

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