regular meetings.

- 6. Resignation and Termination of Membership:** A Selected Member of the Parish Council may resign by filing with an Officer or the Pastor a written resignation. Such resignation shall become effective upon delivery to the Officer or the Pastor. Every effort shall be made to resolve conflicts among Selected Members in a manner that shows respect and consideration to all concerned. In the event that such conflicts cannot be resolved, the Chairperson will contact all Selected Members informing them of the possible removal of a Selected Member from the Parish Council.

All Selected Members of the Parish Council are encouraged to attend the meetings of the Parish Council during which a termination is to be addressed. Following this communication, a majority vote is required to recommend removal of any Selected Member or Officer of the Parish Council; provided that ultimate authority to remove a Selected Member from the Parish Council shall reside in the Pastor. The person selected for termination shall be given an opportunity to be heard at a regular meeting of the Parish Council or, if called as provided in this Charter and Bylaws, a special meeting, prior to any vote concerning the termination being taken.

**7. Vacancies:**

- a. Vacancies from among the Selected Members of the Parish Council, should any occur prior to the next Selection Date, shall be filled by lot from the existing pool of nominees, if available, and shall be subject to approval by the Pastor.
- b. Persons filling any vacancy shall serve the balance of the vacated term. If this term is less than eighteen (18) months, it shall not be counted toward the two (2) consecutive term limit.

**ARTICLE VI—SPIRITUAL DEVELOPMENT**

**1. Prayers:**

There shall be opening and closing prayers at each Parish Council meeting to ensure that prayer is integral to the agenda.

**2. Annual Retreat:**

The Selected Members of the Parish Council shall participate in a regular Spiritual retreat at a frequency of no less than one (1) every two (2) Term Years. The Faith Formation Director and/or Director of Religious Education shall have the responsibility for the development of this retreat in coordination with the Chairperson and/or the Vice-Chairperson, if applicable.

**ARTICLE VII —MEETINGS**

The regular meetings of the Parish Council shall be held on a monthly basis on the Parish premises. A schedule containing the dates and times for the regular meetings of the Parish Council for each Term Year shall be adopted by the Parish Council by vote at the October regular meeting. The Parish Council may, by vote, amend the schedule at any time throughout a Term Year. Special meetings may be called as needed, by the Pastor, Chairperson, Vice-Chairperson, or by any three (3) Selected Members of the Parish Council and shall be held on the Parish premises at a time designated by the Parish Council.

- 1. Quorum:** For the purposes of transacting official business, it shall be necessary that a simple majority of the total Selected Members be present (7 of 13).
- 2. Notification:** Notice of regular Parish Council meetings shall be advertised in the Parish Bulletin. If time permits, special meetings shall also be announced in the Parish Bulletin.
- 3. Transparency:** Regular meetings of the Parish Council shall be open to all members of the Parish.
- 4. Agenda Item Request:** The request of a parishioner to have a topic placed on the agenda may be submitted to any Parish Council member or Officer.

- a. The request shall be made in writing and relevant background information must be included in the request in order for the issue to be placed on the agenda. Furthermore, the request must be submitted at least two (2) weeks prior to the Parish Council meeting in order to be placed on the agenda for that meeting. If submitted later than two (2) weeks prior to the Parish Council meeting, the request shall be placed on the agenda for the next regular meeting of the Parish Council.
- b. The right of parishioners to address the Parish Council at a regular Parish Council meeting under the agenda heading "Open Forum" shall not exceed fifteen (15) minutes total --three (3) minutes per request.
- c. Responses to requests or to presentations shall be subject to the following:
  - The Parish Council may, but is not required to, provide a final response at the meeting in which the agenda item was placed or the presentation was made. The Parish Council may refer the issue to the appropriate ministry, a committee formed by the Parish Council, or another organization for further study prior to rendering a final response.
  - A reasonable time, not to exceed two (2) consecutive Parish Council regular meetings shall be allowed for the Parish Council to provide an initial or preliminary response.
  - Any further response by the Parish Council, if deemed necessary by the Parish Council, shall be provided by the Parish Council after a reasonable time and upon any further investigation as the Parish Council may deem appropriate.
  - Responses of the Parish Council shall be in written form, when deemed appropriate by the Parish Council, and shall be approved by a majority vote of the Selected Members.

