

	<b>Summary of By-Laws (May 05, 2011)</b>
Councilors	<ul style="list-style-type: none"> <li>• Sacred Heart Parish Council consists of not less than nine (9) nor more than twelve (12) council members</li> <li>• Three to five members are selected at large from the parish</li> <li>• Up to three (3) members are appointed by pastor, typically committee chairs</li> <li>• Ex-officio members are the principal, DRE, and the finance committee chair</li> <li>• Trustees of the parish are informed of parish goals and provided with council minutes</li> </ul>
Youth Membership	<ul style="list-style-type: none"> <li>• Youth member is recommended by the Youth Ministry</li> <li>• Selected by Youth Ministry; approval by DRE and appointed by the Pastor</li> </ul>
Selection and Appointment of Councilors	<ul style="list-style-type: none"> <li>• Potential candidates are solicited in April-May; at least one councilor per year is selected</li> <li>• Qualified candidates are approved by council officers and pastor</li> <li>• Selection and appointments are in May</li> </ul>
Terms	<ul style="list-style-type: none"> <li>• Councilors are asked to serve a three year term</li> <li>• Councilors are allowed a consecutive two term limit</li> </ul>
Voting	<ul style="list-style-type: none"> <li>• Voting is the process for decision making on council matters</li> <li>• Selected, appointed, ex-officio members vote</li> <li>• The pastor does not vote as the council is an advisory body to the pastor</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Six (6) scheduled meetings between September to June.                             <ul style="list-style-type: none"> <li>• The current council meets on the 3<sup>rd</sup> Wednesday of the month.</li> <li>• It does not hold a regular meeting in December, and in July-August.</li> </ul> </li> <li>• Special meetings may be called as needed.</li> <li>• Work is accomplished through committees with periodic reports back to the council as a whole.</li> </ul>
Committees	<ul style="list-style-type: none"> <li>• Standing committees are <u>Administrative</u>, <u>Liturgy</u> (e.g., Eucharistic ministers, lectors, ushers, music ministry, altar servers, sacristans), <u>Social</u>, <u>Education</u> (e.g., School, Youth Ministry, Faith Formation, RCIA/RCIC), and <u>Community Service</u> (e.g., Prayer Shawl, Haiti, SHS Service Club, Meatloaf Donations, Advent Project, and more...).</li> <li>• Special committees may be appointed as deemed necessary by the pastor (e.g., Raffle, Parish Picnic)</li> <li>• Committees determine their membership, specific goals, and report periodically to the parish council</li> <li>• Finance Committee informs the council periodically on financial matters; finance guidance to the pastor is outside the council's remit by diocesan guidelines.</li> </ul>