

CONSTITUTION OF THE PARISH COUNCIL  
OF  
CHRIST THE KING CHURCH

ARTICLE I  
(Name)

This organization shall be known as the Parish Council of Christ the King.

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ARTICLE II  
(Functions of the Council)

**Section 1.** The Parish Council shall act and serve in an executive capacity with the Pastor and shall aid the Pastor in control of the business management and the financial affairs of the Parish.

**Section 2.** The Parish Council shall have the responsibility with the Pastor and other clergy of giving direction and leadership relative to the spiritual, social and educational matters of the Parish. The Associate Pastor(s) and one permanent Deacon are members of the Parish Council in instances where Associate Pastor(s) or permanent Deacons are assigned. If there is more than one permanent Deacon assigned to the Parish, they shall rotate annually. A permanent Deacon not serving on the Council as Deacon is free to run for election from among the parishioners, if he so chooses.

**Section 3.** A Finance and Property Board shall exist in accord with Church law. Said Board shall be formed, consisting of the Pastor and at least five persons appointed by the Pastor with the advice of the Parish Council. The Pastor has the duty of publicly approving the annual budget for the Parish, having received the advice of the Finance Board and the Parish Council. In accord with present Church law the Parish Council is not the Parish Finance and Property Board. These two entities are distinct, however, the Pastor is free to appoint any member of the Parish Council to the Finance and Property Board, if he so chooses.

ARTICLE III  
(Membership)

**Section 1.** The numerical members of the Parish Council shall be as follows:

- A. Nine elected members from the parish at large.
- B. Associate Pastor, Deacon.
- C. Maximum of two (2) persons may be appointed by the Pastor to add expertise and balance.
- D. Maximum of two (2) persons holding other positions in the parish may be appointed by the Council after consultation with the Pastor, such persons to be known as *ex officio* members.
- E. Maximum of one (1) youth delegate may also be appointed as an *ex officio* member by the Council after consultation with the Pastor.

**Section 2.** The numerical membership of the other Parish Advisory Boards and Councils shall be as follows:

- A. Finance and Property Board - Six members
- B. Social Ministries Board - Six members
- C. Liturgy Board - Six members
- D. School Advisory Council - Six elected members, plus the five (5) *ex officio* members as outlined in the parish organizational chart.
- E. Parish Activities Board - Six members
- F. Board of Christian Formation - Twelve members

**Section 3.** Terms of office of Parish Council members and members of its Boards and School Advisory Council shall be as follows:

A. Members-at-Large: Terms of three (3) members serving at the time of adoption of this Constitution shall expire June 30, 1986; terms of three (3) members serving at the time of adoption of this Constitution shall expire June 30, 1987; and terms of three (3) members serving at the time of adoption of this Constitution shall expire June 30, 1988. Thereafter Members-at-Large shall be elected for three-year terms or until successors are duly elected and installed. No member shall be eligible to serve more than two (2) consecutive terms or six (6) years. Elections to fill vacancies created by expiration of terms of office shall be held during the month of May each year.

B. Other Parish Advisory Boards and Councils: Terms of two (2) members of the Finance and Property Board and terms of two (2) members of the School Advisory Council who are serving at the time of adoption of this Constitution shall expire June 30, 1986; and terms of two (2) members of all other Parish Advisory Boards and Councils serving at the time of adoption of this Constitution shall expire June 30, 1987. Thereafter, all new members of all other Parish Advisory Boards and Councils shall be submitted to and approved by the Parish Council for three-year terms.

C. Appointed Members: Appointed members shall serve for a period of three (3) years or during the tenure of the Pastor, whichever is the shorter term.

#### ARTICLE IV (Functions)

**Section 1.** The functions of the Parish Council shall be as set out in ARTICLE II above.

**Section 2.** The function of the other Parish Advisory Boards and Councils shall be set out in Exhibit A, which is attached hereto and made a part hereof. The School Advisory Council shall function according to the Articles of the Constitution that govern the School Advisory Council. See Exhibit B. The Board of Christian Formation shall function according to the Articles of the Constitution that govern the Board of Christian Formation. See Exhibit C.

#### ARTICLE V (Eligibility)

Only members of the Parish, male or female, eighteen years of age or older, who are in communion of faith and life with the Roman Catholic Church, shall be eligible for membership on the Parish Council and on the other Parish Advisory Boards and Councils.

#### ARTICLE VI (Pastor – *Ex Officio*)

The Pastor is President of the Parish Council. He shall have the right to call and preside at meetings, to determine the agenda in consultation with the Executive Committee, to accept or reject the results of the Council's deliberations and to promulgate decisions. He is an *ex officio* member of the Parish Council.

#### ARTICLE VII (Nominating Committee)

The Parish Council President with the advice of the Parish Council shall appoint each year a Nominating Committee to be responsible for the election procedures and to propose names of candidates for election as Members-at-Large. The School Advisory Council shall in like manner submit nominees to the Parish Council. A minimum of two (2) nominees must be obtained for each vacancy on the Parish Council and the School Advisory Council. This action shall take place during the month of March each year. Any member of the Parish may make a nomination to the Parish Council or to the School Advisory Council by

obtaining in writing the consent of the nominee and seconds to the nomination by five (5) members of the Parish. Because of the bulletin insert, such nominations must be submitted to the parish office at least six weeks in advance of the elections. The appointed Nominating Committee in consultation with the Pastor will determine the slate of candidates from nominations properly submitted.