#### **ARTICLE VIII—CONDUCT OF MEETINGS**

1. Meetings of the Parish Council shall adhere to Robert's Rules of Order.
2. The order of business at regular Parish Council meetings shall be as follows:
  - a. **Session I:**
    - Call to Order
    - Opening Prayer
    - Open Forum (Parishioners-at-large)
    - Approval of Agenda and Approval of Minutes
    - Reports and/or updates from each Ministry and, if applicable, from Parish staff and Parish commissions.
  - b. Allow those members of the Parish Council that are not Selected Members to be dismissed from the meeting if they wish
  - c. **Session II:**
    - Old Business—Itemized
    - New Business—Itemized
    - Continuing formation for Parish Council members
    - Adjournment
    - Closing Prayer
3. The length of the Parish Council meetings shall not exceed two (2) hours unless there is a majority approval from among the Selected Members for an extension of time.

## ARTICLE IX — OFFICERS

1. **Parish Council Officers:** The Parish Council shall at all times include the following officers (each an “Officer”): Chairperson and Secretary (Recording secretary can be appointed by the Pastor and not necessarily be a member of the Parish Council—if not a Selected Member, he/she has no vote). If a majority of Selected Members approve by vote, the Officers of the Parish Council shall also include a Vice-Chairperson to be chosen from among the Selected Members.
2. **Eligibility:** To be eligible to serve as an Officer of the Parish Council, any Selected Member must have served at least one (1) year on the Parish Council unless either: (i) appointed by the Pastor as provided in paragraph 1, or (ii) approved by unanimous vote of the remaining Selected Members.
3. **Duties of Officers:**
  - a. The Chairperson (and, if appointed, the Vice-Chairperson) shall join with the Pastor to form an Executive Committee.
  - b. The Chairperson shall preside over all Parish Council meetings; Prepare agendas in consultation with the Pastor and notify members of the Parish Council of meetings at least seven (7) days in advance. Notification will include the agenda and any documentation relevant to the agenda. The Chairperson will make such contacts as are deemed necessary in order to conduct the business of the Parish Council.
  - c. If appointed, the Vice-Chairperson shall fulfill the duties of the Chairperson in his/her absence; assist the Chairperson in such ways as may be helpful in conducting the business of the Parish Council; and shall oversee the selection process for the Selected Member participation on the Parish Council.
  - d. The Secretary shall: (i) provide an accurate record of minutes; (ii) post the approved Parish Council minutes to the website and submit a copy of the approved minutes to the Parish office for the Parish archives; (iii) keep an accurate file of agendas and minutes, and; (iv) take roll and record excused and unexcused absentees. Upon request, the approved minutes shall be made available for review by Parishioners of the Parish, during Parish office hours, and must contain an account of the Required Agenda Items.
  - e. The Secretary shall provide all new Parish Council members with a copy of the Charter and By-Laws and most recent Parish Council approved minutes.
4. No Selected Member serving as an Officer of the Parish Council shall hold the same office for more than two (2) consecutive years unless, by a vote of two-thirds (2/3) of the Selected Members, the Parish Council approves an extension of the Officer’s term for a period not to exceed two (2) additional years. All Officers shall be selected on an annual basis.
5. Any part of a term as an Officer exceeding six (6) months shall be considered a full term in deciding eligibility for re-election to that office.
6. Vacancies in office shall be filled by special election from among the Selected Members at a special meeting of the Parish Council or at the next available regular meeting of the Parish Council.

## ARTICLE X—COMPENSATION

No member of the Parish Council shall receive any salary or compensation for his/her services as a member of the Parish Council.

