

**St. Dominic Parish
15 Union St., Westfield, NY 14787**

3rd PPC Meeting on November 21,2016 in Brocton

Agenda:

1. Approval of Constitution & By-Laws with the election of PPC President & Vice-President and the responsible person for standing committees
2. Ministry Volunteers with the responsible persons
3. Parish General Assembly in December 2016
4. Questions from the Financial Reports as attached and paste below
5. Others
- 5.1. Upon this rock from the Bishop Richard Malone with our quota of \$235,000.00 for five years & \$17,000.00 for Catholic charities goal.

2nd PPC Minutes of Meeting on October 17, 2016

Attendance- Fr Romeo Hontiveros, Joe Giambra, Camille Belcher, Phil Baideme, Pat Tate, Lucy Rasinski, Bob Ducato, Fran Lus, and Dan Quagliana

The meeting was called to order with an opening prayer by Fr. Romy.

Fr Romy distributed St. Dominic One Year Plan, Ministry Plan Form, SDP Fuel Envelop spreadsheet, SDP Repair Envelops, SDP Sunday Envelops, Sunday Collections information sheets.

Discussions

- Envelopes
- Mission Goals
- Ministries
- Transparency of Sunday Collection (parishioners give their collection and Church receives the collection providing verification of giving and receiving).

Changes of Sunday Collection

- The head usher, lector and or Eucharist Minister will place collection in tamper bag.
- The number of envelopes will be documented on the outside of the bag
- The number of loose checks will be documented on the outside of the bag
- The loose dollar amount placed in the bag
- The tamper bag will contain all collections and security strip before it is sealed
- Fr Romy will transport the collection to the parish safe after each Mass.
- Collection will be counted only on Monday morning in Westfield.

1- YR Plan

There were 41 Envelopes from Brocton and 41 Envelopes from Westfield

Some parishioners use envelopes and some do not. Some mail in their collection while away for the winter or vacation and some do not.

- The operating cost of \$3800 to run both parish sites has not been reached in quite some time. That number has probably gone up since it was first established.
- Changes to the envelopes for collection amounts was discussed. Increasing the set amount by \$5 each
- Envelope company will need to be made aware of our changes.
- Census update needs to be made to verify parishioners receiving envelopes and not receiving envelopes
- Education of the people about tithing, their time, talents, and treasure.
- Ministry suggestions on how to recruit
- Roles of lectors/Eucharist ministers, the mission/goal/vision of the parish, the PPC roles/functions and informing the people who and what is discussed at the monthly meetings.
- There will be a parish assembly in December
- Members were asked to think of people suited for volunteer ministries.
- Next PPC meeting will be in Brocton on Monday, November 21 at 7 PM.

Closing prayer by Fr. Romy

Recorded by Natalie Hoebener

ST. DOMINIC CHURCH
[15 Union St., Westfield, NY 14787](http://www.stdominicchurch.org)

SAINT DOMINIC PARISH COUNCIL MISSION STATEMENT & CONSTITUTION & BY-LAWS

Vision: United in God's love, the faith community of St. Dominic Parish celebrating the presence of Christ in the spirit of faith and fellowship by full participation in the life of our parish community.

Mission: We, the faith community of Dominic Parish commits ourselves to:

- share our beliefs with all people through Eucharist, prayer, education and service.
- Encourage and assist in the faith development of others especially our young people through the Sacraments, Liturgy of the Word, and compassionate concern for all.

Goal: In order to achieve the vision-mission of St. Dominic Parish, we welcome all to journey with us as we continue to grow in faith strengthen by the minimal structure of St. Dominic Parish.

EO (Enabling Objective): In order that the VMG be realized within a year before August 2017,

1. The Parish Pastoral Council and Finance Council must set a regular meeting headed and/or supervised by the Pastor with his staff.
2. The Parish Pastoral Council shall devise a one-year plan for Evangelization (Teaching Ministry) that includes Pre-baptism, Pre- Confirmation, Pre-Cana,

Family and Life Marriage Enrichment, Youth Catechism by grade level, Out-of-school youth, One-On-One Family Evangelization, Bible Study, Media Evangelization.

