

IMMACULATE CONCEPTION CHURCH
Clarksville, Tennessee

PARISH MISSION STATEMENT

&

PARISH COUNCIL BY-LAWS

(3 pages)

with APPENDIX:

Norms 41-63 of the Diocese of Nashville

(3 pages)

Approved by the Parish Council, May 25, 2016

PARISH MISSION STATEMENT

We strive to be a vibrant parish unified by our sacramental participation in the Catholic Church.
We seek to be an inclusive, caring, and unified congregation and to be effective stewards of the gifts with which we have been blessed by God.
We will work together serving our God, our Church, and our community.
We will focus on spiritual growth and renewal to better serve the needs of all people.

PARISH COUNCIL BY-LAWS

I NAME

The Parish Council of Immaculate Conception Church

II NATURE

Said Council shall be a consultative body which may make recommendations to the Pastor and whose recommended policies, procedures, and decisions will require the Pastor's approval to become effective.

VII MEETINGS

Regular meetings of the Council shall be held at least quarterly and at a time and place convenient to the Pastor and Council members. Meetings may be held more often than quarterly if deemed necessary by the Pastor and/or Council members. The regular meetings shall be open to all members of the parish. A majority of the voting members of the Council shall constitute a quorum.

VIII FORMATION

The formation of the Parish Council should always include prayerful reflection. This is especially true in light of the fact that they are involved in the whole ministerial life of the Parish, not just in matters related to administration. It is only in prayer that the members of the Parish and of the Council can come to a true appreciation of the Council's role as a visioning body.

IX ROLE

The Parish Council participates in the responsibility for pastoral ministry. It should research the needs, the ideas, the hopes, the life, and the activity of the people of God, so that the whole Parish community can effectively carry out the mission of the Parish and fully participate in the ongoing conversion that is essential to its life. The Council shares in the decision making process which assists the Pastor in carrying out the leadership role that is his within the Parish.

X CONSULTATIVE NATURE

The Council assists the Pastor in accomplishing the goal of building a sense of community within the Parish, and promotes the Parish's communion with the broader ecclesiastical communities of the diocese and of the whole Church. This is done by the Council exercising consultative responsibility. This responsibility is rooted in the obligation of all the baptized to pursue the common good of the Church.

XI PARISH COUNCIL AND FINANCE BOARD INTERDEPENDENCE

The Council is responsible to the pastoral life and ministry of the Parish (worship, ministry, etc.); the Finance Board, mandated by Canon 537 of Canon Law, is responsible for parish financial administration. The Council is to be representative of the whole Parish in its membership; membership on the Finance Board looks to persons skilled in finances, civil law and business. Despite these distinctions, the two groups are interrelated because both are concerned with the life and ministry of the Parish. The Council looks to the Finance Board for the resources needed to implement its vision; the Finance Board looks to the Council for the development of the vision of the Parish. This interdependence can be realized in more than one way. There should be a joint meeting of the Parish Council and the Finance Board no less than once per year.

NORMS OF THE DIOCESE OF NASHVILLE

41 - 63

January 1, 2000

Parishes

41. A parish is a community of Christian persons constituted in a stable manner by the Bishop in consultation with the Presbyteral Council. This community is ordinarily determined by territorial criteria; however, other criteria may be used to create a personal parish (Canon 515). A number of parishes may be united in a cluster under the leadership of one pastor, wherein each parish retains its juridic autonomy.
42. The Bishop provides pastoral care for each parish by appointing a pastor (or administrator) for that community. He may also appoint an associate pastor for one parish, for several parishes, or for a specific ministry in one or more parishes (Canon 545). He may appoint a deacon or lay person to coordinate pastoral activity in those parishes without a resident pastor. The Bishop may appoint an administrator for the parish if the pastor is impeded from fulfilling his responsibilities.
43. Each parish must have a parish council to be constituted in accordance with the general provisions of these norms. Bylaws conforming to these norms may be developed by the parish council and approved by the pastor. Canon 536 provides that the pastor is the president of the council. The bylaws may provide for the delegation of this responsibility to a chairperson. All actions of the council are subject to the approval of the pastor, except a vote to appeal his decisions.
44. Each parish may have an education commission to promote all educational ministries by developing principles, goals, policies and programs within the limits of its authority. This commission may be a committee of the parish council or a separate group with its own bylaws, but the parish council may overrule its decisions. Bylaws of the parish council may provide specific rights and duties for the governance of a parish school by the education commission or one of its committees, or by a separate board. For convenience, the governing entity of the school is referred to in these norms as the school board.
45. The pastor has the following rights and duties in the administration of the school in consultation with the Superintendent of Schools: to supervise religious education and formation programs; to hire the principal or to contract with a religious institute for a principal, to supervise and evaluate the principal, and to terminate the employment of the principal. The pastor may also approve disbursements, manage funds, approve the annual budget in consultation with the finance board and parish council, and allocate plant facilities for school operations.
46. The principal of the school has the following rights and duties: to employ all teachers and other school employees in consultation with the pastor and in accordance with diocesan regulations; to supervise and evaluate all teachers and other school employees; to terminate the employment of school employees with the consent of the pastor; to formulate policies for consideration by the education commission; to propose teachers' salaries and other budget items for consideration by the education commission; to implement regulations and policies approved by diocesan and parish authorities; to keep proper records of all financial transactions and school affairs; to render a full accounting annually to the parish; and, at the discretion of the pastor, to make disbursements from school funds, manage school operating funds, and maintain facilities allocated for use by the school.
47. The pastor is the immediate supervisor of the school principal, and the principal is accountable to him for the administration of assets, for the implementation of parish policies approved for the school, and for the implementation of his legitimate directives. The principal is accountable to the Superintendent of Schools for compliance with regulations issued by diocesan authorities, for cooperation with the Catholic Schools Office in its programs, for the implementation of diocesan school policies, and for fulfilling the responsibilities of the principal as given in the diocesan job description.

