

Guidelines for the Parish Council

A. PASTOR/PAROCHIAL VICAR

- 1. Members of the Parish Council**

B. 1. ORGANIZATION

Chairperson

Vice-Chairperson

Recorder

2. MEETING

Held monthly or when called by the pastor or council leadership. Meeting held the 3rd Thursday of the month unless changed by the pastor or leadership.

C. CORRESPONDENCE

- 1. All correspondence between the Parish Council and other councils and committees shall be written. There shall be a representative on the parish council for each organization in the Parish. The council representative for the organization should contact the leader of these organizations and become familiar with said organization. If the organization holds meetings that produce minutes, they should send copies to their representatives on the council, informing the council of their activities. Any minutes forwarded to the council will be discussed and placed with the minutes of the parish council meeting.**
- 2. Requests from the parish council for specific information shall be addressed to the chairman of the committee or council, and shall be signed by the chairperson or vice-chairperson of the council. Copies of these written requests shall be attached to the minutes of the parish council meeting. Any answers to the requests shall be attached to the appropriate request and submitted with the minutes.**
- 3. Bids for work or projects that the council determines are in the best interest of the church, shall be given to the pastor so that he may decide what is in the best interest of the parish at that time. The bids or documents shall be attached to the minutes of the parish council meeting. If the pastor decides to complete a project or to delay consideration of a project, he will notify the council. The affirmation or rejection shall be noted in the council minutes.**
- 4. Parish council minutes shall be kept by the recorder. The recorder shall prepare the minutes for review at the next meeting. The recorder shall also attach all copies of the minutes from other groups that have been presented at the meetings. The recorder will provide four copies of the minutes to be placed in the pastor's book, the parochial vicar's book, the chairperson's book, and a book kept by the church secretary that shall be available for review by anyone in the parish who wishes to be informed of items discussed at the parish council meetings. The recorder shall also provide copies to all parish council members at the beginning of said meeting.**