3. The Parish Pastoral Council shall devise a one-year plan for Service Ministry that includes Hospital & Nursing Homes, Elderly & Sick at home until service at cemetery, Hungry & Homeless, Prison Visitation, Social Justice Issues like abortion, etc., Outreach Program like Spaghetti dinner, Socialization Committee like line dancing, etc.

4. The Parish Pastoral Council shall devise a one year plan for Worshipping Ministry that includes Lectors, Eucharistic Ministers, Choir, Ushers, Altar Servers, Family Prayer (Domestic Church) with rosary and/or bible sharing, Marian Devotions like October month of the rosary & Flower of May, Saints Feast Day celebrations like St. Dominic our Parish Patron Saint & Divine Mercy Feast day, Novena Prayer to Our Lady of Perpetual Help integrated in the Mass every Wednesday, Sunday Liturgy, Christmas & Lent Season.

5. The Parish Pastoral Council shall devise a committee on census of Catholics and their addresses, establish the parish boundary, zoning and provide a Parish Map.

6. The Parish Finance Council shall devise a one-year plan for the financial support of the Parish through percentage income giving every Sunday or Monthly.

7. The Parish Finance Council shall provide a detailed financial transparency report every Sunday, Monthly and Yearly.

8. The Parish Finance Council shall appoint two or three members to count the money after every Sunday Mass so that the money be deposited to the bank every Monday.

9. The Parish Finance Council shall devise a one-year budget to support the one-year plan.

10. The Parish Pastoral Council shall make a clear roles and functions with organizational chart for its implementation.

11. The Parish Pastoral Council shall devise a monitoring and evaluating plan to be presented monthly and on parish assembly yearly.

CONSTITUTION AND BY-LAWS

ARTICLE I – MEMBERS OF COUNCIL

Section 1. Ex-Officio

- a. The Pastor
- b. Trustees (2)
- c. Director of Religious Education

Section 2. Selective

- a. Nine (9) officially registered members of the parish above 18 years of age selected by the parishioners for a three (3) year term during the parish assembly. Then he/she shall be given a time to accept the result and commit to serve the council by signing the volunteer form.

Section 3. Appointive

a. One member of the parish to be appointed yearly by the pastor to act as secretary or assistant secretary of the council and to serve a three (3) year term. Pastoral appointees are eligible for consecutive appointed terms but must participate in the selection process to maintain their eligibility. Appointment must be made within seven (7) days of the parish selections.

Section 4. Terms of Membership

- a. Selections will be made for three council seats each year. An entire council cycle (nine selected seats) will take three years.
- b. Selected members will serve a three (3) year term.
- c. If for any reason a member cannot complete his or her term, the President shall appoint a member from the Parish to fulfill the unexpired term. This appointment shall be subject to council approval.
- d. Membership on the council shall be forfeited after four (4) unexcused absences in any one council year.

Section 5. Officers

- a. From twelve (12) selected and appointed members, officers shall be selected by council, consisting of President, Vice-President, and Secretary, each to serve a term of (1) year.
- b. Officers shall be selected by nominations from the floor and drawn by lot. Then the winner shall be given a time to accept the result and commit to serve the council by signing the volunteer form.

Section 6. Voting

- a. All Ex-officio, selective, and appointive members of council are to be voting members; total membership of sixteen (16).

ARTICLE II – DUTIES

Section 1. PASTOR

- a. The Pastor, as a representative of the Bishop, shall be an ex-officio member of the Parish Council and of all committees of the Council.
- b. In any case where the Pastor interprets an action of the Council, or any of its officers and committees, as being contrary to faith or morals, existing law (civil or canon), or diocesan policy, he should point out such interpretation to the Council and ask for appropriate action to reconsider. If this does not settle the question, the Pastor may veto the action of the Council.

Section 2. TRUSTEES

- a. Fulfill their roles as officers of the Incorporated Parish Entity, serving primarily as the Finance Committee.
- b. The trustees become ex-officio members of all committees of Council.
- c. The trustees are appointed by the Bishop to serve a one-year term renewable, subject to review by the Pastor.

