

# Our Lady of Lourdes

Bettendorf, IA

## Constitution

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**OUR LADY OF LOURDES CHURCH  
BETTENDORF, IOWA  
CONSTITUTION**

**ARTICLE I: MISSION STATEMENT, GOALS AND OBJECTIVES**

The Parish Mission Statement:

The mission of Our Lady of Lourdes is to make the living Christ visible by sharing our faith with all.

The mission statement and goals and objectives will be reviewed yearly at the first meeting of the Pastoral Council year (July). New goals and objectives, where necessary, will be due from each commission at the September pastoral council meeting.

## **ARTICLE II: STRUCTURE**

### **Section 1. Parish Existence**

Our Lady of Lourdes Church of Bettendorf, Iowa exists as a parish of the Diocese of Davenport, under the authority and direction of the corporate board that consists of the presiding Bishop, the Vicar General, the Pastor and two trustees as appointed by the Pastor.

### **Section 2. Role of Laity**

The parish recognizes and upholds the theological right and duty of the laity to participate fully in the councils of the parish, thus assisting the pastor in fulfilling the Church's ministry.

### **Section 3. Establishment of Councils/Boards**

To this end the Diocese calls the parish to establish councils and boards to collaborate with the pastor in providing leadership, direction, resources and encouragement to the apostolic and spiritual development of all parishioners, of whatever age or status.

### **Section 4. Role of Councils/Boards**

These councils and boards are intended to serve as structures for constructive dialogue among the priests, deacons, religious and laity of the parish, so that they may work in close cooperation.

### **Section 5. Work of Councils/Boards**

The councils and boards of the parish are charged to continually survey the needs, both spiritual and temporal, of the parish, the community and the diocese as these pertain to their particular area of relevancy. The councils and boards are further charged to develop and implement actions aimed at fulfilling the needs thus defined.

### **Section 6. Goals of Councils/Boards**

In the performance of their duties, members of the parish councils and boards shall keep in mind the goals of:

- A) providing representative spiritual leadership
- B) ensuring efficiency in accomplishment of pastoral goals
- C) experiencing personal and corporate spiritual growth and renewal; and
- D) utilizing sound administrative procedures.

## **ARTICLE III: THE PASTORAL COUNCIL**

### **Section 1. Identity of the Pastoral Council**

The pastoral council provides a forum, which enables all to collaborate in carrying out the mission of Christ and His Church. This is accomplished through the following six commissions; Church Life, Worship/Spirituality, Faith Formation, Social Justice and Peace, Family Life, and Finance/Administration.

### **Section 2. Pastoral Council and the Parish**

The pastoral council shall serve as the coordinating body for all organizations and groups within the parish. Its relationship to the other councils and boards shall be understood as that of providing the overall vision and direction of the parish into which their individual activities must pertain. Within this central vision and direction, the pastoral council and the other councils and boards shall serve as a collaborative team.

### **Section 3. Membership of the Pastoral Council**

Membership of the pastoral council shall be constituted as follows:

- A) Ex-officio voting members: Pastor, one Deacon representing the parish deacons and the two Trustees.
- B) Nine elected parishioners shall serve as representatives of the pastoral council. Six members will be representatives, one each, on the six pastoral council commissions. Two members will be representatives, one each, on the two ad-hoc committees, Stewardship Council and Buildings & Grounds Committee. One member will be an at large member of the pastoral council.
- C) The number of voting members of the pastoral council will be the total of those listed in Section 3 A and 3 B.
- D) Ex-officio non-voting members of the pastoral council are: Youth Minister, Director of Religious Education, Principal of Lourdes Catholic School, Faith Formation Board President and six commission chairpersons.

### **Section 4. Voting Membership of the Pastoral Council**

Representative voting members of the pastoral council shall be selected to serve as follows:

- A) On the first weekend in May of each year an appeal will be made at each Mass asking parishioners to consider submitting names for nomination to serve a three-year term on the pastoral council. Those parishioners who nominate someone other than themselves must contact the person they are nominating and get their permission to submit the nomination.
- B) A nominating committee, convened by the Pastoral Council Vice President and made up of the Pastor, the outgoing members of the Pastoral Council and other members as

appointed by the Pastor, will also be responsible for securing names of people willing to serve on the Pastoral Council.

