

**PARISH COUNCIL  
ST. FRANCIS OF ASSISI PARISH, FRISCO, TEXAS  
BY-LAWS**

**A. NAME**

The official name of this body shall be the St. Francis of Assisi Parish Council, referred to herein as the Council.

**B. AUTHORITY**

The 1983 Code of Canon Law, Canons 536 P1 and P2, provide that the Diocesan Bishop may establish a pastoral council in a parish. The Pastor presides over it and through it the Christian faithful, along with those who share in the pastoral care of the parish by virtue of their office, give their help in fostering pastoral activity. The pastoral council possesses a consultative vote only and is governed by norms determined by the Diocesan Bishop.

**C. PURPOSE**

This council is a visioning body, not concerning itself with the mundane realities of parish life, but instead working to develop guiding principles, goals, and directions for the community as a whole. It exists to aid the pastor as he forms a pastoral strategy and seeks to make decisions that reflect the common good. Through his interaction with them, we will learn the overall values of the community and any needs that each individual ministry might have within the community. Through the Parish Ministry Commissions (see below), the Council becomes a clearing house of ideas and communication. It assists the Pastor in evaluating the achievement of the parish mission statement and goals.

**D. FUNCTIONS**

The major functions of the Council shall include, but not be limited to:

1. To serve as an organizing and coordinating body for all organizations, committees and group activities within the parish, through the Parish Ministry Commissions.
2. Determine, review, and periodically evaluate the parish Mission Statement and long-range goals and plans.
3. Periodically evaluate the achievement of the parish goals.
4. To serve as a permanent structure for constructive dialog between clergy and laity of the parish.

## **E. MEMBERS AND OFFICERS**

### Section I: Nomination and selection of new members

1. At Large Members. The Pastor shall appoint not less than three nor more than nine voting members to serve staggered three-year terms (the initial Council may have one- and two-year terms to initiate the staggered terms). These voting members will, whenever possible, be chosen for their skills in pastoral planning, administration, theology, law, education, general management, and their commitment to the work of the Church. To the extent practicable, each At Large Member shall not also be the head of a ministry or group encompassed within the Parish Ministry Commission structure. The parish Pastoral Associate may also be named by the Pastor to consult with and assist the Council in a non-voting capacity. Insofar as possible, the Council shall be representative of the parish community.
2. Parish Ministry Commissioners. The Pastor shall appoint representatives of each of the Parish Ministry Commissions, plus the Finance Council, and the Building Development Council (the "Commissioners"), to serve staggered three-year terms (the initial Council may have one- and two-year terms to initiate the staggered terms). The selection of Commissioners shall be based on the recommendation of each Commission, which shall in turn come from the constituent organizations, ministries and groups which make up each Commission. The Commissioners shall not, to the extent practicable, also serve as the head of an organization, group or ministry within that Commission. The six initial Ministry Commissions in addition to the Finance Council and the Building Development Council shall be as follows:
  - A. Faith Formation Commission. This Commission may include the Adult Ministry (Bible Study, RCIA, Renew, Young Adults, Views from the Pews), Children's Ministry (Children's Ministry, Kids Day Out, Preschool, Vacation Bible School), Youth Ministry (Middle School, High School, Catechist), and Prayer and Religious Life Ministry (Eucharistic Adoration, Morning Rosary, and Prayer Chain).
  - B. Outreach Commission. This Commission may include Catholic Social Teaching (Just Faith, Social Justice, Collin County Interfaith, Frisco Multi-Faith), Pro-Life (Pro-Life/Project Gabriel), and Direct Service (AIDS Supper Club, Blood Drives, Brown Bag Sunday, Children's Outreach, Clothe A Child, Giving Tree, Grief Ministry, Hospital Ministry, Handy Man, Meals ministries, Mission Possible, Nursing Home Ministry, Operation Clean Sweep, and Thanksgiving Baskets).
  - C. Community Life Commission. This Commission may include Art Class, Engaged Encounter, Empty Nesters, Grounds Crew, Hospitality, Knights of Columbus, Knitting Class, Ladies' Auxiliary, Marriage Encounter, Mexican Dinner, MOMS Ministry, Prime Timers, Qigong, St. Francis Playgroups, Softball, Women of St. Francis, Yoga Class, and Young Squires).
  - D. Hispanic Ministry Commission. This Commission may include (Hispanic) Adult Faith Formation, Alcoholics Anonymous, Altar Servers, Bible Study, Children's Faith Formation, Choir, Cursillos, Eucharistic Ministers, Guadalupanas, Lectors, Married / Engaged Encounter, Mass Coordinator, Mexican Dinner, Mexican Food Café, Quinceaneras, Social Work, Ushers, Youth Ministry, and Weddings.