48. Each parish must have a finance board with a life of three years such that the original appointments to the board and subsequent appointments to fill vacancies would terminate simultaneously. The pastor must appoint at least three but not more than seven parishioners to this board. Members may be reappointed to provide continuity. A change of pastor has no effect on the life of the board or appointments to it. The finance board advises the pastor in the administration of parish assets. The pastor, preserving his right and duty to act in juridic affairs on behalf of the parish, may allow the finance board to manage the financial affairs of the parish.
49. The pastor may appoint a member of the finance board or another person skilled in financial administration to serve as the parish finance officer with rights and duties that do not involve agency on behalf of the parish in juridic affairs. This officer, an associate pastor, and a person appointed by the Bishop to coordinate pastoral activity pursuant to Norm 42 above, may be authorized by the pastor to make disbursements from regular checking accounts within the approved budget, manage operating funds, maintain operating plants, and supervise employees. However, the person responsible for parish accounting may not be authorized to make disbursements.
50. In order for an association to be considered a fully integrated component of the parish, it must be recognized as such by the parish council as a matter of its written record, and it must be subject to the ultimate fiscal control of the pastor. An itemized record of receipts and expenditures must be filed in the parish office annually or made available upon request of the pastor.
51. The pastor, finance board and financial officer must follow the diocesan norms for financial administration (Norms 126-142), prepare a budget annually for approval by the parish council, and make an annual report to the parish on all parish funds.
52. In the process of determining an appropriate subsidy for educating the students of other parishes, those parishes owning and operating schools should apply the *Policy Concerning Inclusion of Capital Expenses into Subsidies of Parishes Sending Student Parishioners to Catholic Schools*, which may be obtained from the Moderator of the Curia or the Superintendent of Schools.

III. The Teaching Office of the Church

Catholic Schools

53. The *Code of Canon Law* imposes on bishops and pastors the duty to provide Catholic education for the faithful. Every reasonable effort should be made to maintain the Catholic School System, as it presently exists in this diocese. Therefore, no parish is permitted to close a school without permission of the Bishop, and such permission will be granted only if it is clear from all available evidence that the parish is incapable of subsidizing the school operations and other resources are not available. Likewise, no parish or independent group of the faithful is permitted to open a school without the Bishop's permission that is granted only on a showing of ability to finance the program.
54. Canon law requires that all Catholic schools in a diocese be subject to the supervisory and regulatory authority of the Bishop and his delegates. The subsidiary autonomy enjoyed by parishes and other juridic persons must not prejudice this centralized diocesan authority over the Catholic School System. These norms, the directives of the Bishop, and the legitimate acts of the Superintendent of Schools are binding on all parish and school officers.

55. The *Catechetical Directory* issued by the National Conference of Catholic Bishops is binding on all parish and diocesan schools. The *Catechism of the Catholic Church* should inform all religious education.
56. The Bishop alone has the right to issue rules, regulations and policies for Catholic Schools. Such documents have been approved and are binding on all parish and diocesan schools. The Superintendent has primary responsibility for monitoring compliance with these norms, and he may also issue guidelines to interpret them and promote their implementation. The purpose of these documents is to promote the quality of education in accordance with the requirement of Canon 806.
57. Rules, regulations and policies for the governance of Catholic Schools may be developed by the Superintendent of Schools in consultation with experts appointed by the Bishop. These are referred to the Bishop for approval.
58. Canon law reserves to the Bishop the right to name or approve teachers of religion and likewise to remove or demand that they be removed if it is required for reasons of religion or morals. The values promoted by this canon are generally fulfilled through the diocesan program of certification for teachers of religion.
59. The governance of diocesan high schools must accord with *Statutes for Diocesan High Schools*.
60. The pastor and principal of a parish school exercise rights and duties in accordance with Norms 45-47 above.
61. The school board (see Norm 44) may be given the following rights and duties in the bylaws of the parish council:
 - To approve policies for the school in conformity with diocesan laws, regulations, and policies, sending a copy of approved policies to the pastor and the Superintendent of Schools.
 - To propose an annual budget to be integrated in the total budget of the parish.
 - To suggest to the parish council provisions of the school board's organization and procedures to be incorporated in the bylaws or acts of the parish council.
62. The parish council has the following rights and duties in the operations of the school:
 - To determine the organization and procedures of the education commission and/or the school board to be incorporated into the bylaws of the parish council.
 - To be consulted together with the finance board in the decision concerning the subsidy to be made by the parish for school operations.
63. Non-compliance with these norms or other issues may occasion complaints at the local level. These complaints may be directed to the Superintendent of Schools who will study the issue and attempt to reconcile the parties or render a written opinion expressing his judgment. If these attempts at conciliation fail, or if the parties refuse to accept the judgment of the Superintendent, the Superintendent may recommend to the Bishop an intervention, or refer the parties to the Tribunal for mediation pursuant to Norms 160-165.