

# Saint Matthew Ecumenical Catholic Church

## Parish Bylaws

Revised 6/01/2021

PARISH BYLAWS  
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## **PARISH BYLAWS**

### **I. PARISH COUNCIL**

The Parish Council is the decision-making body of the faith community, excluding those matters that are the responsibility of the Clergy Council and the Bishop/Pastor. The Parish Council has authority to delegate tasks and decisions to committees or individuals within the parish. The Parish Council consists of twelve voting members. In addition, the Bishop/Pastor, the Auxiliary Bishop, the Clergy Council Chairperson, and the Business Office Manager serve as non-voting advisory members.

#### **A. Eligibility**

The minimum requirements to serve on the Parish Council are:

- Must be at least 18 years of age.
- Must be a confirmed Catholic. Exceptions may be approved by the Bishop/Pastor.
- Has been a parishioner for at least three years. Exceptions may be approved by the Bishop/Pastor.
- Must have served on a parish Ministry Team for one year, or given similar active service to the parish.
- Shall attend the new member orientation class.

Parish clergy and staff are excluded from serving on the Parish Council, with the exception of the previously described non-voting positions. Also excluded from Parish Council service are the spouses, partners, and immediate family members of salaried parish staff and salaried parish clergy.

#### **B. Responsibilities**

Responsibilities of the Parish Council members shall include:

- Attend the Parish Council retreat(s) during Council term.
- Attend and participate in all monthly Council meetings or notify Chairperson of absence in advance. Depending upon Saint Matthew's need, additional meetings may be required in the course of a month. If additional meetings are called, members are expected to attend.
- Review Parish Council minutes prior to each meeting.
- Be accessible and responsive by phone or email for discussion on council topics.
- Serve on a parish Ministry Team during the Council term and participate with Ministry Team members on assigned tasks that fall within the charter of that ministry.
- Attend, as they are able, one or more Parish Council sponsored events.

**C. Term**

Council members serve a three-year term. The terms are usually staggered among the twelve members such that four members complete their term and are replaced each year. Upon completing a single term, members are ineligible to serve on the Parish Council again for one year. There is no limit to the number of terms one may serve. Exiting Parish Council members shall end their terms and newly selected members begin their terms with the last Council meeting of the year. The last Council meeting of year shall include an orientation for newly selected members.

**D. Selection of Parish Council Members**

The Parish Council member election is held according to the following steps:

1. The congregation is notified of the required qualifications for membership on Parish Council as detailed above in Section A, "Eligibility".
2. The congregation is notified of the responsibilities of Parish Council membership as detailed above in Section B, "Responsibilities".
3. The congregation is notified of the number of Parish Council seats available.
4. Parishioners who wish to serve on the Parish Council shall express their interest in writing to the Parish Council Chairperson before the announced deadline. Their notification should include a brief biography noting their experience, skills, and a statement verifying their interest to serve, and their commitment to Saint Matthew Church.
5. The Bishop/Pastor shall review the list of nominees and remove any names, based on their privileged information about the parishioner(s) prior to the November Council meeting.
6. Prior to the November Council meeting, a list of all candidates with their written statements and/or brief biography shall be made available at the Annual Congregational meeting and/or on the parish website.
7. The official ballot shall be presented to the community during the Annual Congregational Meeting. Members unable to attend are permitted to assign a proxy to vote in their absence. All adult members present, including existing Parish Council members, shall vote by written ballot for a candidate for each open council seat. The Bishop/Pastor, the Auxiliary Bishop, and the clergy are excluded from voting.
8. Votes shall be counted before the Annual meeting adjourns. Counts shall be verified by two Council members. Candidates with the most votes are awarded council seats. In the event of a tie for the last open seat, a second vote shall be taken to break the tie. Four candidates with the most votes shall join the Parish Council at the first Council meeting in December.
9. Qualified candidates who are not selected to fill available positions will be listed as alternates and may be considered in the event positions open in the coming year.
10. On the first Sunday in February, all Parish Council members shall be introduced to all members of the community.