- C) All parishioners who either volunteer or are recruited will be asked to submit a written statement, within ten days from the weekend of the appeal for candidates, to the parish secretary which should include what activities they have been or are involved in within and outside the parish and what talents and gifts they can bring to the pastoral council that will enable them to be involved and productive pastoral council members. The parish secretary will give the statements to the pastoral council president. The pastoral council president will code all of the submitted statements and give them to the nominating committee, who will then rank all the submitted statements. The top statements equaling two times the number of open positions will be those people recommended by the nominating committee as potential members of the pastoral council. The president of the pastoral council will then place the correct names on the list of the top ranked nominees.
- D) Names of all confirmed nominees will then be placed into consideration for drawing by lot, according to ancient religious practice.
- E) Any parish member 18 years of age or older as of the date of selection may serve as a council member.
- F) Names of confirmed nominees not selected in May shall be retained for the purpose of filling vacancies as they arise and will be selected using the highest ranked name first, and then proceeding down through the list of available names .
- G) All members shall be advised and follow the Diocese Sexual Misconduct Policy.

### **Section 5. Terms of Office**

The terms of office for members of the pastoral council are established as follows:

- A) Ex-officio members, whether voting or non-voting, shall serve as members of the pastoral council for the duration of their tenure in office.
- B) Representative voting members shall be selected to the pastoral council for a term of three (3) years. The terms of office begin with the July pastoral council meeting following the selection of the new council members. Each year four (4) representative voting members shall be selected to replace off-going members. An off-going member seeking continued involvement on the council may place her/his name into consideration as provided in Section 4 above.
- C) A vacancy created by the early withdrawal of a representative voting member shall be filled by taking the next ranked name from the roster of non-selected confirmed nominees provided in Section 4 F above. If there is not a name on the roster the Pastoral Council may nominate and vote on a new member. Such member will serve the uncompleted term of office of the member who has withdrawn.
- D) At any regular or special meeting of the council any one or more of the representative voting members may be removed from office for cause (i.e.: non- excused absence from

three consecutive meetings, misconduct in office, etc.) by a two-thirds majority of the voting members. Any member whose removal has been proposed shall be given an opportunity to be heard at this meeting. A vacancy which thus arises shall be filled as indicated in subsection C above.

## **Section 6. Commissions of the Pastoral Council**

Six representative elected voting members of the pastoral council will be members of one of the following six commissions. The president of the pastoral council may accept a volunteer from the twelve elected voting members of the pastoral council as the representative on any commission. The president may also appoint, at his/her discretion, in consultation with the pastor, any elected voting member of the pastoral council as a member of any commission.

- A) Church Life- The purpose of this commission is to develop stronger bonds within the parish and to make Jesus Christ the center of all activities within the Christian community. Good communication based on love and truth among all parishioners is imperative in building the local Church. An ever- growing number of people should become involved in the life and activities of the parish. The parish will thus become a home for the parishioner, a community in which he/she finds nourishment, motivation, support so that he/she may truly become " the salt of the earth and the light of the world."
- B) Worship and Spirituality- This commission is responsible for nurturing the faith of the parishioners and for planning the prayer life of the parish. Since the parish is a "Community of Faith", it follows that its quality will be determined by the faith of its parishioners. The commission should address two major areas: [Spirituality: the interior life of the individual one's personal relationship with Jesus Christ] and [Worship: the expression of this relationship through public and private prayer].
- C) Faith Formation- The purpose of this commission is to provide effective channels for the transmission of the Good News of Jesus Christ to various members of the Catholic community. The very existence of the Church is dependent upon the effective proclamation of Gods' Word : Faith Formation is based on the correct imparting of knowledge but extends to ones' relationship with Jesus Christ; therefore it must also entail deep personal convictions on the part of the catechists, the example and support of the Catholic community and true prayer.
- D) Peace and Social Justice - The purpose of this commission is to infuse the Spirit of Jesus Christ into the laws, attitudes and morals of the community. Parishioners, through personal dedication to the community of man, should strive to alleviate human suffering and even more important, to eliminate the causes of social problems.
- E) Family Life- This commission has the task of supporting the heart of Christian community: the family. By strengthening the relationships of individuals within a family, it should enrich the growth of healthy families and assist those families encountering difficulties. The results of these efforts should be not only a deepening of love and

understanding between spouses, parents and children, and engaged couples, but also an experience and clearer vision of family life as a relationship with Jesus Christ.