Section 3. COUNCIL OFFICERS

Section 3.1. President shall:

- a. Preside at all council meetings.

- b. Form special committee as needed and call meetings when necessary.
- c. Solicit full attendance of members at meetings. Introduce guests attending meetings and determine if there is a quorum.
- d. Hold meetings with the Pastor to plan agenda before each regular meeting and provide copies of the agenda for all members to be presented by secretary along with minutes.
- e. Presents a full and comprehensive annual report on council activities to council and parishioners.
- f. Be an ex-officio member of all committees.
- g. Appoint chairpersons of standing committees from among council members.

Section 3.2. Vice-president shall:

- a. Preside at council meetings and/or functions in the absence of the president or at his or her request.
- b. Maintain a "Monthly Parish Calendar" coordinating the affairs and dates of all parish activities.

Section 3.3. Secretary shall:

- a. Take minutes of the council meetings. Provide copies of these minutes and an agenda to all members before the next meeting.
- b. Submit to the council a summary of official action taken at the previous council meeting for publishing in the Sundaybulletin.

Section 3.4. Council Members shall:

- a. Be required to attend all regular council meetings. In the event a member finds that they are unable to attend a meeting it is their responsibility to notify the president in advance of the meeting to obtain an excused absence; failure to do so will constitute an unexcused absence. Each council member will serve on at least one standing committee.

ARTICLE III – STANDING COMMITTEES

Section 1. There shall be six (6) Standing Committees:

- a. Finance
- b. Building and Grounds
- c. Education/ Teaching
- d. Parish Life/ Serving
- e. Liturgy/ Worshipping
- f. Youth

Section 2. President and Pastor shall be Ex-Officio members of all standing committees.

ARTICLE IV – DUTIES OF STANDING COMMITTEE CHAIRPERSONS

Section 1. Committee Chairpersons shall:

- a. Appoint members to his or her committee from members of the parish.
- b. Keep committee members informed.
- c. Constitute one or more sub-committees as required for expansion to fulfill the committee's work.

- d. Report the committee's activities to the president in advance of each council meeting so they can be included in the agenda. The report is then brought to the council for discussion and a vote.
- e. Be responsible for supplying the council secretary with written minutes of all committee activities and meetings.
- f. Submit on an annual basis a one-year plan and a budget to the Finance Committee for necessary expenditures of your committee.

ARTICLE V – DUTIES OF STANDING COMMITTEES

Section 1. Finance Committee: Consider, report and make recommendations to council concerning all aspects of financing and administration of the parish.

- a. Supervise and audit the parish bookkeeping.
- b. Prepare the annual budget based from the one-year plan of the parish and responsible for the stewardship education program for parish support as mandated by the precepts of the Church in the parish level.
- c. Prepare the annual financial report: Receipt and disbursement statement, the Sunday envelop per family, repair and fuel receipts, etc. for distribution to all parishioners during the parish assembly.
- d. Have a working knowledge of parish receipts and expenditures.
- e. Approve all parish expenditures with and/or the Pastor.
- f. Study and report to the council on parish investments, contracts, insurance programs and hiring of personnel.
- g. Each Standing Committee is to prepare a budget report to be submitted by August 1st.

Section 2. Building and Grounds Committee: Examine the needs of the parish with regard to building and ground requirements, propose measures to administer and maintain all properties and equipment.

- a. Coordinate with the Finance Committee by submitting bids on equipment, material and labor for job programs involving maintenance, repair, replacements and new installations for buildings and grounds. Submit budget estimates for month, season or year, as required, to the council.
- b. Take a complete physical inventory of all parish equipment and properties every two (2) years and submit it to the Finance Committee.
- c. Establish a sub-committee to administer the needs of the cemeteries: 1) Review and revise the rules, regulations and fees on a regular basis, 2) Enforce the rules and regulations of cemeteries as necessary, 3) Supervise personnel of cemeteries as needed.
- d. Prepare a yearly one year plan of building and grounds.