**E. Appointment of a Council Chairperson and Assistant Chairperson**

At the last Council meeting of the year, the Council shall nominate a candidate for an Assistant Chairperson from among the four members completing their first-year, using secret written ballots. Prior to the balloting, each of the first-year members shall be allowed to withdraw their names from consideration. The Chairperson shall count the ballots, and the member with the most votes shall be the Assistant Chairperson in the new year. The Assistant Chairperson will serve one year and shall normally assume the duties of Chairperson in the following year.

The current Assistant Chairperson shall assume the duties of Chairperson in the new year. If there was no Assistant Chairperson serving during any given year or if the Assistant Chairperson is unable to assume the duties of Chairperson in the new year, the Chairperson may be selected from current Council Members (excluding existing Chairperson) to serve the following year.

**F. Duties of Chairperson**

The duties of the Chairperson include, but are not limited to:

- Schedule and notify members and the Community of Council meetings.
- Assemble and distribute Council meeting agendas and minutes.
- Moderate Council meetings.
- Communicate to the Bishop/Pastor and/or Clergy Council all issues regarding the Council, including participation and attendance of Council members.
- Administer the voting process within the Council.
- Delegate tasks to Assistant Chairperson or Council members.
- Facilitate the annual Council Retreat in January.
- Prepare and schedule Council retreats, as needed.
- Call upon Ministry Teams to submit annual budgets.
- Facilitate nominations for new Council members.
- Facilitate selection of Assistant Chairperson.
- Ensure each Ministry Team has a liaison on the Council.
- Ensure Council members fulfill Council-member responsibilities during their term.

**G. Duties of Assistant Chairperson**

The duties of the Assistant Chairperson shall include, but are not limited to:

- Ensure that minutes are taken at each Council meeting.
- Assume Chairperson responsibilities in the absence of the Chairperson.
- Coordinate an orientation meeting for new Council members at the end of the year.
- Plan and coordinate the Parish Council annual retreat held in the new year when the Assistant Chairperson has become Chairperson.
- Complete other tasks as delegated by the Chairperson.

## **H. Vacancies**

Candidates to fill incomplete terms that may arise during the year shall be considered from, but not limited to the list of alternates determined in the previous election. The new Council members will serve the remaining term of the departing Council member.

## **I. Frequency of Meetings**

The Council shall meet monthly on a mutually-agreed-upon date. Meetings may be added or rescheduled by the Chairperson or Bishop/Pastor.

## **J. Meeting Procedures**

At least one week prior to each meeting, the Council members shall notify the Council Chairperson of agenda topics they wish to discuss at the meeting. The Chairperson shall prepare a meeting agenda and deliver it to the rest of the Council prior to the meeting. The Chairperson shall conduct the meeting according to the agenda order of business. Decisions shall be made according to the modified Robert's Rules of Order. In the event of a tie, the Bishop/Pastor shall cast the deciding vote.

Decisions, in order to be recognized, require that a quorum of the Council, either in person, virtually or by proxy, be present. A quorum is a simple majority of the Council members. A proxy must be in writing, to include e-mail, FAX, or text. Unless otherwise stated, a simple majority of votes cast is required to carry a motion. Abstentions shall be recorded; however, abstentions are not considered a vote. If a Parish Council member has a conflict of interest with the subject of the vote, he/she should abstain from voting on the issue.

If a quorum is not available, any decision shall be postponed until the next meeting at which a quorum is present. Voting by email between Parish Council meetings is acceptable in cases of urgent circumstances. The email vote tally is not official, until a quorum of votes is received.

## **K. Order of Business**

Council meeting agendas shall include, but are not limited to, the following:

1. Opening prayer.
2. Mission statement and meeting objectives.
3. Approve minutes of prior meeting (if not already done by phone or email).
4. Old Business.
5. New Business.
6. Report from the Parish Bishop/Pastor.
7. Lay Ministry Team Discussions which include:
  - a. Escalated items, concerns, or requests for assistance or resources beyond the capacity of the Lay Ministry Team.
  - b. Requests for funding from the church budget.

- c. Oral Ministry reports (at the discretion of Chairperson) time permitting. If not delivered orally during the meeting, then written ministry reports shall be submitted to the Chairperson. Reports may include, but are not limited to, items such as projects/activities that are planned, projects/activities recently completed, funds needed from the church budget, and requests for assistance or resources beyond the capacity of the Lay Ministry Team.
8. Open forum / participation / discussion / Q&A by all attendees.
9. Closing prayer.