- F) Finance and Administration- This commission is responsible for assuring the necessary material resources- land, buildings, finances -that will enable the parish to carry on the work of Christ. To a great extent, the effectiveness of the other commissions and of the pastoral mission of the Church will depend on whether the necessary resources are available to operate the programs that are deemed necessary. This commission is also responsible for reminding the parishioners of their duty to return to God, as a token of gratitude, part of the material benefits with which they have been blessed.

### **Section 7. Operation of the Commissions**

Existing or new organizations, groups, activities, etc. within the parish are to be aligned under the commissions enumerated in Section 6 above and a member of that organization, group, activity or ministry may have a representative on the commission. The first chair-person of each commission will be a parish staff person or another person approved by the Pastoral Council until such time the work of the commission has progressed far enough for the commission to elect one of its members as the chair. A staff representative who has responsibilities in the area of concern of the commission will be a member of that commission and will act as a resource and liaison to the parish staff. Representative voting members of the pastoral council are not to automatically assume the chair/directorial position in the groups aligned under a commission or of the commission, but are to provide assistance as requested in guiding and coordinating the various group activities according to the overall mission and goals of the parish. Representative voting members of the Pastoral Council shall have a vote on any commission and sub-group on which they sit. Commission members are also to act as the reciprocal communications link between the parish and its organizations. Each existing or new organization, group or activity is responsible for recruiting and retaining its own membership. The parish and its pastoral council will assist these efforts through appropriate means as possible.

### **Section 8. Working Structure of the Commissions**

Each commission shall establish a working structure best suited to its organizational needs and objectives. Commission meetings shall be arranged according to the needs of the Commission. It is suggested that the frequency of these meetings be at least bi-monthly.



## **Section 9. Commission Goals & Objectives**

Each commission shall establish goals and objectives that are related to the parish mission statement.

## **Section 10. Ad-Hoc (Stand Alone) Committees and Councils**

- A) The Stewardship Council introduces and promotes Stewardship; works to develop and cultivate stewardship through the intentional, planned and proportionate giving of our time, talent and treasure; helps develop and share the stewardship vision with the parish; ensure that stewardship education and awareness is carried out throughout the year, etc. Members are selected/appointed.
- B) The Building and Ground Committee. The mission of this committee is to assist the Parish in the management of the physical properties of the church. This committee is responsible for the maintenance and improvement of Parish facilities. These tasks include building repairs and maintenance, landscaping, lawn care, snow removal, and other duties when they arise. The duties are performed through a combination of volunteer labor and contracted services, and the committee coordinates bidding with outside contractors if needed. Members of the committee serve as leaders for recruitment and organization of volunteers. The committee serves as an advisory body to the Parish Council to identify facility issues and opportunities.

## **Section 11. Officers of the Pastoral Council**

Members of the pastoral council shall select council officers as follows:

- A) The officers of the pastoral council are:
  - a. President- who shall preside at all meetings of the council.
  - b. Vice-president -who shall assume the duties of the president when such is absent, resigned or removed from council membership.
  - c. Secretary- who shall keep the minutes of the meetings and handle the correspondence for the council.
- B) Each year (July through June) at the first regularly scheduled meeting following selection of new representative voting members, the council shall elect its officers from the total representative voting membership.
- C) Officers of the council are elected to a one year term, and may be re-elected to office each year of their council membership.

## **Section 12. Pastoral Council Meetings**

Meetings of the pastoral council shall be held in a place convenient to members and parishioners as may be designated by the pastor or president.

- A) Regular meetings of the council shall be held at least bi-monthly at a date and time designated by the council president. All regular meetings of the council shall be open to

all members of the parish, and notice of such meetings and their agenda shall be published on the prior Sunday. Any parishioner may petition the pastor or council president to be allowed to address the council at a regularly scheduled meeting. The pastor and council president shall compile the agenda. Regular meetings of the pastoral council shall be held during the months of January, March, May, July, September and November. Commission meetings shall be held during the months between Pastoral Council meetings. A commission may meet more than six times each year at its own choosing.