Section 3. Education/ Teaching Committee: Promote and arrange events of an educational nature to reach the total membership of the parish. This would include lectures for Religious Education, Adult Education, Scripture and Sacramental programs.

- a. Coordinate on a regular basis with other parishes to foster combining resources, funds, facilities and talents to eliminate duplication in Religious Education and Adult Education programs.
- b. Establish a sub-committee on ministries to conduct religious education programs for adults; work with other committees on ministries

of the council with regard to instruction in sacraments, liturgy, Christian community youth work, family life, ecumenism and media.

c. Establish a sub-committee to conduct Religious Education Programs for public school children on elementary and secondary levels to include: 1) organization, 2) qualified teachers, 3) texts, equipment and other aids and materials and 4) parental involvement, interest and cooperation.

d. Determine the need for and establish an annual review of the Religious Education Program to include: 1) teacher qualifications, 2) recommendations for the next year's program. This review committee is to be comprised of the Pastor, the Education Committee chairperson, the Director of the Religious Education, Religious Education teachers and interested parishioners.

e. Prepare a yearly one-year plan of parish education/ teaching program.

Section 4. Parish Life Serving Committee: Promote and arrange events for the benefit of the entire life of the parish community.

a. Parish Life is to foster Community by offering Socials following Easter Vigil, Confirmation, Graduation and other Parish Social Celebrations, welcoming New Parishioners and also hosting Bereavement Receptions, etc.

b. Involve parishioners in spiritual and corporal works of mercy, so as to strengthen Christian ideals within the family unit.

c. Establish a sub-committee consisting of at least one member as the Parish' Northern Chautauqua Vicariate representative. This representative shall: 1) Attend meetings, as required, of representatives of the parishes in the Vicariate, 2) Report to Parish Council Vicariate highlights, 3) Organize and promote regional activities and projects on the parish level.

d. Report to Parish Council on sub-committees on ministries: 1) Community's homeless and hungry, 2) Out-reach to home bound in nursing homes and shut-in that include in funeral service assistance, 3) Out-reach to un-churched like Spaghetti dinner, 3) Prison visitation, 4) Social Justice issues like abortion, etc., 5) Socialization of members like line dancing, etc.

e. Make a yearly census of all Catholics in the parish in order to gather their feedbacks and assist their needs.

f. Prepare a yearly one-year plan of parish life serving program.

Section 5. Liturgy/ Worshipping Committee: Inspire and initiate programs so that all members of the parish community may participate intelligently, conscientiously and actively in the liturgical celebrations of the community.

a. Coordinate lectors, special ministers of Holy Communion, ushers, altar servers, greeters, organist and music program.

b. Plan liturgical and penitential celebrations, special liturgies, for the parish including Our Lady's devotion in May and October, Our Mother of Perpetual Help Novena integrated in every Wednesday Mass, Sunday Liturgy, Christmas and Lent Season

Liturgy, Sacred Heart First Friday Novena Mass and Adoration, Saints Feast day celebration like St. Dominic the patron of the parish, Divine Mercy Feast day, etc.

- c. Coordinate vigils, rallies, retreats, foster religious vocations.
- d. Recommend Liturgical schedule and other Liturgical activities.
- e. Be aware of the liturgical changes, encourage total participation in liturgy and sacraments, assist in matters pertaining to worship.
- f. Establish a sub-committee to obtain gift bearers for each of the scheduled weekend liturgies.
- g. Prepare a yearly one-year plan of Liturgy/ Worshipping program.

Section 6. Youth Committee

- a. Foster and encourage religious, social and athletic education programs involving the youth of the parish and community. Secure adult volunteers to support and supervise all youth activities and religious functions for elementary and high school students of the parish.
- b. Determine a need for and promote parish participation in Liturgy and membership in community groups.
- c. Prepare a yearly one-year plan of youth activities and education program.

ARTICLE IV – FISCAL YEAR

The business year of the Parish Council is to end with conclusion of the regular June business meeting.