#### **L. Removal of a Parish Council Member**

A Parish Council member may be relieved of his/her duties pursuant to Parish Constitution Article X, "Lay Member Expulsion From the Parish". In addition, a Parish Council member may be considered for removal for cause including, but not limited to, the following:

- Behavior that is not consistent or representative of the mission of Saint Matthew Ecumenical Catholic Church.
- Behavior that is in direct opposition to the vision of the Council; continuously undermining the objectives of the Council.
- Absence in excess of three (3) meetings per year, including retreats, without informing the Chairperson.

The Chairperson and Bishop/Pastor shall be responsible for the counseling of a Council member. If the Chairperson is the Council member in question, then the Assistant Chairperson and Bishop/Pastor shall be responsible for the counseling of the Chairperson.

Removal of a Council member requires a two-thirds vote of the Council. The seat shall be filled according to Parish Council Bylaw Article I, Section H, "Vacancies".

## **II. STANDING LAY MINISTRY TEAMS**

Guidelines in this section are limited to Lay Ministry Teams.

### **A. Creation and Dissolution of Ministry Teams**

When a ministry is deemed necessary, the Council shall create a Ministry Team by a majority vote of the Council. A Ministry Team may be removed by a majority vote when the Council no longer considers it necessary. Chairperson position is open to any team member.

### **B. Responsibilities of Ministry Teams / Team Members**

The following responsibilities apply to all Ministry Teams. Additional responsibilities may be included under the specific Ministry.

1. Designate a Ministry Team Chairperson each year. It is up to each team to determine the best process to accomplish this requirement within the guidelines of the Bylaws.



2. Fulfill the purpose of the Ministry as defined in these Bylaws.
3. Attend ministry meetings and actively participate in ministry work.
4. Submit donation amounts used in ministry to Business Office Manager.
5. Invite new team members from the laity to join the Ministry as needed.

**C. Responsibilities of Ministry Team Chairperson**

The Ministry Team Chairperson responsibilities shall include, but are not limited to:

1. Schedule team meetings to fulfill ministry objectives.
2. Invite new team members from laity, as needed.
3. Ensure that:
  - a. an annual ministry budget is submitted to Parish Council Finance Committee.
  - b. an accurate accounting for all events and expenses is documented.
  - c. additional monetary proposals (expenses and/or costs) not in the approved budget, are submitted in advance (of spending) to the Finance Committee for approval.
4. Ensure that ministry monthly team meeting minutes are recorded. Minutes/reports may include: annual team objectives, listing of activities in progress, listing of activities/tasks completed since last meeting, names of members attending monthly ministry meetings, name of “back-up” person in charge if the Ministry Team Chairperson is unavailable.
5. Ensure that meeting minutes/reports/relevant data are delivered to the Parish Council Chairperson.
6. Collaborate and/or coordinate with other Ministry Team Chairpersons and the Clergy Council members as necessary to accomplish team objectives.
7. Gather ideas from team members, clergy, or through research, for fulfilling ministry objectives within ministry charter. Facilitate, assist, encourage, and advise team members on ministry activities, as needed.

**D. Responsibilities of Parish Council Liaison**

The Liaison is a Parish Council member and is assigned by Parish Council Chairperson to a Ministry Team. The Liaison acts as a participating member of the team and represents the Parish Council in the ministry meetings.

The following are the responsibilities of the Parish Council Liaison:

1. Ensure monthly minutes/reports are communicated to the Parish Council. The minutes each month are the primary Ministry report for the Parish Council and are the method by which the Parish Council is informed about the activities of the Ministry.
2. Elevate any Ministry issues to the Parish Council and act as communicator between the team and the Parish Council. (Note: Parish Council meetings are open to the Community and Ministry Team members.)

**E. Removal or Resignation of Ministry Team Members**

A Ministry Team member may be considered for removal for cause including, but not limited to, the following:

- Behavior that is not consistent or representative of the mission of the Ministry Team.
- Behavior that is in direct opposition to the vision of the Ministry; continuously undermining the objectives of the Ministry.