- B) Special meetings of the pastoral council may be called by the pastor or president upon three (3) days' notice to each council member. Such notice may be given by mail or phone, and shall state the time, place and purpose of the meeting. A written request for a special meeting signed by a simple majority of the voting members and addressed to either the pastor or president shall likewise constitute a valid call for a special meeting.
- C) At all meetings of the council a simple majority of the voting members present shall constitute a quorum for the transaction of business, and the acts of said quorum at this meeting shall be the acts of the pastoral council.
- D) Minutes of the council shall be available for parish review and shall be provided to each council member in a timely fashion following each meeting.

### **Section 13. Operation of the Pastoral Council**

- A) The pastoral council shall have the power to conduct all the business of the parish within the norms of Church law (Canon 536) and ecclesiastical directions.
- B) The pastor shall have the right to veto. Should the pastor veto any proposal made by the council he shall offer explanation of his action.
- C) Unless otherwise noted, the procedures of the council shall be conducted according to consensus validation.

## **Addendum 1. The Structures and Functions of a Pastoral Council**

### *What is a Pastoral Council?*

A Pastoral Council is a group of people who together represent a parish, deanery or diocese, and who plan and guide its growth. The members of these councils are people who join with pastors, deans and the bishop in a special service of long-range planning, the setting of priorities, and the implementation of programs through the six Commissions which form the essential nucleus of each council's structure. The role of a Pastoral Council cannot be understood apart from the work to which the entire local church is called.

### *Who makes up the membership of the Pastoral Council?*

The Pastoral Council should be representative of the entire community: pastoral staff, clergy, religious, and laity. Its membership will vary according to the size and needs of the parish and should reflect the overall make-up of the community it serves.

General membership on a Council should include:

- Pastor and all priests, deacons, pastoral associates and other persons in full-time leadership positions, such as school principals, directors of religious education, youth ministers and directors of worship;
- Lay persons elected by the parish. The majority of a Pastoral Council's members should always be composed of lay parishioners;
- Special appointees. Provisions should be made for a small number of persons appointed by the pastor in order to provide for a non-represented segment of the parish.

### *What are the six major responsibilities of the Pastoral Council?*

The following are the six major responsibilities of the Pastoral Council:

- **Priorities and Planning:** To determine priorities and plan with vision for the future.
- **Implementation:** To ensure that the programs and activities of the parish are carried out by the Commissions.
- **Involvement:** To involve everyone in the work of the parish.
- **Shared Decision-Making:** To enable as many people as possible to contribute to the process of decision-making at the parish level.
- **Cooperation with the Diocese:** To cooperate with diocesan departments as well as with other parishes and deaneries.
- **Contribution to the Diocese:** To contribute to the formulation of diocesan goals and objectives.

**Addendum 2. Pastoral Council Nomination Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

How long have you been a member of Our Lady of Lourdes Parish?

\_\_\_\_\_

What activities within and outside of the parish have you been involved in?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What talents and gifts do you bring that would enable you to be an involved, productive Pastoral Council member?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There are currently three (3) full-time openings and one (1) alternate opening for three-year terms.

This statement or something similar needs to be submitted to the Parish Office by in order to be considered for these openings. Call the Parish Office if you would like to inquire further about a position on the Pastoral Council.

## **ARTICLE IV: FINANCE COUNCIL**

### **Section 1. Identity of the Finance Council**

The finance council assists the pastor in the administration of parish goods and resources, enabling the parish to carry out both its central mission and its individual activities in a timely fashion and with justice to all.

### **Section 2. Role of the Finance Council**

The finance council shall collaborate with the pastoral council in its mission by its wise stewardship of the actual and potential resources of the parish according to the present, ongoing and proposed activities of its mission. It is understood that the visionary mission of the pastoral council and the finite resources within the finance council must co-exist in harmonious relationship attuned to the responsibilities of our Christian discipleship.