All other Boards will submit names of possible appointees to the Parish Council for approval during the month of April. Appointments will be made in May and effective June 1<sup>st</sup>.

#### ARTICLE VIII (Vacancies, Meetings)

**Section 1.** After nominations have been made to the Pastor and Parish Council officers, a vacancy on the Parish Council shall be filled by an affirmative vote of two-thirds (2/3) of the members in attendance. In like manner a vacancy on the School Advisory Council shall be filled by affirmative vote of two-thirds (2/3) of the members of the School Advisory Council in attendance. A vacancy in any appointed position on other Boards shall be filled in the same manner in which the appointment was originally made. A person so elected or appointed shall complete the full regular term of the member being replaced.

**Section 2.** At any regular or special meeting of the Parish Council duly called, any one or more of the Council members may be removed for cause by affirmative vote of two-thirds (2/3) of the Council members in attendance. Any member whose removal is being considered shall be given the opportunity to be heard by the Council.

**Section 3.** Any member of the Parish Council or any of the other Parish Advisory Boards and Councils may resign by filing a written resignation with the Council President or the Chairperson of the appropriate Parish Advisory Board or Council.

**Section 4.** Meetings of the Parish Council shall be held at the Parish in a suitable place convenient to the members of the Council.

**Section 5.** Regular meetings of the Parish Council shall be held at least six (6) times during a calendar year, or more often as deemed necessary, at a place, date and time designated by the President. Notice of such regular meetings of the Parish Council shall be given by the Council Secretary to each member personally or by mail, telephone or e-mail at least three (3) days in advance of the day named for the meeting. All regular meetings of the Parish Council shall be open to all members of the parish, and notice of such meetings shall be published monthly in the parish bulletin on the Sunday prior to the meeting. No provision shall, however, preclude the right of the Council to go into executive session to consider matters pertaining to personnel.

**Section 6.** Special meetings of the Parish Council may be called by the President or Chairperson on three (3) days notice to each Council member, such notice to be given in the same manner as provided for regular meetings in Section 5 of this ARTICLE VIII. Such notice shall state the purpose of the meeting.

**Section 7.** At all meetings of the Parish Council two-thirds (2/3), or eight (8), of the voting members present shall constitute a quorum for the transaction of business, and the affirmative vote of two-thirds (2/3) of a quorum in attendance shall be the act of the Parish Council.

**Section 8.** The minutes of all meetings of the Parish Council shall be kept and furnished to the Council members and to the Pastor. All members of the parish shall have access to the minutes upon request.

**Section 9.** Robert's Rules of Order shall govern procedure of all meetings of the Parish Council. Consensus should be the appropriate model in the consultative process. In instances when consensus cannot be reached, an affirmative vote of two-thirds (2/3) of a quorum in attendance shall be required to carry a motion or resolution. Two-thirds (2/3), or eight (8), of the total voting members of the Council shall constitute a quorum. Consensus, or a two-thirds (2/3) vote (as explained above), when ratified by the Pastor within thirty (30) days becomes the consensus/decision of the Parish Council.

ARTICLE IX  
(Voting Rights)

Each member of the Parish Council whose membership is covered by Sections 1A through 1C of ARTICLE III above shall have the right to cast a vote. *Ex officio* members shall not have the right to vote. Since there are twelve members designated with a right to vote, a minimum of eight (8) voting members constitutes a quorum. Depending on the number of voting members present, it would take at least 6-9 votes in order to carry a motion or resolution.

**Section 1.** The officers of the Parish Council shall be the President, the Chairperson, the Vice Chairperson and the Secretary.

**Section 2.** The Chairperson shall chair meetings of the Parish Council at the will of the President; s/he shall be the chief executive officer of the Council and shall have the duties prescribed for this office by parliamentary authority and by such standing rules as the Council may adopt.

**Section 3.** The Vice Chairperson and the Secretary shall have the duties prescribed for their respective offices by parliamentary authority and by such standing rules as the Council may adopt.

**Section 4.** Officers other than the President (i.e., Chairperson, Vice Chairperson and Secretary) shall be elected from among the members of the Council for a term of one (1) year, beginning in February of each year and ending when their successors have been elected. No member shall hold more than one office or be re-elected to the same office for more than two (2) consecutive terms. In the event of a vacancy in an elected office, the Council shall elect an officer to fill the unexpired portion of the term.

ARTICLE X  
(Veto and Appeal)

**Section 1.** As stated in ARTICLE VI, the Pastor has the right to accept or reject the results of the Council's deliberations. The Council may, by a two-thirds (2/3) majority vote and by secret ballot of the entire voting membership of the Council, have recourse to the Archdiocesan Pastoral Board on matters vetoed by the Pastor. When an impasse exists on important issues, the Parish Council must, prior to a vote, table the motion and attempt a conciliation or cooling off period. When this does not resolve the impasse, third party assistance must be sought from the Archbishop or his delegate to seek an alternative course of action or additional information.