The Ministry Chairperson and Bishop/Pastor shall be responsible for the counseling of a team member. If the Ministry Chairperson is the team member in question, then the Parish Council Liaison and Bishop/Pastor shall be responsible for the counseling of the Ministry Chairperson.

Removal of a Ministry Team member requires a two-thirds vote of the Ministry Team.

**F. Lay Ministry Teams**

The purpose of each Lay Ministry Team is detailed below.

1. Building and Property Maintenance Ministry
  - To ensure the proper maintenance, repair, improvements and security of all property and contents of Saint Matthew Church.
  - To support both long and short-term plans.
2. Communication, Public Relations, and Membership Ministry
  - To create an awareness and presence of Saint Matthew Church on local, national, and international levels.
  - To ensure communication within our community.
  - To grow the membership of Saint Matthew Church community.
3. Community Life, Hospitality, Fundraising Ministry
  - To create and enhance social life in the community and provide venues for interaction.
  - To welcome visitors and provide hospitality.
  - To create ongoing opportunities to raise funds for the benefit of Saint Matthew Church.
4. Finance & Stewardship Ministry
  - Encourage member support and create the annual church budget for the Parish.
  - Monitor income and expenditures to ensure the correct financial treatment and financial well-being of the church.
  - Advise Parish Council on the purchase and disposal of real property.
  - Ensure the financial record keeping can pass an audit and appropriately represent Saint Matthew Church.

5. Social Justice and Outreach Ministry

- To create and support organizations and activities that serve our brothers and sisters in need.
- To participate with organizations that promote equal economic and social rights and opportunities.
- To promote solidarity with each other and our community and respect the dignity of others.

6. Environmental Stewardship Ministry

- To create awareness in our congregation about caring for our earthly home.
- To look at the spiritual aspect of environmental stewardship as a call from our Creator to care for the Earth and caring for God's creation.

### **III. CLERGY COUNCIL**

The Clergy Council is a collegial governing body of duly ordained (valid) men and women, endowed with ecclesial authority and pastoral ministry commensurate with their clerical vocation. The Clergy Council has duties and responsibilities specific to the pastoral role of the clergy in the life of the parish community. The clergy share in the apostolic ideals of the proclamation of the gospel and the celebration of the sacraments (the sacred mysteries). The clergy exercise their sacramental ministry according to the religious and spiritual needs of the faithful and in response to them. The Clergy Council works in a ministerial capacity drawing upon the professional education and experience of its members.

#### **A. Eligibility**

The minimum requirements to serve on the Clergy Council are:

- Must be a duly ordained catholic deacon or priest. Exceptions may be approved by the Bishop/Pastor.
- Must be a member of the parish community for a minimum of one year. Exceptions may be approved by the Bishop/Pastor.
- Must have served on one of the Standing Pastoral Ministry Teams for one year or provided similar pastoral service to the parish.
- Must have the written endorsement of the Bishop/Pastor.
- The Clergy Council shall affirm the endorsement of the Bishop/Pastor for membership on the council.
- Shall attend a Saint Matthew Clergy Council orientation program.

#### **B. Responsibilities**

The primary task of the Clergy Council is discernment: discerning the mind of Christ and the will of God for our faith community. The fundamental task of the Clergy Council is to offer a deeper reflection of the mystical life of Christ and the will of God for the direction of the faith community. In the act of discernment, the Clergy Council serves in an advisory capacity to the Bishop/Pastor, to the Parish Staff, and to the Parish Council. The Clergy Council affirms and

assists the faithful in their collaborative ministries. Clergy Council responsibilities include, but are not limited to:

- Enact policies that deal with the following: the liturgy, pastoral care, the administration of the sacraments, and the spiritual formation of the faithful.
- Participate in continuing education programs, retreats, and workshops.
- Attend and participate in regularly scheduled Clergy Council meetings.
- Review Clergy Council minutes prior to each meeting.
- Serve on one or more lay or pastoral Ministry Teams and participate with Ministry Team members on assigned tasks.