- E. Liturgy Commission. This Commission may include (English) Altar Servers, Art & Environment, Children's Liturgy, Choirs, Eucharistic Ministers, Lectors, Liturgical Committee, Liturgical Scheduling, Mass Commentators, Mass Coordinators, Nursery, Ushers, Views from the Pews, and Weddings, as well as their Spanish-speaking counterpart organizations and ministries.
  - F. Stewardship Commission. This Commission may include Annual Commitment Drive, John Paul II High School liaison, Lay Witness Development, Liturgy Planning, New Family Welcome Packets, New Ministry Development, Stewardship Committee, and Spanish Stewardship Committee.
3. Staff Liaisons. Each commission is assigned a staff liaison whose serves as a link between the ministry office and the commission. The staff liaison works closely with the ministry commissioner to help direct the commission and to ensure that the commission member groups (and their representatives) are connected to the overall mission of the parish and particularly to the ministries most closely attuned to their ministry. Requests for space, publicity, resources or other needs from the commission members should be approved by the staff liaison, or sent to the parish leadership through the staff liaison. The staff liaison has the responsibility to ensure that the commission is aware of pastoral directives, parish policies and procedures, and proper boundaries for the commission. The staff liaison is also the primary source for formation.

## Section II: Terms of Office

- 1. Members of the Council will serve for a three-year term, staggered to ensure continuity. Unless otherwise recommended by the Pastor, a voting member of the Council who has served for two consecutive three-year terms on the Council shall not be eligible for reappointment to the Council until at least one term has expired.
- 2. If a vacancy occurs on the Council, the Pastor shall appoint a person to serve the unexpired term of that member.
- 3. A member may be removed from the Council either (a) by the Pastor, at the Pastor's sole discretion, or (b) by a three-fourth vote of the Council members present and voting, provided that a quorum is present. To remove a member, written notice of the proposed removal and the reasons therefore shall be given to the member to be removed, at least 21 calendar days prior to the scheduled meeting of the Council at which such removal is to be considered. The member considered for removal shall have the right to be present at such meeting and present oral and written responses.
- 4. Just cause for removal of a member shall include, but not be limited to: three consecutive unexcused absences, excessive (but not consecutive) unexcused absences, physical or mental infirmity that prevent the member for carrying out his or her duties, inappropriately disclosing confidential information obtained through the Council, and conviction of a felony or of a crime involving moral turpitude.

## Section III: Officers

- 1. The Council shall have one Chairperson (or two co-Chairpersons at the Pastor's discretion), a Vice-Chairperson, and a Secretary. Each shall be appointed by the Pastor.

2. The Officers will begin their terms of office on the 1<sup>st</sup> day of July of each year. Each office shall be for a term of one year. The Pastor may, at his discretion, re-appoint an officer to the same office.
3. The chairperson shall have the following duties:
  - a) Be aware of the tasks and responsibilities of the Council and communicate these to the Council, committees and parish community.
  - b) Organize/coordinate activities and processes of the Council. Develop and maintain an annual Council calendar consistent with the parish calendar.
  - c) Prepare the meeting agendas in consultation with the pastor and other Council members for publication in the parish bulletin the weekend before the meeting or posted for parishioners to review. Submit the agenda to Council members at least 3 days before the meeting.
  - d) Provide formation/education for Council members, utilizing the parish staff and offerings at the district and archdiocesan levels.
  - e) Conduct meetings by assisting the Council members to work together effectively and arrive at appropriate decisions through consensus, and conduct parish meetings.
  - f) Establish ad hoc committees and appoint their chairpersons; assign specific tasks to individuals, delegate responsibilities and encourage cooperation.
  - g) Be an ex officio member of all standing and ad hoc committees of the Council.
  - h) Assist the next chairperson in understanding the Council's history, responsibilities and resources. Transfer all Council materials to the new chairperson.
  - i) Perform duties consistent with the office as the Council or the Pastor may direct.
4. The vice-chairperson shall have the following duties:
  - a) Conduct meetings in the absence of the chairperson.
  - b) Become chairperson in the event of vacancy.
  - c) Perform duties consistent with the office as the chairperson or the Council may direct.
5. The secretary shall have the following duties:
  - a) Oversee the accurate recording of the minutes of each meeting and see to it that the minutes and the agenda are made available to the Council members, committee chairpersons, and the parish. Provide a condensed report of the meeting for publication in the parish bulletin.
  - b) Take attendance at meetings and records absences.