ARTICLE V – COUNCIL YEAR

The council will follow the Liturgical Year of the Church which begins on the First Sunday of Advent and concludes on the Feast of Christ the King Sunday.

ARTICLE VI – SELECTION

Section 1. Nominations of members

- a. There shall be a Nominating Committee of five (5) members appointed by the officers of the Council no later than the October meeting. There shall be no less than (2) candidates for each vacant position. A minimum of four (4) candidates for the three (3) open seats. In the month of November, a list of said nominees shall be presented to the Council by the nominating committee.
- b. Nominees shall be solicited by the Nominating Committee through a general invitation announced in the bulletin and a written nomination ballot collected from the congregation on the Thirty-first week of ordinary time.
- c. Nominations shall be accepted from the floor at the November meeting.
- d. Nomination Committee shall be responsible for determination of all candidates according to Article 1, Section 2.

Section 2. Selection Process

- a. Annual selection of Council Members shall be held on the Feast of Christ the King weekend. The names of the nominees for the three (3) open council seats shall be placed in a bowl and drawn by the Council Vice-President at the regular Sunday Liturgies.

Section 3. Appointments

- a. The President shall appoint the Chairperson of Standing Committees from within the Council, within (10) days of his election to the Council, and such chairperson shall serve until another is appointed.
- b. The President and Chairperson of each Standing Committee shall appoint members to respective committees.
- c. Every Council Members must serve on at least one standing committee.

ARTICLE VII – MEETINGS

Section 1. The regular meeting shall be held on the third Monday of the month or as designated by the council and the annual parish assembly as designated by the council.

Section 2. The President shall call no less than (10) regular meetings of the Council, beginning in the month of December.

- a. As the workload of the council requires.
- b. At the request of the Pastor.
- c. At the request of majority of council members.

Section 3. The chairperson of each Standing Committee shall call no less than ten (10) meetings of the committee in each fiscal year.

ARTICLE VIII – ORDER OF BUSINESS

All meetings will be conducted in accordance with Robert's Rules of Order for Parliamentary procedure.

Section 1. The following order of business shall govern conduct of all meetings of the council, subject to change as found necessary by the president.

1. Call to Order
 - a. Roll call and determination of a quorum
 - b. Opening Prayer
 - c. Approval of previous meeting minutes
2. Voice of the parishioner (limit 5 minutes per person, 30 minutes per subject)
3. Committee Reports:
 - a. Finance Committee
 - b. Building and Grounds Committee
 - c. Education/ Teaching Committee
 - d. Parish Life Serving Committee
 - e. Liturgy/ Worshipping Committee
 - f. Youth Committee
4. Long Term Goals
5. Old Business
6. New Business
7. Open Forum
8. Pastor's Report
9. Closing Prayer
10. Adjournment

ARTICLE IX – QUORUM

A quorum of nine (9) of the sixteen (16) voting members shall be necessary to transact the business of council.

ARTICLE X – AMENDMENTS AND RATIFICATION

Section 1. Proposals and motions to amend the constitution shall be presented at a regular council meeting and voted on at the next regular meeting.

Section 2. Any proposed amendments must be given to the council members in writing 15 days prior to voting.

Section 3. Proposed amendments shall require a vote of two thirds of the voting membership for ratification.

Section 4. Amendment shall be in force at a time to be included in the amendment.

This Constitution and By-Laws was ratified and adopted on the _____ day of _____,

Members of Parish Council:

Name: Camile Belcher – Finance/
Trustee Signature _____

Name: Phil Baideme – Finance/ Trustee Signature

Name: Pat Tate – Building & Grounds Signature

Name: Bob Ducato – Cemetery Sub-Committee Signature

Name: Lucy Rasinski – Parish life services Signature

Name: Natalie Hoebener – Rel. Ed. & Youth Signature

Name: Fran Lus Signature

Name: Joseph Giambra – Vice President Signature

Name: Dan Quagliana - President Signature

Name: Susan Boneberg – Secretary Signature

_____ Approved on

Fr. Romeo Hontivero