**Section 2.** If the Parish Council becomes inoperative in the spirit of Parish Council Guidelines as published by the Archdiocese of Oklahoma City, the Pastor and the Archbishop, or the Archbishop alone, may dissolve the Parish Council and call for new elections. This may be done, however, only after, in a meeting with the Pastor and the Archbishop, problems facing the Parish Council and the Pastor are not resolved.

ARTICLE XI  
(Special Committees)

**Section 1.** The Parish Council President after consultation with the Council may designate one or more Special Committees and appoint the members thereof to perform functions as authorized and directed by the Parish Council. Such Committees shall consist of one or more members of the Parish Council and such other parish members as the President may appoint.

**Section 2.** A Chairperson and Secretary-Treasurer shall be elected by the members of each Special Committee. Records shall be kept of all meetings, and the Committee shall report to the Parish Council when requested to do so.

**Section 3.** Any member or officer of a Special Committee may be removed by the President of the Parish Council whenever in his judgment the best interest of the parish would be served by such removal.

ARTICLE XII  
(Amendments)

The Parish Council, by two-thirds (2/3) affirmative vote of members present, shall have the power to amend, alter, repeal or add to the provisions of this Constitution, except in those areas specifically set out in Parish Council Directives, revised July 11, 1993 and published by the Archdiocese of Oklahoma City, the provisions of which are incorporated herein by reference. See Exhibit D.

ARTICLE XIII  
(Parish Council Liaisons)

**Section 1.** Election of Liaisons: The Parish Council shall elect one liaison for each of the six other Parish Advisory Boards and Councils. Other liaisons may be elected at the discretion of the Parish Council for other Parish Boards, Committees or Groups. Liaisons shall be elected at the same time as officers of the Council. Liaisons shall not hold any other Parish Council office nor serve as the Chairperson or committee head of the Board to which they are a liaison. Liaisons shall be elected for a one-year term and shall not serve in such capacity for more than two (2) consecutive years.

**Section 2.** Role of Liaisons: Liaisons shall be *ex officio*, non-voting but active participants of their respective Boards, attending all regular and specially scheduled meetings whenever possible. The liaisons' primary responsibility to the Council and to their respective Board is one of maintaining communication between the two bodies and insuring that each is aware of the business, activities and direction of the other. Liaisons shall whenever possible report to the Council in writing on their respective Board and Council meetings and activities. Liaisons shall also report at their respective Board and Council meetings as to news, communications, activities and directions of the Council which may affect or relate to that Board.

**Section 3.** Participation on the Boards: Subject to the duties, responsibilities and restrictions on liaisons set forth above, liaisons may but shall not be obligated to assist in any productive manner they may choose with their respective Boards and Councils and to the extent the liaison so desires.

## EXHIBIT A

### FUNCTIONS OF THE PARISH BOARDS

Preliminary budgets for each Board shall be submitted to the Finance and Property Board before February 15<sup>th</sup>. If during the fiscal year any Board exceeds its approved budget, all purchases must be submitted to the Finance and Property Board for approval.

The Finance and Property Board shall:

1. Be responsible for the safe handling and safekeeping of all parish funds.
2. Furnish any assistance required in the collection of all offerings.
3. Examine and approve the accounting system of the parish.
4. Analyze and survey, if necessary, the number of parishioners who give to the support of the parish and the breakdown of the abilities to give if it is obvious that some do not share the burden of the parish.
5. Provide quarterly and annual statements of offerings.
6. Provide for and approve an annual audit of the books of the parish.
7. Maintain an awareness of the insurance needs and investments of the parish, and make recommendations for any changes deemed necessary.
8. Prepare annual parish budget.
9. Make an overall plan for regular inspection of parish properties.
10. Prepare and maintain a complete inventory of all parish properties, and set up a schedule for maintenance, repair and/or replacement of such properties.
11. Consult with the Pastor and make recommendations on the hiring of maintenance personnel.
12. Furnish advice on the purchase of materials and supplies.
13. Approve the purchase within budget limits of any non-real estate items exceeding five thousand dollars (\$5,000.00) in cost.

The Social Ministries Board shall:

1. Consult with the Archdiocesan Catholic Social Ministries Office or civic organizations to establish policy for assistance in programs for the needy, minority groups and the care of persons addicted to alcohol or drugs.
2. Maintain a roster of persons who have indicated willingness to assist in various social action programs, e.g. Right to Life, Neighbor for Neighbor, legal assistance for the elderly or low income families, medical assistance for the needy, etc.
3. Carry out programs for the collection of food, clothing and money in collaboration with established agencies.

4. Provide for the needs of the elderly and shut-ins within the Parish on a regular basis through the following ministries: calling, visiting, sending friendship cards and birthday cards, taking communion, providing transportation, sharing with widows and widowers, monthly luncheons and occasional group trips.