**C. Term of Appointment**

Clergy Council members serve for the duration of their membership in the faith community, subject to the endorsement of the Bishop/Pastor.

**D. Appointment of the Clergy Council Chairperson, the Assistant Chairperson, and the Secretary**

At the last Clergy Council meeting of the year, the Clergy Council shall nominate candidates for Assistant Chairperson from among its members. A vote shall be held to select the Assistant Chairperson who shall be chosen by a simple majority.

The Assistant Chairperson shall serve for one year and becomes the Chairperson the following year. The Clergy Council Chairperson serves a one-year term and is not eligible to be a candidate for Assistant Chairperson for a period of three years after their term ends.

The current Assistant Chairperson shall assume the position of Chairperson in the new year. If there was no Assistant Chairperson serving during any given year or if the Assistant Chairperson is unable to assume the position of Chairperson in the new year, the Chairperson may be selected from current Council Members (excluding existing Chairperson) to serve the following year.

At the last meeting of the year, the Clergy Council shall elect a Secretary for a period of one year. The Secretary shall be elected from year to year. The Secretary may serve for successive years.

**E. Duties of Chairperson**

The duties of the Chairperson shall include, but are not limited to:

- Schedule and notify members of the Clergy Council meetings.
- Provide agenda for Clergy Council meetings and ensure that Clergy Council minutes are distributed.
- Conduct Clergy Council meetings.
- Report pastoral issues to the Parish Council as appropriate.

- Delegate tasks to the Assistant Chairperson, the Secretary, or any Clergy Council members as needed.
- Prepare and schedule Clergy Council retreats as needed.
- Call upon Pastoral Ministry Teams to submit annual budgets as needed.

**F. Duties of Clergy Council Assistant Chairperson**

The duties of the Clergy Council Assistant Chairperson shall include, but are not limited to:

- Assume Clergy Council Chairperson responsibilities in the absence of the Chairperson.
- Complete other tasks as delegated by the Chairperson.

**G. Duties of the Clergy Council Secretary**

The duties of the Clergy Council Secretary shall include, but are not limited to:

- Ensure that minutes are taken at each Clergy Council meeting.
- Ensure that Clergy Council meeting minutes are distributed to Clergy Council members.

**H. Meeting Procedures**

Decisions, in order to be recognized, require that a quorum of the Council, either in person or by proxy, be present. A quorum is a simple majority of the Council members. Unless otherwise stated, a simple majority of votes cast is required to carry a motion. If a quorum is not available, voting by email between Clergy Council meetings is acceptable. The email vote tally is not official until a quorum of votes is received.

**I. Removal of a Clergy Council Member**

A Clergy Council member serves at the pleasure of the Bishop/Pastor.

**IV. STANDING PASTORAL MINISTRY TEAMS**

Guidelines in this section are limited to Pastoral Ministry Teams.

**A. Creation and Dissolution of Pastoral Ministry Teams**

When a Pastoral Ministry is deemed necessary, the Bishop/Pastor shall create a Ministry Team. A Ministry Team may be removed by the Bishop/Pastor when the Ministry is no longer considered necessary. The Chairperson of each pastoral Ministry Team is the Bishop/Pastor or his/her designee.

**B. Responsibilities of Pastoral Ministry Teams**

The following responsibilities apply to all Pastoral Ministry Teams. Additional responsibilities may be included under the specific Ministry.

- Fulfill the purpose of the Ministry as defined in these Bylaws.
- Attend ministry meetings as needed and actively participate in pastoral work.
- Submit donation or receipt amounts used in pastoral ministries to the Business Office Manager.
- Invite new team members from the clergy and laity to join a pastoral Ministry Team as needed.

**C. Responsibilities of the Bishop/Pastor or Chairperson Designee in Pastoral Ministries**

The responsibilities of the Bishop/Pastor or Chairperson Designee in Pastoral Ministries shall include, but are not limited to:

- Schedule regular team meetings as needed to fulfill ministry objectives.
- Recruit new team members from clergy and laity as needed.
- Ensure that an annual ministry budget is submitted to the Business Office Manager.
- Ensure that an accurate accounting for all events and expenses is compiled.
- Ensure that additional monetary proposals (expenses and/or costs) not in the approved budget are submitted in advance (of expenditures) to the Business Office Manager, as representative of the Finance Committee, for approval.
- Ensure that regular meeting of diverse pastoral teams is recorded as appropriate. Confidentiality of parishioners supersedes written records of pastoral meetings.
- Collaborate and/or coordinate with other Ministry Team Chairpersons and the Clergy Council members as necessary to accomplish team objectives.

