

**Saint Michael the Archangel Parish Council**  
**Minutes – October 5, 2009**

**Present:** Msgr. Tolentino, Jane Molloy (Chair), Reverend Daniel Malaver, Bob Johnson, Bob Ebling, Michael Jones, Carolyn Aliaga, Timothy Gondre-Lewis, Tony Calaro, Wendy Alfaro, Anka Ostrega, Jim Robertson, Lilian Juarez, Aimee Valenzuelo, Patty Marroquin, Deacon Ronald Ealey, Kitty Ealey, Robert Noland, Charles Eames, Joanie Heavey

**Absent:** Sharon Knight, Veronica Menjivar, Deacon Stephen Frye, Deacon Roberto Salgado, Edwin Mendez

The meeting was called to order at 7:05 p.m. by Chair Jane Molloy.

The council recited the St. Michael the Archangel's Mission and Vision Statements.

**Opening Prayer**

The opening prayer was led by Fr. Daniel.

**Welcome and Introduction of New Members**

The new members were welcomed to the Council. New members present were; Tony Calaro, Anka Ostrega, Timothy Goodre –Lewis, Wendy Alfaro, Rob Noland and Joanie Heavey. All members at the meeting briefly introduced themselves.

**Pastor's Report** (*Monsignor Tolentino*)

- Monsignor thanked those who worked on and participated in the 25<sup>th</sup> Anniversary events.
- The Archdiocese is requiring the parish to commence a consultation process on the future of the school. A meeting is set for later in the month and all members are encouraged to attend. A letter will go out next week to all parishioners and school parents inviting them to the meeting. The archdiocese requires a consultation under certain conditions including when a loan is required to sustain school operations (the parish has requested \$250,000); and when more than 35% of parish revenue in a given year is required to support the school deficit (last fiscal year the parish contribution exceeded 35%).
- The Archdiocese has distributed a revised Catholic School Policies document - most policies are effective on October 1, 2009. Policies focus on Catholic identity and financial sustainability for schools. Members were asked to review it. The document may be found on the Archdiocesan website at [www.adw.org/education/pdf/Policies\\_School\\_Final\\_09.pdf](http://www.adw.org/education/pdf/Policies_School_Final_09.pdf).
- The ministry fair will be held on October 18, 2009. All members were urged to attend.
- Parish self-assessments are done periodically. The parish is under no current requirement to do one but it might be helpful to do so. He will discuss the matter with the Council Chair.

**Brief Updates/Status of Pending Issues- Challenges (and Opportunities) Facing the Parish**

- **Parish Finances**
  - Rob Noland, Finance Council liaison, reviewed the monthly financial statement and discussed the fy2010 budget which has been through much iteration to date. He is proposing new internal financial control systems for both the school and the parish.
- **Renovation and Structural Assessment**
  - A physical needs assessment was completed on March 26, 2009. The next step will be a triage assessment of the recommendations by the renovation committee.

- **Stewardship and Development** (*Bob Ebling*)
  - The Stewardship/Ministry Fair is October 18, and Bob asked for more volunteers
  - A stewardship letter will be delivered to parishioners late October or early November. He stated that offertory had increased by fifteen percent from last year. However, both the Finance and Stewardship Councils are monitoring the monthly changes in contributions.
  
- **School News** (*Charles Eames*)
  - Charlie reported that the enrollment at the school was 191 this year. This past July the enrollment had been 153. He retained much of the current school student population by meeting with each of the parents and distributing school loans thru FACTS.
  - Charlie has approval from Msgr to start the Archangel fund which will be a separate account and a restricted fund for financial aide. To date the teachers have pledged \$10,000 and he asked for the Parish members to also consider a pledge.
  - Charlie reported that the school will have a First Responders Program. This was introduced at the Policeman's mass, discounted tuition for law enforcement personnel.
  - The school is using one of its teachers as an admissions director to market the school to the Latino community, nursery schools, the parish (Charlie has spoken at the masses and sent articles about the school in the bulletin) and the downtown Silver Spring community.
  
- **Parish Ministries** (*Jane Molloy*)
  - Jane reported that the parish picnic was attended by more than 800 parishioners. She thanked picnic co-chairs Bob Johnson and Carolyn Aliaga for their hard work that they and their volunteers expended to make the picnic such a success.
  - She also noted that the new parish web site ([www.stmichaelarc.org](http://www.stmichaelarc.org)) will be up and running by the weekend of the ministry fair. She thanked Anka and Tim for the many hours they have devoted to the site along with webmaster, James Valenzuela.

#### **Review and Vote on Parish Council Bylaws**

- Jane Molloy asked for a motion to approve the revised Parish By-laws. Rob Noland made a motion to approve the amendments to the by-laws; the motion was seconded by Bob Ebling and approved unanimously by the Council members. (Approved Bylaws attached)

**Date of Next Council Meeting: Monday – November 2, 7:00PM, in the Rectory Conference Room**

With no other business coming before the Council, the meeting was adjourned at 8:45PM. Deacon Ron Ealey led the closing prayer.