The Liturgy Board shall:

1. With the consent and approval of the Pastor select the schedule for lay members of the Parish as eucharistic ministers, greeters, ushers, altar servers, gift bearers and lectors for all Parish services where such lay participation is permitted or required.
2. Recruit, when necessary, persons who will conduct ministerial training sessions for lay persons participating in Parish services.
3. Assist the Pastor and his associates in the selection of materials to be used in parish services where alternatives in the services are permitted.
4. Approve the purchase of materials to be used in parish services when such purchases are within budget limits and do not exceed the annual budget approved by the Parish Council.
5. Assist the Pastor in determining the times for and types of services best suited to the spiritual needs of the parish.

The Parish Activities Board shall:

1. Work with the parish staff in maintaining an official calendar and in coordinating programs and events which are sponsored by various organizations.
2. Sponsor at least one all parish social function each quarter, such as a dance, pot-luck supper, pre-Lenten Mardi Gras, 4<sup>th</sup> of July parish picnic, etc., to help build community spirit.
3. Establish occasional social functions each year for specified groups, such as newcomers, young singles, young marrieds, very marrieds, junior and senior high youth, the elderly, etc.
4. Work with any special parish process groups, such as RENEW, in supporting and encouraging their efforts.
5. Coordinate the hosting of coffee and donuts, funeral dinners and other functions which help to express a spirit of love and concern for fellow parishioners.
6. Work toward the establishment of a Parish Men's Club, which will provide opportunities for more direct parish involvement.
7. Work toward the development of family life functions for the widowed, divorced and members of broken families.

EXHIBIT B

CONSTITUTION AND BYLAWS OF  
CHRIST THE KING CATHOLIC SCHOOL ADVISORY COUNCIL

ARTICLE I  
(Title)

The organization shall be known as Christ the King Catholic School Advisory Council of Christ the King Catholic Church of the Archdiocese of Oklahoma City.

ARTICLE II  
(Purpose and Authority)

The School Advisory Council, hereafter referred to as the “Council,” is established by the pastor in accordance with the policies of the Archdiocese of Oklahoma City. Members of the Council shall offer advice and make recommendations to the pastor and school principal on matters relating to the school. Recommendations made shall be in conformity with Church law, related Church documents and Archdiocesan policy.

**Section A.** Areas of Responsibility

The responsibilities of the School Advisory Council are as follows:

- A. **Strategic Planning** – for school direction and development.
- B. **Policy** – development and formulation in light of the mission of the school and in accord with Archdiocesan policy and guidelines.
- C. **Finances** – developing plans and means to finance ongoing educational programs, including setting tuition, negotiating subsidy and developing the annual budget.
- D. **Selection/Appointment of the Principal** – participating according to its Constitution and the policies of the Archdiocese in determining the principal.
- E. **Development, including Public Relations and Marketing** – includes understanding the school’s mission, a commitment to that vision, the involvement of people, the formulation of a plan, the development and presentation to the public, and finally the acquisition of funds to bring the plan to fruition.
- F. **Evaluation** – determining whether goals and plans are being met, not evaluating individual staff members, administrators or students, except the administrator’s relationship with the Council and determining the Council’s own effectiveness.
- G. **Goal Setting** – establish a set of goals at the beginning of the school year. Goals need to reflect the areas of responsibility.

ARTICLE III  
(Membership)

**Section A.** Membership

The Council shall be composed of six members elected by the parish. The *ex officio* and non-voting members include a Parish Council representative and the PTO President. The principal and pastor are *ex officio* and non-voting members. However, by Canon Law the pastor is the administrator of the parish. For that reason, the pastor’s approval is required before any Council policy becomes effective.

**Section B.** Eligibility Requirements

Members must be at least 18 years of age, practicing Catholics, members of Christ the King Catholic Church and in good standing with the Church.

Members should be parents or guardians of children enrolled in Christ the King School and advocates of Catholic Education.

Paid employees of the school or parish and their immediate relatives are not eligible for Council membership.

Members must be willing to make time commitments for meetings and related Council Committee work and activities.

All new members must attend an inservice provided by the Archdiocesan Office of Catholic Education.

All members are required to maintain a high level of integrity and confidentiality.

Members serve without financial compensation.

**Section C.** Selection of Membership

The Nominating Committee shall consist of at least three (3) members appointed by the School Advisory Council Chairperson. The Nominating Committee shall make nominations with the approval of the pastor. The names of the nominees must be submitted to the pastor at least six weeks prior to the election. A minimum of two (2) nominees must be submitted for each vacancy of the Council.

**Section D.** Terms of Office

The Council shall be composed of six members elected by the parish during the annual parish elections and shall serve a term of three years. The terms of office are to be staggered so that each year there will be two (2) vacancies to fill. No member shall be eligible to serve more than two consecutive terms or six (6) years.

Terms of office shall expire at the opening Council meeting of the school year in August, at which time the newly elected members begin their term. All new members are required to attend an orientation inservice provided by the Archdiocese Catholic Schools Office of Education.

**Section E.** Vacancy

Any member of the Council, other than an *ex officio* member, who is absent from three consecutive meetings shall cease to be a member, unless excused by action of the Council.

Members who resign shall submit their resignation in writing to the Council.

