



PARISH COUNCIL CHARTER

1. Purpose

The purpose of the Parish Council is to assist and advise the pastor in the administration of the parish.

2. Authority and Areas of Concern

The Parish Council is consultative and deliberative. Its areas of concern include but are not limited to:

1. Education, Evangelization and Catechesis;
2. Liturgy and Spirituality;
3. Social and Pastoral Outreach;
4. Youth and Young Adults;
5. Marriage and Family Life;
6. Vocations and Missionary Causes;
7. Ecumenical and Inter-religious Cooperation;
8. Stewardship of Time and Talent;
9. Parish Activities and Events.

3. Responsibilities

Responsibilities of the Parish Council include:

1. Collaborating with the pastor in promoting the spiritual and pastoral life of the parish;
2. Providing vision and direction for pastoral activity by prayerfully reflecting with the pastor upon the teachings of the Gospel and the Church;
3. Reviewing for implementation the pastoral policies of the diocese;
4. Establishing pastoral priorities with goals, objectives, and strategies; and
5. Periodic review of the parish mission statement.

4. Membership and Officers

Members of the Parish Council are to be parishioners who have received confirmation and have concern for the different dimensions of parish pastoral activity and who reflect the various elements of the parish population (such as age, gender, and cultural and economic background).

Membership on the Parish Council includes the pastor, associate priests, deacons, and twelve (12) lay members and one youth member between the ages of 13 and 19 to insure



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representation of this group on the council. Officers include a President, Vice President, and Secretary who shall be selected annually by the council.

Council Members will serve a 3-year term, but the youth member will serve a 1-year term due to the time constraints of a youth committing to a three year term and all members may not serve more than two consecutive elected terms, but may be reelected thereafter. When a vacancy occurs on the council, the council may fill that vacancy until the next election. The terms of council members will start July 1 and end June 30.

One third (1/3) of the members will be elected each year to maintain continuity on the council. The pastor will appoint the initial council with four members serving a one-year term, four members serving a two-year term and four members serving a three-year term. At the expiration of their terms, election of new members will be for a three-year term.

Nominations for all Parish Council seats to be filled will open on the first day of May of each year. On the first Sunday in May, a designated member or members of the Parish Council will make a detailed presentation at each Mass, announcing the opening of nominations for seats on the Council and setting forth the qualifications for membership. In addition, the Parish Council will publish a detailed announcement in the parish bulletin and the parish newsletter (if such be published) that nominations are open, stating the qualifications for office. The youth member will be selected by the Assumption Youth Group during May with the name of the selected person submitted to the Parish Office before July 1.

Any lay member of the parish may be nominated for a seat on the Parish Council by submitting such member's name in nomination, setting forth such member's qualifications in writing to the Parish Council through the parish office. Registered parishioners of the parish that have been confirmed are eligible to vote. The Youth Group will determine how they will select their representative.

Nominations will close at 1:00PM local time on the third Sunday in May.

Prior to member selection, all interested nominees shall attend informational sessions concerning the qualifications and responsibilities of Parish Council members. The major purpose of the informational sessions is to allow each nominee to personally discern through reflection and prayer his or her ability to commit to the three-year term of a Parish Council member. Final selection shall be determined by the following guidelines:



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1. If after the required informational sessions, only sufficient nominees remain to fill Parish Council vacancies, then these nominees automatically are elected as Parish Council members.
2. If more nominees remain than are required to fill vacancies, then a general parish election will occur within 30 days, with the nominees with the most votes being elected.

The Parish Council will have the names and photographs of the all the nominees along with their nomination letters posted in the Church before the election. The Parish Council will publish the names of the new Council members in the parish bulletin the Sunday after they are determined and in the next issue of the parish newsletter (if such be published).

5. Resignations from Office

Any Parish Council lay member may resign at any time by submitting a notice of resignation to the pastor. Any Parish Council lay member may be asked to resign at the discretion of the Council for reasons which include, but are not limited to, excessive unexcused absences from Council meetings, neglect of assigned duties, or incapacity.

A designated member of the Parish Council shall contact any Parish Council member whose resignation from office has been requested. At the next meeting of the Parish Council, such Parish Council member shall be given a reasonable opportunity to appeal the request for resignation.

6. Vacancies

Whenever a vacancy occurs the Parish Council may appoint a person to fill the unexpired term.

7. Committees

The Parish Council may establish committees, either standing or ad hoc, to assist in carrying out its responsibilities.

8. Meetings

The Parish Council shall have a minimum of four (4) regular meetings annually. The presence of the pastor and 6 other members shall constitute a quorum. The agenda and study material may be communicated to the members five (5) to seven (7) days prior to the regular meetings.



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9. Charter Review and Change

Once this charter has been approved, it is to be reviewed annually. Amendments or deletions may be made only by a two-thirds vote of the members of the Parish Council and approval of the pastor

Change History

Version 1 is the initial version of this document.

Version 2 was updated at the September 23, 2003 meeting and distributed for review to all council members.

Version 2.1 updated formatting, header and footer and added a change history section.

Version 2.2 was reviewed and modified by the council on February 29, 2004.

Version 2.3 was reviewed and modified by the council on April 6, 2004.

Version 3.0 for review in August, 2006

Version 3.1 incorporated comments from the Charter review committee and was reviewed, modified and accepted by the council September 5, 2005.

Version 4.0 clarifies voting eligibility and adds a youth member to the council and was reviewed and accepted by the council August 5, 2008.