***PLEASE remember that the SIGN IN sheet is on the table as you enter the Conference Room***

Approved November 2, 2009

# **PARISH COUNCIL BYLAWS**

## **ARTICLE I. MISSION AND PURPOSE**

### **Section 1.**

The Parish Council is a consultative body that brings together lay people, religious and the ordained who, together with their Pastor, work jointly to build the parish as a living Christian community. The role of a Parish Council is to plan, develop and recommend with the final decision being left to the Pastor.

### **Section 2.**

The Parish Council will provide a vehicle for shared responsibility and decision making.

### **Section 3.**

The Parish Council will engage in a continuous process of planning and policy formation as an advisory body that responds to the needs of the parishioners, diocese, universal church and the community.

## **ARTICLE II. ROLES AND RESPONSIBILITIES**

### **Section 1.**

The Parish Council will assist the Pastor in determining parish needs and objectives and planning for improvement. Implementation remains the responsibility of the Pastor although he may designate the course of action through his designees or the appropriate ministry.

### **Section 2.**

The Parish Council will assist the Pastor in finding means of improving the spiritual life of the parish by meeting the needs of its members and achieving the goals within the parish community and in witnessing to Christ to others.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Size and Composition**

1. The Parish Council shall consist of:
  - (a) the Pastor (President);
  - (b) clergy and ordained;
  - (c) the Pastor's staff;
  - (d) a liaison member from the Finance Council; and
  - (e) not more than fifteen (15) appointed members.
2. The Council members shall be appointed by the Pastor to ensure the diversity and participation of the entire parish community.
3. Each appointed Council member will have a term of three (3) years.
4. Appointed Council members may not succeed themselves unless the pastor determines that special circumstances warrant waiver of the rule. Ordinarily there should be an interim period of one year before a member may serve again.

## **Section 2. Appointment of New Members**

1. The Pastor shall appoint new members as vacancies occur.
2. New members shall begin their term at the next meeting following their appointment.

## **Section 3. Resignation and Termination.**

1. Any Council member may resign by submitting a written resignation letter to the Chair.
2. After three unexcused absences in twelve months, a Council member will be automatically terminated.

## **Section 4. Officers**

1. The President of the Parish Council will be the Pastor.
2. The officers of the Parish Council will be the Chair, Vice Chair and Secretary.
3. The Chair and Vice Chair will serve for one year and will be elected by written ballot. An election shall be held annually at a date to be selected by the President.
4. The Secretary, preferably a member of the parish staff, will serve at the request of the Pastor.

## **Section 5. Duties of Officers**

1. The Chair will establish the agenda for each meeting, working with the Pastor and obtaining approval from him, and will conduct all meetings to encourage maximum participation by all members and free expression of views. The Chair may call special meetings when needed. An outgoing Chair will act in an advisory capacity to the incoming Chair for a period of six months, irrespective of whether the former Chair's term has expired.
2. The Vice Chair will assist the Chair and will assume the Chair's duties when the Chairman is absent. The Vice Chair will assume the duties of the Chairman in the event of the Chair's death, resignation or removal.
3. The Secretary shall keep complete and accurate minutes of each Council meeting.

## **ARTICLE IV. MEETINGS**

1. The Parish Council will meet at the discretion of the Pastor, usually on a monthly basis, on the first Monday of the month.
2. All regular meetings of the Council shall be open to all members of the parish with the date and time published in the weekly bulletin.
3. A quorum for the Council will consist of the Pastor and at least one-half (½) of its members. Voting will be by all members present. A majority vote is required for passage of matters except for amendments to the Bylaws (which require a two-thirds majority for approval).
4. The agenda items will be discussed and determined by the Chair and the Pastor, or by the Vice Chair and the Pastor if the Chair will be absent.
5. Special meetings may be called if deemed necessary by the Pastor and Council Chair with notice of such meetings given at least 24 hours prior to the meeting.

## **ARTICLE V. MINISTRIES**

The ministries shall include but not necessarily be limited to:

- (a) Liturgical Life and Worship
- (b) Communications
- (c) Stewardship
- (d) Pastoral Care Outreach and Community Life
- (e) Catechesis and Evangelization
- (f) Youth and Young Adult Ministries
- (g) Social Justice and Respect for Life

- (h) Education
- (i) Finance
- (j) Hospitality
- (k) Hispanic Committee
- (l) Filipino Committee

**ARTICLE VI. AMENDMENTS**

1. Amendments to the by-laws may be proposed at any regular meeting and by any member of the parish council.
2. Upon discussion and deliberation by the council members, a 2/3 majority shall be required to pass these amendments.
3. These by-laws and any future amendments shall become effective immediately following their adoption and shall supersede all previous by-laws or amendments thereto.

Dated: October 5, 2009