In the event of a vacancy on the School Advisory Council, the Chairperson with the approval of two-thirds (2/3) of the members shall appoint upon approval of the pastor a member to serve the remainder of the regular term. The person replacing the former member shall complete the term of the member s/he is replacing.

ARTICLE IV  
(Officers)

**Section A.** Officers

The officers of the Council shall consist of Chairperson, Vice-Chairperson and Secretary. These officers shall be elected annually by the Council at the first regular meeting of the school year in August and are eligible to succeed themselves for two (2) successive one-year terms. All voting members of the Council shall be eligible for office. The principal is the Executive Officer of the Council.

**Section B.** Duties

Duties of the officers are as follows:

The Chairperson shall preside at all regular and special meetings and executive sessions of the Council. S/he shall prepare an agenda together with the principal of the school prior to each meeting. S/he shall appoint Special Committees as needed.

The Vice-Chairperson shall perform all duties of the Chairperson when the Chairperson is absent, unable to act, or requested to assist.

The Secretary shall maintain a written record of all acts of the Council, preserve all reports and documents committed to the Secretary's care and conduct and receive and dispose of any correspondence as directed. Also, the Secretary shall send a copy of the minutes to the Council members and Parish Council President.

The School Advisory Council finance member shall review the monthly budget and report at the monthly meeting. This member shall serve as the liaison to the Parish Finance Committee.

The Parish Council representative shall act as a liaison between the Parish Council and School Advisory Council. The representative shall report to the School Advisory Council the proceedings of the Parish Council meeting and likewise relate information to the Parish Council.

ARTICLE V  
(Meetings)

**Section A.** Meeting Dates

The Council shall hold regular monthly meetings from August to May. The date and time is to be consistent from month to month and published in the parish calendar and school calendar. If at all possible, the meetings will be held on the third Thursday of each month. The pastor, principal or chairperson may call special meetings with at least three (3) days advance notice to each member.

**Section B.** Quorum

For the purpose of transacting official business, a majority of the members shall constitute a quorum. An affirmative vote of the majority of the Council members present is required for the passing of any motion.

**Section C.** Open Meetings

All meetings of the Council are to be open meetings unless designated as being executive. Decisions made in executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address the Council shall be limited to those whose petition has been submitted to the pastor forty-eight (48) hours in advance of the meeting and approved for the agenda in advance of the meeting.

**Section D.** Minutes

A written record of all acts of the Council maintained by the Secretary shall be made into a permanent record and preserved in the parish archives. Minutes are not made nor kept of executive sessions.

**Section E.** Rules of Procedure

The rules of the parliamentary procedure as contained in Robert's Rules of Order, Newly Revised, shall govern meetings of the Council. However, decisions will be reached using consensus as the appropriate model in the consultative process.

ARTICLE VI  
(Relationships)

The Council shall operate consistently within Archdiocesan policies, regulations and guidelines. A member of the Parish Council serves as a representative to the School Advisory Council. The Council relates to the school faculty and staff through the principal. The Council members represent the parents and parish community as part of their role. A member of the Council serves as the financial representative to the Finance Board of the parish.

ARTICLE VII  
(Committees)

**Section A.** Standing Committees

The following Committees shall consist of at least two (2) members, one of whom shall be a member of the Council. The Chairperson appoints all Committee members. The Chairperson and principal are *ex officio* members of all Committees.

1. Budget Committee
2. Nominating Committee

**Section B.** Duties of Committees

The Budget Committee is responsible for working with the principal on the preparation and presentation of the annual school operating budget.

The Nominating Committee is responsible for recommending to the pastor at least two (2) qualified candidates for each School Advisory Council vacancy. Potential candidates are solicited through the parish bulletin and school newsletter. The slate of nominees is presented and approved by the Council before the annual parish elections. The pastor or his designee notifies the candidates of election results.

**Section C.** *Ad Hoc* and Special Committees

*Ad Hoc* and Special Committees may be appointed by the Chairperson and perform such duties and tasks as directed by the Council. The Chairperson of the Council shall appoint the Chairperson and members of each committee. The chairperson of the Council and the principal of the school shall serve as *ex officio* members of all committees.

**Section D.** Committee Proceedings

The Chairperson of the committee is responsible for notifying each Committee member as well as the *ex officio* members of all dates and times of meetings. The committees have no power to make decisions. Any recommendation of a committee must be presented to the entire Council. The Council determines if a vote is needed before any committee action is implemented. All committee meetings shall be open to School Advisory Council members but closed to outside attendees, unless declared otherwise by the committee Chairperson.

ARTICLE VIII  
(Bylaws)

The School Advisory Council shall have the authority to establish and adopt by-laws for this Constitution. All changes must have the approval of the pastor.

**Section A.** Policy

The pastor, principal or Council members may suggest policy recommendations for changes at any regular meeting. After presentation and before adoption, a policy recommendation or revision shall be discussed and researched. The policy recommendation or revision shall be submitted to the Council for a vote at the next regular meeting. For a policy to be enacted or revised, it shall be passed by a two-thirds (2/3) majority vote.

**Section B.** Search for Principal

The search for a principal of the school shall be done in accordance with the guidelines and assistance of the Office of Education of the Archdiocese of Oklahoma City.