### **Section 3. Membership of the Finance Council**

Membership of the finance council shall be constituted as follows:

- A) Ex-officio members: Pastor and a Lay Representative from the Pastoral Council. This constitutes two (2) members.
- B) Representative members: up to eight (8) parish members shall serve as representative members-at-large from the parish to the finance council.
- C) All members of the finance council shall be voting members.
- D) The number of council members may be altered by the action of the council by a two-thirds vote at any regular or special meeting of the council.

### **Section 4. Appointment of the Membership on the Finance Council**

Representative members of the finance council shall be appointed by the pastor in consideration of their business/administrative expertise, financial acumen and responsiveness to the call to Christian stewardship in its fullness.

- A) Representative members of the finance council serve an indeterminate term of office.
- B) At any regular or closed special meeting of the council, any one or more of the representative members may be removed from office for cause (ie: non- excused absence from three consecutive meetings, misconduct in office, etc.) by a two-thirds majority of the voting members. Any member whose removal has been proposed shall be given the opportunity to be heard at this meeting.
- C) Ex-officio members to the council shall serve for the duration of their tenure in office.

## **Section 5. The Finance Council and Other Councils/Boards**

Representative members of the finance council shall act as liaisons to:

- A) the pastoral council (as ex-officio member)
- B) the faith formation board
- C) the endowment committee

The function of these liaison memberships is to afford timely reciprocal communication between the groups for coordinated action.

## **Section 6. The Officers of the Finance Council**

The officers of the finance council are established to be:

- A) President - the pastor or his designee, who shall preside at all meetings of the council.
- B) Secretary - elected by the council members, who shall keep the minutes of the meetings and handle the correspondence of the council. The office of secretary shall be re-elected annually

## **Section 7. Meetings of the Finance Council**

Meetings of the finance council shall be held in a place convenient to members and parishioners as may be designated by the pastor or president.

- A) Regular meetings of the council shall be held monthly at a date and time designated by the council. All regular meetings of the council are closed to non-members to afford reasonable confidentiality in sensitive matters.
- B) An annual business/budget meeting shall be held at a date and time designated by the council. Notice of this meeting shall be published on the prior Sunday, and the meeting is open to all parishioners. The purpose of this meeting is to provide an information forum for the presentation of the operating budget for the coming year.
- C) Special meetings of the council (either open or closed) may be called by the pastor or president.
  - a. Closed meetings may be called upon three (3) days notice to each council member. Such notice may be given by mail or phone and shall state the time, place and purpose of the meeting.
  - b. Open meetings may be called upon sufficiently timely notification to all parishioners, as determined by council members. Such notice shall state the time, place and purpose of the meeting.

- D) At all regular meetings of the council a simple majority of the voting members shall constitute a quorum for the transaction of business, and the acts of the majority of said quorum at this meeting shall be the acts of the finance council.
- E) Minutes of the council shall be provided to each member for review in a timely fashion following each meeting.

### **Section 8. Operation of the Finance Council**

- A) The finance council shall have the power to conduct all the business of the parish within the norms of Church law (Canons 537, 1280, and 1284) and ecclesiastical directions.
- B) The pastor shall have the right to veto. Should the pastor veto any proposal made by the council, he shall offer explanation of his action.
- C) Unless otherwise noted, the procedures of the council shall be conducted according to consensus validation.

## **ARTICLE V: FAITH FORMATION BOARD**

### **Section 1. Identity of the Faith Formation Board**

The school board seeks to direct the administration of quality Catholic education provided by Lourdes Catholic School. Mindful of the mission of Our Lady of Lourdes Parish, the faith formation board develops policy and seeks to contribute to building the Christian community through education.

### **Section 2. The Role of the Faith Formation Board**

The school board shall carry out its mission through:

- A) An ongoing evaluation of needs and provision of education programs/opportunities to meet the parish commitment to quality Catholic education.
- B) Establish policies for the administration of education programs designed to achieve these objectives.
- C) Close collaboration with the parish and its resources to provide the facilities staff, budget, and materials necessary to carry out its mission.
- D) Ongoing evaluation and modification of the education programs and opportunities to enhance effectiveness and maintain excellence.
- E) Hiring and ongoing evaluation of the school administrator and facilitating this individual in the performance of the duties incumbent to the position.
- F) Preparation and monitoring of the operating budget for the school.