- c) Maintain the official list of all Council and standing committee officers and members and their terms, the list of all Parish Ministry Commission and the ministries, groups, and organizations that are assigned to each, the list of all ad hoc committee chairpersons and members and keep these lists current with regard to mailing and email addresses and phone numbers.
- d) Report to the Council all communication. Handle correspondence for the Council, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
- e) Perform such duties consistent with office as the chairperson or Council or Pastor may direct.

#### Section IV: Nominating Committee

A nominating committee may be appointed by the Chairperson at the March meeting of each year to recommend candidates for At Large membership on the Council, and for Officers, for the Pastor's consideration and appointment.

#### Section V: Other Committees

1. The Chairperson may establish other committees as needed to fulfill the functions of the Council, with the approval of the Council.
2. Each committee is to be given specific tasks and a specific time frame. Members of the committee do not necessarily have to be members of the Council.

### **F. MEETING AND VOTING**

1. Regular meetings of the Council shall be held at such time, place and date as the Council may designate. Prayer shall be an integral part of the meeting.
2. Special meetings may be called by the Chairperson with the consent of the Pastor on such other dates as may be necessary to accomplish the mission of the Council. Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. No other business than that stated as the purpose shall be conducted at that meeting.
3. The agenda shall be developed in advance of the meeting based upon the proposals from committees, the parish annual calendar, strategic/mission goals, ongoing needs and concerns of the parish. Parishioners may submit items for consideration to any council member one week before the meeting. The Pastor and Council officers make up the Council agenda committee.
4. Advance notice of the time and place of the meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Council may open any meeting to discussion by parish members on such subjects and under such rules as the Council may announce.

5. When a question arises at a council meeting that relates to a person's right to privacy, the council may request the absence of visitors for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public. This type of situation should be a rare occurrence. Councils do NOT make personnel decisions, which are rightfully the responsibility of the Pastor who is the chief administrative officer of the parish.
6. A quorum consists of Fifty percent (50%) of the voting members. If a quorum is present at the beginning of the meeting, it is deemed to be present for the entire meeting.
7. No member may participate in discussions, nor vote on any matter, in which that member has a financial interest.
8. The meetings shall proceed in an orderly, organized, respectful, businesslike, and fair manner, as befits an organization of the Church. The Chairperson may refer to the rules of order set out in Robert's Rules of Order, as necessary, to help resolve procedural disputes. The Chairperson may set reasonable time limits on speakers, including parishioners and guests, as needed. The Chairperson shall ensure that discussion is germane to the issues, and may remove persons from the meeting if absolutely necessary to preserve order and accomplish the duties of the Council.

### **G. AMENDMENTS TO THE BYLAWS**

1. The council may amend the bylaws by consensus or a two-thirds vote of the members at two consecutive meetings of the council (provided that at least fourteen calendar days have elapsed between such meetings). The text of any proposed amendment must be submitted to the Chairperson not less than thirty days before the first such meeting, and shall be reprinted in a bulletin preceding the first such meeting, and furnished to all members of the Council.
2. If any provision of these Bylaws are found to be in conflict with existing or future Canon Laws or Diocesan published policies, such provision(s) shall be amended or deleted at the direction of the Chairperson at the first meeting following receipt of formal notification by the Pastor of the particular conflict or inconsistency requiring revision.

### **CERTIFICATION OF ADOPTION AND APPROVAL**

This is to certify that the foregoing By-Laws for the Parish Council of St. Francis of Assisi parish, Frisco, Texas, was duly adopted and approved by such Parish Council at a regular meeting on the 11th day of January, 2006.

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Charles R. Donner  
Co-Chairperson

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Date

This is to certify that the Pastor of St. Francis of Assisi parish, Frisco, Texas, approves the foregoing By-Laws for the Parish Council of St. Francis of Assisi parish.

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Rev. Timothy J. Heines, Pastor

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Date