**Section C.** Conduct of Business

As a Catholic community, the Council will endeavor to arrive at consensus in its deliberations. When the Council is unable to reach a consensus, a vote shall be taken in accordance with Robert’s Rules of Order, Newly Revised. Issues and policies are the focus of discussion at Council meetings rather than individuals or personalities.

**Section D.** Amendments to the Constitution

Amendments to the Constitution may be initiated by the Council, approved by vote of two-thirds (2/3) of all voting members and must be subject to the policies and regulations that proceed from the Archdiocesan Office of Catholic Education.

Proposed amendments to the Constitution must be presented in writing to the Council at two meetings prior to a meeting at which a vote is to be taken.

All amendments must be approved by the pastor and published for parish notification.

ADOPTION OF CONSTITUTION AND BY-LAWS  
(Revocation of Prior Constitution)

Effective on the date of final adoption of this Constitution, the Constitution of Christ the King Parish Board of Education adopted in the year 1968 is revoked in its entirety. This Constitution shall also become a part of the Christ the King Parish Council Constitution dated 1985 and shall replace the Board of Education section of Exhibit A of said Constitution.

The 2001 revision of the Christ the King Catholic School Council Constitution and Bylaws are approved as follows:

\_\_\_\_\_/s/\_\_\_\_\_/11-15-01  
Chairperson (Teresa S. Luetkemeyer)

\_\_\_\_\_/s/\_\_\_\_\_/11-15-01  
Pastor (Joseph R. Ross)

\_\_\_\_\_/s/\_\_\_\_\_/11-15-01  
Secretary (Julie Naifeh)

\_\_\_\_\_/s/\_\_\_\_\_/11-15-01  
Principal (Joan Lilly)

Submitted for review and approval of the Superintendent of the Office of Catholic Education of the Archdiocese of Oklahoma City.

\_\_\_\_\_/s/\_\_\_\_\_/11-20-01  
Sister Catherine Powers, C.N.D., Superintendent

**BY-LAWS FOR CHRIST THE KING PARISH  
BOARD OF CHRISTIAN FORMATION**

**PREAMBLE**

The mission of the Parish Board of Christian Formation is  
“to provide processes and direction to help parish members  
rediscover together the mind and heart of Jesus Christ.”

Education of the board and parish members as to the scope and content of its programs will be the initial priority of the Board. Research and planning of new programs will be an ongoing process.

**ARTICLE I**

Board shall be known as the Christ the King Parish Board of Christian Formation.

**ARTICLE II**

*Nature and Jurisdiction*

**Section 1.** This Board is a consultative and policy-making body representing Christ the King Parish in all religious education and faith formation matters concerning children, youth, and adults.

**Section 2.** This Board shall be responsible for planning and setting policy for the following administrative areas:

1. Determining and adhering to the Christ the King Parish budget.
2. Financial matters such as tuition, speaker/teacher stipends and administrative contracts.
3. Sacramental policies.
4. Program curricula.
5. Serve in an advisory capacity in planning for the use of educational facilities.

**Section 3.** This Board shall be responsible for coordinating the following types of existing or proposed programs and activities:

1. Adult education
2. Evangelization
3. RCIA/Re-Membering Church
4. Sacramental Programs: First Penance, First Eucharist, Confirmation
5. Elementary Programs:
  - a. Christ the King Sunday Programs
  - b. Christ the King School in collaboration with principal and school representative to this Board
  - c. Rainbows For All God’s Children
6. Youth and Young Adult programs in collaboration with Youth Director
7. Audio and library resources
8. Family and Marriage Programs
9. Older Adult ministries
10. Elizabeth Ministry
11. Children’s Church
12. Knights of Columbus
13. Bereavement Ministry

**Section 4.** It shall be the responsibility of the Board of Christian Formation to make policies to guide the administration in the areas listed in Sections 2 and 3 above. It shall be the responsibility of the Religious

Education Director to administer the policies set by the Board. The Board shall annually evaluate its policies and the effectiveness of the administrator(s) in carrying out these policies.

### **ARTICLE III**

#### *Membership of the Board*

**Section 1.** The voting members of this Board shall include the Pastor, or his representative, and six to eight (6-8) appointed lay members. *Ex officio* members of the Board shall include but not be limited to the Religious Education Director, Senior Programs Director, Youth Director, Christ the King School representative, and Parish Council liaison.

**Section 2.** Original members will be recommended to this Board by its membership and approved by the Pastor. These original members will rotate off the Board two (2) each year after serving at least two (2) full years. Thereafter, members shall be as follows:

1. The appointed members shall serve a term of three (3) years.
2. The terms of office are to be staggered so that each year there will be two (2) vacancies to fill.
3. No elected member shall be eligible to serve more than two (2) consecutive terms of six (6) years.