### **Section 3. Membership of the Faith Formation Board**

Membership of the Faith Formation Board should include:

- A) Ex-officio voting members: pastor of Our Lady of Lourdes and a lay representative from the OLOL pastoral council. This constitutes two voting members.
- B) Ex-officio non-voting members: School Administrator, president of the Home and School Association, a teacher representative, Director of Religious Education, Youth Minister and Athletic Director. This constitutes six non-voting members.
- C) Lay Representatives: 11 total members representing all children attending educational programming shall be elected to serve as representatives to the Faith Formation Board. This constitutes a total of eleven voting members.
- D) The number of board members, voting or non-voting, may be altered by an executive two-thirds vote of the Faith Formation Board held in regular or special session.



#### **Section 4. Election for Membership on the Faith Formation Board**

Lay representatives of the board will be elected to serve the following:

- A) The Faith Formation Board discernment process shall be held the third Sunday of April, in accordance with the procedures of Our Lady of Lourdes Constitution.
- B) Notices of this discernment process and request for nominations will be placed in the Our Lady of Lourdes Sunday bulletin and weekly LCS administrator reports for three weeks prior to the election.
- C) The Chairman of the Policy and Procedure Committee or the Board President shall accept nominations and present the slate of candidates for consideration.
- D) The Policy and Procedures Committee or other Board designated person(s) shall contact all nominees and confirm their desire to run for a position on the Board.
- E) Any Parish member 18 years or older or parent/ guardian of a child attending LCS is allowed to serve as a member of the Faith Formation Board. Membership on the board is not open to employees or spouses/ immediate family members of employees.
- F) A board alternate will be asked to fill any mid-year board vacancies . If needed, additional vacancies will be filled as determined by the executive committee of the board, subject to a majority vote. Alternate members or appointed members will serve out the duration of the vacated term. Board positions needing to be filled mid-year due to a vacancy will be filled by a board alternate.
- G) Election results will be retained by the board secretary until the next election for the purpose of filling vacancies on the board as they arise.

#### **Section 5. Terms of Office**

The terms of office for members of the Faith Formation Board are established as follows:

- A) Ex-officio members, voting or non-voting, shall serve as members of the school board for the duration of their tenure in office.
- B) Lay representative shall be elected to the Faith Formation Board for a term of three years. The term begins with the first regularly scheduled board meeting following the election.
- C) Each year three lay representatives shall be elected to replace off going members. A member whose term has expired may request a second term . No member may serve more than two consecutive terms.
- D) A board alternate will be asked to fill any mid-year board vacancies. If needed, additional vacancies will be filled as determined by the executive committee of the board , subject to a majority vote. Alternate members or appointed members will serve out the duration of the vacated term .
- E) At any regular or special meeting of the board, any one or more of the lay representative members may be removed from office (for causes such as three non-excused absences or

misconduct in office) by a two-thirds majority of voting members. Any member whose removal has been proposed shall be given the opportunity to be heard at this meeting.

## **Section 6. Officers of the Faith Formation Board**

Members of the Faith Formation Board shall elect officers as follows:

- A) The officers of the board as:
  - a. President- shall preside at all meetings of the board appoint lay voting members of the board to committee compile the agenda for all meetings; appoint their chairs serve a voting member at all meetings and sit or appoint a designee to participate on the pastoral council as a representative of the pastoral council.
  - b. Vice President- shall assume the duties of the president when absent due to resignation or removal.
  - c. Secretary- shall keep the minutes of the meetings, election results and handle all correspondence of the board.
- B) Each year at the first regularly scheduled meeting following election of new representatives, the board shall elect its officers from current members of the board.
- C) Officers may serve up to two consecutive one year terms and may only hold one office at a time.
- D) A vacancy of Vice President or Secretary shall be filled by a special election once full board membership has been restored according to section 5 (d) above.

## **Section 7. Meetings of the Faith Formation Board**

Meetings of the Faith Formation Board shall be held in a place convenient to members and parishioners as designated by the Pastor or president.