**D. Removal or Resignation of a Pastoral Ministry Team Member**

A Pastoral Ministry Team member may be removed from a Ministry Team by the Bishop/Pastor for cause including, but not limited to:

- Behavior that is not consistent or in direct opposition to the vision and mission of the Ministry.
- Behavior that is continuously undermining the objectives of the Ministry.

The Bishop/Pastor shall be responsible for counseling of a team member in concert with any ministry chairperson designee.

**E. Pastoral Ministry Teams**

The purpose and mission of each Pastoral Ministry Team is detailed below.

1. Spiritual Formation Ministry - To provide ecclesial, theological, and spiritual direction for the laity in their Christian growth and development in such activities as:
  - Children’s education: Baptism, First Holy Communion, and Confirmation.
  - Youth programs: retreats, service projects, etc.
  - Adult education: Inquiry, Confirmation, catechesis, and Bible Study.
  - Prayer.
2. Liturgy Ministry – To organize and coordinate the liturgies of the parish by:
  - Preparing appropriate liturgies for Sunday masses and all special feast days.
  - Recruiting, training, and scheduling appropriate clergy as well as lay ministers to serve as Lectors, Eucharistic Ministers, Altar Servers, and Ushers.
  - Maintaining required supplies.
  - Creating an appropriate sanctuary environment for all liturgies including special feast days.
3. Music Ministry
  - To plan and provide appropriate musical support for all liturgical celebrations.
  - To recruit volunteers from the congregation to participate in the Music Ministry.
4. Visitation Ministry
  - To provide comfort and pastoral support to those who are ill or suffering from some type of infirmity.
  - To celebrate the sacrament of healing through the anointing of the sick when appropriate.
5. Bereavement Ministry
  - To support families at the death of their loved ones and offer grief counseling as appropriate.
  - To assist in pre-planning for funerals and/or memorials as appropriate.
  - To provide further consolation counseling resources as needed.
6. Media Ministry
  - To plan and provide pastoral care delivered through various online platforms.
  - To coordinate with Pastoral and Lay ministries when streaming, recording, and/or posting programs, meetings, and events as needed.
  - To coordinate with the Communication, Public Relations, and Membership Ministry in order to facilitate notifications of programs and events.
  - To ensure that audio programs, meetings, and events are archived as appropriate.

## **V. ECC HOUSE OF LAITY (HOL) DELEGATES**

Parish Participation During ECC “Synod” Calendar Year: ECC Synod conferences are scheduled every other year.

### **A. ECC Synod Announcement to Community**

At the beginning of a “Synod” year, the Parish Council should, together with the Bishop/Pastor, announce to the community that volunteers are sought to be delegates at the next Synod to serve as members of the House of Laity. This announcement should include:

- The dates of the next Synod, its location (city and state), and a brief description of Synod purpose and activities.
- An explanation of the role of the delegates in Synod participation will be conducted during a meeting of all interested parties.
- The date when volunteers are identified and confirmed.

### **B. Selection**

The Parish Council will solicit church members to be delegates. Potential candidates should meet ECC Synod delegate requirements:

- Are over 18 years of age, who attend services, have contributed money or other services to their local community.
- Members should have a firm understanding of the relationship between the ECC and the Saint Matthew community.

The Parish Council should solicit “delegate alternates” to participate if needed. The number of alternates should equal a minimum 20% of delegate positions permitted by ECC.

Delegate candidates and alternates should affirm their acceptance to Parish Council.

### **C. Communication**

Delegates will report their Synod experience to the community.

Delegates will make reports, as needed, to the Parish Council between Synod meetings.

A community member, delegate, or Parish Council member shall function as the main contact to disseminate information between the ECC and the delegates.