**Section 3.** Nomination of new members.

1. Nomination and appointment of new members shall take place during the annual parish elections. Terms of office shall expire at the opening Board meeting of the year in August, at which time the newly-appointed members are seated.
2. The Board of Christian Formation shall make recommendations for appointment by the Pastor. A signed petition of five (5) members of the parish may make additional nominations, also with the approval of the Pastor. The nominating committee or the person presenting the signed petition must obtain the consent of the proposed nominee.
3. All members of the parish eighteen (18) years of age or older are eligible for membership and must be in communion of faith and life with the Roman Catholic Church.
4. In the event of a vacancy of the Board of Christian Formation, the Chairperson with the approval of two-thirds (2/3) of the members shall appoint a member to serve the remainder of the regular term of the member being replaced. This appointment must be approved by the Parish Council.

### **ARTICLE IV**

#### *Officers of the Board*

**Section 1.** Officers of the Board shall consist of Chairperson, Vice-Chairperson, and Secretary. These officers shall be elected annually by the Board at the first regular meeting of the year in August and are eligible to succeed themselves for two (2) successive one-year terms.

**Section 2.** Any elected member of the Board shall be eligible for any office.

**Section 3.** Duties of the officers are as follows:

1. The Chairperson shall preside at all regular and special meetings and executive sessions of the Board. She or he shall prepare an agenda together with the Religious Education Director and other Board members prior to each meeting and shall be responsible for planning and implementing the annual calendar. He or she shall appoint special committees as needed.
2. The Vice-Chairperson shall perform all duties of the Chairperson when the Chairperson is absent, unable to act, or requested to assist.
3. The Secretary shall maintain a written record of all acts of the Board, preserve all reports and documents committed to the Secretary's care and conduct and receive and dispose of any correspondence as directed. Also, the Secretary shall send a copy of the minutes to the Board members, Parish Council President and other persons or offices as directed by the Board.

**ARTICLE V**  
*Conduct of Meetings*

**Section 1.** The Board of Christian Formation will ordinarily meet once a month. Special meetings may be called by the Pastor, Religious Education Director, or Chairperson with at least three (3) days advance notice to each member.

**Section 2.** For the purpose of transacting official business, a majority of the voting members shall constitute a quorum. An affirmative vote of a majority of the Board members present is required for the passing of any motion. (Note Article V, Section 5 below.)

**Section 3.** All members of the Board are to attend regular meetings. Decisions made in Executive Sessions must be presented and voted upon at open meetings before becoming effective. The right of non-members to address the Board shall be limited to those whose petition has been submitted to the Board forty-eight (48) hours in advance of the meeting and approved for the agenda in advance of the meeting, except anyone may address the Board during the Oral Comment Period of regular meetings.

**Section 4.** A written record of all acts of the Board, maintained by the Secretary, shall be made into a permanent record and preserved in the parish archives.

**Section 5.** The rules of parliamentary procedure as contained in Robert's Rules of Order, Newly Revised, shall govern meetings of the Board whenever a decision by consensus cannot be reached or postponement of a decision would be inadvisable due to the matter of time.

**ARTICLE VI**  
*Amendments to the Constitution*

**Section 1.** Amendments.

1. Proposed amendments must be presented to the Board at the regular preceding Board meeting.
2. This constitution may be amended by an affirmative vote of two-thirds (2/3) of the members of the Board.
3. If approved by the Board, the amendment is then presented to the Parish Council for approval.

**ARTICLE VII**

Effective on the date of final adoption of this constitution, the BY-LAWS FOR CHRIST THE KING PARISH BOARD OF CHRISTIAN FORMATION shall also become a part of the Christ the King Parish Council Constitution, revised July 11, 1993.

SUBMITTED FOR APPROVAL

\_\_\_\_\_

Date

SUBMITTED BY

\_\_\_\_\_

Date

ADOPTED BY PARISH COUNCIL

\_\_\_\_\_

Date

EXHIBIT D

PREAMBLE

The Parish is the local community of God’s people united with their Archbishop to live their faith in ways which lead to and flow from the celebration of the Eucharist. Members of the Parish community are gathered to hear the Word of God and to be nourished by the sacraments. Each member is gifted by God.

The members of this gathered and gifted community are sent into the world to share what they have received from God through the Church with whomever they meet. This sharing is ministry: the ministry of individual Church members and the ministry of the unified community.

For the Parish community to exercise its ministry, methods must be developed to draw upon the expertise of every member. God freely gives His gifts to His people. For these gifts to be spent by the Church, they must be appreciated and valued.

The Second Vatican Council re-emphasized the ministry of all members of the Church. To support the Parish community in realizing and appreciating the gifts of all its members, these Parish Council Directives are issued. May they assist each Parish in our Archdiocese to fulfill its role in the mission of the Church

While the spirit of the directives is collegiate, that is, they aim to bring together the many persons involved into a loving cohesion, it must be remembered that the Parish Council is a consultative body. The Pastor accepts responsibility for Parish decisions. In exercising that responsibility, the Pastor will encourage and co-ordinate the natural talents and spiritual gifts that the members bring to this important ministry.

Revised and approved 11 July 1993



PARISH COUNCIL DIRECTIVES

**DIRECTIVE #1** Each Parish/mission is to have a Parish Council. The Parish Council is the primary consultative body in the Parish on Pastoral matters; the Pastor is the ultimate decision-maker.

