

ST. LUKE THE EVANGELIST CATHOLIC CHURCH

Dahlonega, GA

October 30, 1985, *Amended: March 4, 2013, Amended January 24, 2023*

PARISH COUNCIL CONSTITUTION AND BY-LAWS

COVENANT STATEMENT

St. Luke the Evangelist Parish is a community dedicated to proclaiming the Gospel of Jesus as taught by the Roman Catholic Church through Word, Sacrament and Service.

ARTICLE I

The name of this body shall be the Parish Council of St. Luke the Evangelist Catholic Church, herein after referred to as the "Council."

ARTICLE II

Section A—PURPOSE OF THE COUNCIL

This Council is established so that the members of the parish may become more truly the people of God through his sanctifying grace. The Council is to assist the people of St. Luke's, under the direction of the pastor, in becoming Christ's instrument of salvation.

The Council advises the pastor in administering the parish in accord with the universal ecclesiastical law and directives and policies established by the Archdiocese of Atlanta.

Section B—FUNCTIONS OF THE COUNCIL ARE:

1. To insure the exchange of information among the Council members of needs of all the parishioners.
2. To study these needs, proposing parish objectives, assist the pastor in formulating parish policies and programs to meet the needs of the parish, and assist in explaining these to the parish members.
3. To implement the principles established by the Archdiocesan Pastoral Council.
4. To coordinate the activities of the organizations in the parish.
5. To maintain liaison with public officials, other churches in the Archdiocese of Atlanta, and other religious and civic organizations.

ARTICLE III

Section A—STRUCTURE AND MEMBERSHIP

1. The Council shall be composed of the following members:
 - a. Voting Members - ~~Nine (9)~~ **Seven (7)** lay persons selected from the parish at large by nomination of the parish council members.
 - ~~b. Non-voting Members - Two (2) additional ex-officio members holding office of president of Men's Club and Women's Club.~~ **Two of the seven lay persons on the Council shall be the presidents of the Men of St. Luke (MOSL) and the Women's Guild. The presidents of MOSL and Women's Guild may be represented by another member of their respective groups, subject to the method of election in Section D infra.**
 - c. **One of the seven lay persons on the Council shall be from the Spanish speaking population of the parish.**

Section B—TERM OF SERVICE

Each elected member of the Council shall serve for a period of two (2) years and will be eligible to be re-elected for two successive terms. Thereafter at least one term must elapse before he or she is again eligible for election. Elections shall be staggered on a rotating basis: one year elect ~~five~~ **four**; the next year elect ~~four~~ **three**. Terms shall expire on April 1.

Section C—ELIGIBILITY

Any Catholic, eighteen (18) years of age or more, in good standing with the Catholic Church, having no canonical impediments to holding public office, and who is officially registered in the parish, shall be eligible for membership on the Council.

Section D—METHOD OF ELECTION

At the March Parish Council meeting:

1. Each person in the Council may nominate one person. If the nomination is seconded, the name will be recorded.
2. After all nominations are recorded, there will be discussion regarding suitability of nominees, particularly considering any nominees who should not be considered for serious reasons, and a ranked list will be generated.
3. The pastor will make final determination as to which nominees will be accepted.

4. The pastor will then call these nominees in order of ranking and ask them if they are willing to serve on the Parish Council (and will continue until the full number of available slots have been filled).
5. If they agree, they are to submit a picture of themselves and a brief resume, which is to be included in the parish bulletin. (New members will then begin their term April 1).

Section F—VACANCIES

1. Any vacancy on the Council shall be filled by an appointment by the pastor. The member so appointed shall fill the term of the vacated position. Alternatively, the pastor may submit two names to the Council, one of who will be appointed by the Council.
2. The position will be considered vacant when a member on the Council fails to attend three (3) consecutive meetings without previous notification to the pastor or Council Secretary, or submits his or her resignation.
3. All changes of the Council membership shall be promulgated through the church bulletin.

ARTICLE IV

Section A—NOMINATION AND ELECTION OF OFFICERS

The Council shall elect from its members a Chairperson, Vice-Chairperson and Secretary at the end of the Council meeting in April or at such time as vacancies occur in any office.

Section B—DUTIES OF OFFICERS

1. The Chairperson shall preside at all regular and special meetings under the direction of the pastor. He or she shall work in concert with the pastor in organizing the meeting, setting the agenda, and coordinating the activities of the office.
2. The Vice-Chairperson shall conduct the meeting in the absence of the Chairperson.
3. The Secretary shall maintain a written record of all meetings and acts of the Council; receive and dispose of correspondence as directed; preserve reports and documents committed to his or her care. The Secretary shall submit to the parish office manager a copy of the minutes of the Council meeting to be published ~~on the parish website~~ **monthly in the parish Hall.**

ARTICLE V

Section A—MEETINGS

The Council shall meet monthly on a regular day agreed upon by the members of the Council. Special meetings may be called by the pastor, as needed.

Section B—QUORUM

At regular meetings of the Council a quorum of five (5) members shall be necessary to transact the business of the Council.

Section C—NOTICE OF MEETINGS

The regular meeting of the Council shall be open to all members of the parish, and notice of such meetings, other than special meetings, shall be posted in the church bulletin.

Section D—ORDER OF MEETINGS

At the beginning of each regular meeting there shall be a fifteen (15) minute period for parishioner input. This 15-minute period is for all input, verbal or written, and any verbal input must be submitted in summary form to the pastor 3 days prior to the meeting for his approval.

ARTICLE VI

PARLIAMENTARY AUTHORITY

Robert's Rule of Order Revised shall govern the Parish Council, except where they are inconsistent with this Constitution and By-Laws.

ARTICLE VII

AMENDMENTS

1. These By-Laws may be amended by a two-thirds vote of those present and voting at any regular meeting, provided the amendment was submitted in writing at the previous regular business meeting and has been approved by the pastor.