## **VI. SIGNATURE AUTHORITIES**

Signature authority for financial or legal documents is conferred to the Saint Matthew Business Manager and the Bishop/Pastor.



## **VII. AMENDMENT OF THE CONSTITUTION AND THE BYLAWS**

### **A. Submission**

Amendments to the Constitution or the Bylaws must be submitted in writing by any member of the community (laity or clergy) to the Parish Council in order that it be placed on the agenda for discussion at the next Parish Council meeting.

After the discussion at the next Parish Council meeting, the proposed amendment to the Constitution or the Bylaws may be moved by a council member and seconded by another council member for a vote.

### **B. Voting**

Adoption of the amendment at the subsequent Parish Council meeting shall require a favorable two-thirds vote of the full Parish Council.

Once approved by the Parish Council, the amendment shall require a favorable two-thirds vote of the full Clergy Council, and the assent of the Bishop/Pastor.

Votes may be made in absentia or by proxy.

### **C. Implementation**

An adopted amendment shall take effect immediately unless otherwise specified by the Parish Council.

### **D. Ratification**

The complete replacement of the Constitution and the Bylaws shall require a favorable vote of two-thirds of the full Parish Council, a favorable vote of two-thirds of the full Clergy Council, and the assent of the Bishop/Pastor.

## **VIII. ACTIONS REQUIRING SPECIAL PROCEDURES**

The following are procedures relating to special circumstances which may come to the attention of the Parish Council. They are not deemed to be all-inclusive.

### **A. Investigation of Accusations of Serious Misconduct within the Parish**

Upon notification of an accusation, an ad-hoc Investigation Team shall be commissioned consisting of a minimum of one Clergy Council member and a minimum of one Parish Council member. Special consideration should be given to maintaining a team that is impartial and removed from the parties involved.

Legal consultation is recommended when appropriate.

The findings of the Investigation Team shall be presented to the responsible party either the Bishop/Pastor, Clergy Council, or the Parish Council, and a just decision will be made in the best interest of the community.

A sitting Council member whose spouse, partner, and/or immediate family member is subject to a disciplinary action must abstain from voting on the measure or matter.

Consideration shall be given to a public disclosure of such events, in the spirit of honesty and transparency.

**B. Parish Real Estate Transactions**

Any parish real estate transaction must be approved by the Parish Council, the Clergy Council, and not vetoed by the Bishop Pastor. To make the transaction legal, the documents must be signed by the officially designated officers of the Saint Matthew Ecumenical Catholic Church nonprofit corporation. Each year Saint Matthew files a “Statement of Information” with the Secretary of State of California updating the names of our Chief Executive Officer, our Secretary, our Chief Financial Officer, and our Agent for Service or Process. The Saint Matthew Ecumenical Catholic Church entity number is C1627242. See the Bylaws, Appendix A for the latest filing and the list of officers. The people named in this document are allowable as signatory for any real estate transactions.

**APPENDIX A**  
**STATEMENT OF INFORMATION**

**Statement of Information**

Each year Saint Matthew must file a “Statement of Information” with the Secretary of State of California updating the names of our Chief Executive Officer, Secretary, our Chief Financial Officer, and our Agent for Service or Process. Our entity filing number is C1627242. A request for Saint Matthew’s Statement of Information filing can be issued by completing this email form <https://www.sos.ca.gov/business-programs/business-entities/statements/email-statement-information>

Any parish real estate transaction must have the officers identified in the Statement of Information (Document ID: GM42337) as signatory.

On December 2, 2020 Statement of Information filing, Saint Matthew Ecumenical Catholic Church declared that Peter Hickman is the CEO, Arturo Querijero is the Secretary, Mirella Hickman is the CFO, and our Agent for Service or Process is Peter Hickman.

**Non-Profit IRS Status**

Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations, or private operating foundations. In general, exempt organizations are required to file annual returns.

Earning too much income generated from unrelated activities can jeopardize an organization's 501(c)(3) tax-exempt status. This income comes from a regularly carried-on trade or business that is not substantially related to the organization's exempt purpose. For complete details, see IRS pub: <https://www.irs.gov/pub/irs-tege/How%20to%20Lose%20Your%20Tax%20Exempt%20Status.pdf>