- A) Regular meetings of the Board shall be held monthly, (with the exception of July) at a date and time designated by the Board. All regular meetings of the Board shall be open to all members of the parish and all families of LCS, and notice of such meetings will be published in the bulletin and the LCS weekly administrator's report.
- B) Special meetings of the Board may be called by the pastor or president upon a three day notice to each board member. Such notice may be given by mail, phone, or email, and shall state the time, place, and purpose of the meeting. A request for a special meeting by a simple majority of the board shall constitute a valid call for a special meeting.
- C) A simple majority of board members present at a scheduled or special meeting shall constitute a quorum for the transaction of business and shall constitute the acts of the Faith Formation Board.
- D) Minutes shall be provided to each board member in a timely fashion following each meeting. Following reading and approval by board members, the board minutes will

become public record and will be kept in the back of Our Lady of Lourdes church and on the LCS website.

### **Section 8. Closed Executive Sessions of the Faith Formation Board**

Closed executive sessions of the Faith Formation Board may be called as necessary to address confidential business of the board.

- A) Executive sessions are open to voting members of the board only. Others may attend when their presence is specifically requested for consideration of the agenda item on the floor. The board president shall preside over executive session.
- B) Executive session may be called:
  - a. To discuss litigation or legal matters facing the school
  - b. To discuss confidential matters relating to one or more students
  - c. To discuss personnel matters
  - d. To discuss confidential financial matters
- C) Business within the executive session shall be limited to the stated agenda. Final action must be reported as a recommendation by the executive session for vote in open session.
- D) Minutes of executive session must remain confidential.

### **Section 9. Faith Formation Board Committees**

Lay voting members of the Faith Formation Board shall assume membership in one of the following committees to assist the board in carrying out its mission. Ex-officio members - voting or non-voting-may participate in committee work if interested. Additional members may be recruited to participate on each committee according to the committee's need.

- A) Executive Committee- comprised of board officers and the pastor of Our Lady of Lourdes is responsible for nominating candidates for special election and other duties assigned by the board
- B) Finance Committee- responsible for preparing and monitoring the budget.
- C) Public Relations and Marketing
- D) Building and Grounds
- E) Policy and Procedure

### **Section 10. Finance Committee of the Faith Formation Board**

The finance committee is to be an extension of the Faith Formation Board. It is made up of a chair- approved by the pastor of Our Lady of Lourdes, and two additional board members, also approved by the pastor.

The Chair of this committee serves a one year renewable term. The finance committee constitutes one vote on the board and is represented by the chair of the committee.

To ensure a smooth transition, the terms of outgoing chair and incoming chair shall overlap. The Board shall make chair recommendations to the pastor of Our Lady of Lourdes. The Chair of the finance committee is a member of Our Lady of Lourdes Parish Finance Council.

### **Section 11. Operation of the Faith Formation Board**

The Faith Formation Board shall have the power to conduct all the business of the school within the norms of the Diocesan School Committee and ecclesiastical directions.

The pastor of Our Lady of Lourdes has the ability to veto. If the pastor vetoes a decision twice, the pastor and a member of FFB, representing the majority decision shall present the matter to the Diocese and the office of the Diocesan Superintendent of Schools for resolution.

The Faith Formation Board procedures shall follow Robert's Rule of Order.

## **ARTICLE VI: IMPLEMENTATION OF THE CONSTITUTION**

### **Section 1. Authority of the Constitution**

Upon ratification, this document supersedes all previous constitutions and/or corporate by-laws for the parish.

### **Section 2. Amendment of the Constitution**

This constitution may be amended by a two-thirds majority vote. The proposed amendment must be presented at one regular business meeting of the pastoral council, and may then be voted upon at the next regular meeting.

### **Section 3. Changes in the Constitution**

Any proposed Amendment changes submitted, which in the Pastor's opinion warrants immediate action, will result in an executive meeting of the Pastoral Council.

Adopted: 12-16-93

Amended: 10-28-94

Last Updated: 2-6-96

Last Updated: 11-18-99

Amended: 5-18-01

Amended: 3-10-03

Addendum: 5-17-05

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Amended: 4-25-06

Amended: 12-17-13