**DIRECTIVE #2** Council members are to be in communion of faith and life with the Roman Catholic Church.

**DIRECTIVE #3** All Parishioners, eighteen (18) years of age and older, are voters to elect Council members. Elected members should be eighteen (18) years of age or older.

**DIRECTIVE #4** There must be at least three (3) elected lay members in Parishes of one hundred (100) families or less; at least five (5) elected lay members in Parishes of more than one hundred (100) families. The same applies to missions.

**DIRECTIVE #5** All voting members of the Parish Council are to be freely elected with the exceptions noted below:

- a. The Associate Pastor(s) and one permanent Deacon are members of the Parish Council in instances where Associate Pastor(s) and/or permanent Deacons are assigned. If there is more than one permanent Deacon assigned to the Parish, they shall rotate annually. A permanent Deacon not serving on the Council as Deacon is free to run for election from among the Parishioners, if he so chooses.
- b. The Pastor may appoint at his discretion up to two (2) members to the Council in order to add expertise or balance to the elected Council.
- c. Appointed members shall serve for a period of three (3) years or during the tenure of the Pastor, whichever is less.

d. The Parish Council, after consultation with the Pastor, may appoint a youth delegate, if the Council so desires.

**DIRECTIVE #6** Parish/Mission Council election shall take place within the second quarter of the calendar year for three (3) year terms of office. Ordinarily, members may be elected to only one successive term. A Parish/Mission Constitution, in small Parishes, may have to make allowances for the limited number of people and available leadership. This may take the form of the Council asking certain members to continue in service because of said limitations.

**DIRECTIVE #7** Consensus should be the appropriate model in the consultative process. In instances when consensus cannot be reached, affirmative vote of two-thirds (2/3) of a quorum in attendance shall be required to carry a motion or resolution. Two-thirds (2/3) of the total voting members of the Council shall constitute a quorum. Consensus of two-thirds (2/3) vote (as explained above), when ratified by the Pastor within thirty (30) days, becomes the consensus/decision of the Parish.

**DIRECTIVE #8** In each Parish there is to exist a Finance Committee in accord with Church law (Canon 537). Said Finance Committee shall be formed, consisting of the Pastor and no fewer than three (3) persons appointed by the Pastor with the advice of the Parish Council. The Pastor has the duty of publicly approving the annual budget for the Parish, having received the advice of the Finance Committee and the Parish Council. In accord with the present Church law, the Parish Council is not the Parish Finance Committee. These two entities are distinct; however, the Pastor is free to appoint any member of the Parish Council to the Finance Committee, if he so chooses.

**DIRECTIVE #9** When an impasse exists on important issues, the Council must, prior to a vote, table the motion and attempt a conciliation or cooling off period. When this does not remove the impasse, third party assistance must be sought for an alternative course of action or additional information. If the desired conciliation still cannot be reached, then the Parish Council may, by two-thirds (2/3) vote by secret ballot of the entire Parish Council, have recourse to the Archdiocesan Pastoral Board on those matters rejected by the Pastor.

**DIRECTIVE #10** Officers of the Parish Council.

Section 1. The officers of the Parish Council shall be the President, the Chairperson, the Vice Chairperson and the Secretary-Treasurer.

Section 2. The Pastor is the President of the Parish Council. He shall have the right to call and preside at meetings, to determine the agenda in consultation with the executive Committee to accept or reject the result of the Council's deliberations, and to promulgate decisions.

Section 3. A Chairperson shall chair meetings of the Parish Council at the will of the President; s/he shall be the chief executive officer of the Council and shall have the duties prescribed for this office by the parliamentary authority and by such standing rules as the Council shall adopt.

Section 4. The Vice Chairperson and the Secretary-Treasurer shall have the duties prescribed for their respective offices by parliamentary authority and by such standing rules as the Council may adopt.

Section 5. The officers other than the President shall be elected from among the members of the Council for a term of one year or until their successors have been elected. No member shall hold more than one office or be re-elected to the same office for more than two consecutive terms. In the event of a vacancy in an elected office, the Council shall elect an officer to fill the unexpired portion of the term.

**DIRECTIVE #11** Each Parish Council must have a Parish Constitution, which is to be reviewed and approved by the executive director of the Archdiocesan Pastoral Council before it is approved by the total Parish. This also applies to all considered amendments.

**DIRECTIVE #12** The Council is to meet at least quarterly. The meeting of the Council shall be open to all members of the Parish. This does not preclude the right of the Council to go into “executive session.”

**DIRECTIVE #13** The minutes of all meetings of the Parish Council will be kept and published in some manner, and all members of the Parish will have access to them upon request.

**DIRECTIVE #14** If a Council becomes inoperative in the spirit of the guidelines, the Pastor and the Archbishop, or the Archbishop alone, may dissolve the Parish Council and call for new elections. This can only be done after the Parish Council has had the opportunity to meet and discuss the issue with the Archbishop or the Archbishop’s representative and the Pastor.

**DIRECTIVE #15** Existing Parish Council Constitutions are to be revised in keeping with these Directives within one hundred eighty (180) days of this promulgation date.

Directives revised 11 July 1993