## **ARTICLE XI—INDEMNIFICATION OF OFFICERS AND MEMBERS**

The Parish shall indemnify each Selected Member of the Parish Council, his/her heirs, executors, trustees, beneficiaries or administrators, against all expenses and liabilities reasonably incurred by him/her in connection with or arising out of any action, suit, or proceeding, in which he/she may be involved by reason of his/her being or having been a Selected Member and/or Officer of the Parish Council whether or not he/she continues to be a Parish Council member and/or Officer at the time of incurring such expenses and liabilities. Such expenses and liabilities shall include, but not be limited to, judgments, court costs, reasonable attorney's fees, and the cost of reasonable settlements. The right to indemnification under this Article XI shall not be impaired by reason of an action, suit, or proceeding initiated against such Selected Member, his/her heirs, executors, trustees, beneficiaries, or administrators having been dismissed with or without prejudice prior to an adjudication on the merits.

Any indemnification under this Article shall be subject to approval by the Parish Council through the adoption of a resolution to that effect, with such adoption requiring a majority vote of the Selected Members. The Parish Council shall not, however, indemnify any Selected Member and/or Officer regarding matters as to which he/she shall be finally adjudged (after all available appeals have been exhausted or expired) in any such action, suit or proceeding by a tribunal or court of competent jurisdiction, to have been liable for willful misconduct in the performance of his/her duties as such Selected Member and/or Officer.

In the event that a settlement or compromise is effected, indemnification may be had only if the Parish Council shall have determined such settlement or compromise to be the best interest of the Parish Council and/or the Parish and that such Selected Member and/or Officer is not liable for willful misconduct in the performance of his/her duties with respect to such matters, and if the Parish Council shall have adopted a resolution approving, by majority vote, such settlement or compromise. Notwithstanding anything to the contrary in this Article IX, no settlement, compromise, or indemnification may be approved or otherwise become an obligation or duty of the Parish unless approved, in writing, by the Pastor.

The foregoing right of indemnification shall not be exclusive of other rights to which any Selected Member or Officer may be entitled as a matter of law.

## **ARTICLE XII—AMENDMENTS**

Amendments to this Charter and Bylaws may be proposed by two-thirds (2/3) vote of the Selected Members. Proposed amendments to this Charter and Bylaws must be approved by the Pastor, in writing, before they can become effective. Prior to a vote by the Parish Council to propose amendments to this Charter and Bylaws, the proposed amendments must be presented or otherwise delivered (by written or electronic means) to each member of the Parish Council at least one (1) month prior to a vote. Furthermore, the proposed amendments must be made available for review by parishioners of the Parish for at least two (2) consecutive weeks prior to the vote of the Parish Council. Subject to the conditions set forth in this Article XII, the Parish Council has the discretion of choosing the manner in which the requirement to enable parishioner review is satisfied; provided that, at a

minimum, the following are met: (i) two (2) full paper copies of the proposed amendments are posted, or otherwise made available, at the Parish office, and; (ii) parishioners are provided with a means to access an electronic copy of the proposed amendments. By way of example, and not of limitation, the requirement to provide parishioners with a means to access an electronic copy of the proposed amendments may be satisfied in any of the following ways: (i) including the URL (link) in the Parish Bulletin to the Parish’s website where a complete electronic copy of the proposed amendments can be accessed, or; (ii) posting an electronic copy of the proposed amendments on the Parish’s website (e.g., pdf). Notice of proposed amendments shall be communicated to the parishioners of the Parish through the Parish’s website and Parish Bulletin (either the written version, electronic version, or both) no later than three (3) weeks prior to the vote of the Parish Council as set forth in this Article XII. Any amendments to this Charter and Bylaws that are adopted shall state the effective date of the amendments.

This Amended and Restated Charter and Bylaws are adopted and effective \_\_\_\_\_, 2015 and supersedes any and all previous Charters and Bylaws of the Parish Council of Holy Spirit Roman Catholic Church.

\_\_\_\_\_  
Rev. Fr. John Rocus, Pastor

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

Parish Council Members:

Ann Marie Bollin, Kate Braciszewski, Paul Bredell, Sheila Love, Michael Radelt, John Wojtys, Mary Yonkovit, Salvatore Gaglio, Caroline Gabel, Beverly St. Thomas, and Michael Duquet.

Charter and Bylaws Committee:

Salvatore Gaglio, Ann Marie Bollin, Sheila Love, Caroline Gabel