

# GUIDELINES FOR THE PARISH COUNCIL



ST. CHRISTOPHER/ST. PATRICK  
ROMAN CATHOLIC CHURCH  
BUCHANAN, NY      VERPLANCK, NY

## **ST. CHRISTOPHER'S & ST. PATRICK'S CHURCH**

### **GUIDELINES FOR THE PARISH COUNCIL**

#### **Article I: NAME**

This organization shall be known as the **Parish Council of Saint Christopher's & St. Patrick's Roman Catholic Church of Buchanan, NY and Verplanck, NY.**

#### **Article II: MISSION STATEMENT**

We the members of the Parish Council, in representing the diverse multicultural congregation of the Roman Catholic Church, Vicariate of Northern Westchester-Putnam, **St. Christopher's & St. Patrick's Church, Buchanan, New York**, hereby state a commitment to the continued spiritual growth, and pastoral development of the parish and community. In honor of the diverse parish, and in honor the church, we are bound together by faith in the Lord, as we celebrate the multicultural diversity, and sustain each other with love. We the members serve the parishioners of all cultural backgrounds, and are the stewards of the church holdings for the well being of the church. We the members will serve the parishioners of all cultural backgrounds in an open forum on parish-related information, ideas, suggestions, and concerns that are discussed and acted upon. We the members of the Parish Council will serve in an advisory capacity to the Pastor, counseling him on the direction, execution, and operation of the parish. We the members will act as responsible communicators to the parishioners of all cultural backgrounds by the dispensing of reliable and accurate information for the betterment of the parish. As witnesses, we live through the sharing of God's love to all, through His Son Jesus Christ, and by the power of the Holy Spirit, who live and reign with Him, one God forever.

#### **Article III: OFFICERS AND MEMBERS OF THE COUNCIL**

##### **Section 1: General**

An election of Parish Council officers shall be held annually at the September meeting, unless rescheduled by the Pastor for whatever reason. All members at the time of the meeting are eligible for a vote. If a member cannot be present, their vote may be submitted by proxy.

No Parish Council officer may serve more than three consecutive 1-year terms. The Pastor and the Executive Committee, as appointed by the Pastor, are exempt from this limitation.

Pursuant to normal discussion and consideration, the members may vote on a motion to remove an officer or Parish Council member for inappropriate conduct.

The meeting is hereby designated as the third Tuesday of the month; time to be determined, unless otherwise rescheduled for whatever reason.

##### **Section 2: Pastor**

The Pastor shall have final decision on all church-related issues. All decisions are to be pursuant advice presented to the Pastor at the Parish Council Meeting by the officers and the members, whereby all opinions are respectfully heard and accurate information is always imparted.

The Pastor shall interface with the NY Archdiocese, unless an officer or member is directed by the Pastor.

The Pastor may appoint a person to the Executive Committee, with no restrictions on the number of persons, how long they are to serve, and to what purpose. This is at the total discretion of the Pastor.

The Pastor, in conjunction with the Parish Council, or special hiring committee, has final say on church employees, vendors, or contractors that work for St. Christopher's & St. Patrick's Church.

### Section 3: Members

The current list of Parish Council Members shall officially be known as Appointee. As appointed by the Pastor, the Appointee may be presented by the Pastor, in conjunction with the Executive Committee, for membership at the next Parish Council election.

Members of the Parish Council are parishioners concerned with the well-being and care of the parish, whom are willing to commit service to that cause. Therefore, all members of the Parish Council are to be actively involved in the execution of tasks for a committee(s), attend monthly meetings, and/or serve the church in a variety of ways, to be considered a member with voting rights and privileges.

Employees of St. Christopher's & St. Patrick's Church are eligible for membership with full rights and voting privileges.

Any parishioner member or non member, whom would like to address the Parish Council, must provide the specific agenda item at least a week in advance prior to the meeting to both the Pastor and the Chairperson as new business.

The procedure for new members shall include, but is not limited to, a presentation before the Parish Council for consideration, with reasons that support their membership. The Parish Council shall vote on new members during that particular meeting. The vote shall require a minimum of 2/3 members present, and a majority of votes to elect a new member as Appointee for the first year. Appointees will be considered for membership pursuant to the one-year term. However, in the absence of any of the officers, trustees, and/or Pastor, the new members' considerations are to be tabled until the next meeting for a maximum of 3 meetings, at which time a vote will be taken by proxy.

All clergy are ex officio members and do not have voting privileges.

### Section 4: Chairperson

The Chairperson shall facilitate the Parish Council Meeting using Parliamentary Procedures, except as otherwise indicated in the Guidelines. Procedural questions that arise at the meetings shall be governed by the latest revised edition of Roberts' Rules of Order.

The Chairperson shall be aware of the tasks and responsibilities of the Parish Council and the committees, and shall serve as mediator to arbitrate decisions, as required.

The Chairperson shall assist the Pastor and the Executive Committee in effectively communicating information to the parish community as required, using the bulletin, emails, postal, etc.

The Chairperson shall coordinate, in consultation with the Pastor, and other Parish Council members, as required, the Agenda for upcoming meetings, at least one week prior, for review, consideration and approval.

The Chairperson shall assist the next Chairperson in understanding the Parish Council's history, responsibilities and resources for a smooth transition of office.

The Chairperson shall transfer all Parish Council materials to the new Chairperson.

The Chairperson shall perform duties consistent with the office, and the Parish Council.

#### Section 5: Vice Chairperson

The Vice Chairperson shall facilitate the meetings in the absence of the Chairperson.

The Vice Chairperson shall become the Chairperson in the event of vacancy for any reason.

The Vice Chairperson shall counsel the Chairperson, and/or the Pastor, as required to ensure that the Guidelines are adhered to and that conflict does not develop.

The Vice Chairperson shall perform duties consistent with the office, and the Parish Council.

#### Section 6: Secretary

The Secretary shall keep the records of all the parishioners up to date and coordinate with the Executive Committee, as required by the Pastor.

The Secretary shall record the minutes with list of attendees of the meeting.

The Secretary shall work with the parish web administrator to inform and dispense information for the parishioners on the St. Christopher's & St. Patrick's Church internet web page.

The Secretary shall present a draft of the meeting minutes to the Pastor and the Chairperson, as required, 2 weeks before the next meeting. The Pastor and Chairperson shall review for a week. No response will represent consent.

The Secretary shall coordinate with the Pastor and Chairperson the agenda for upcoming meetings.

The Secretary is an employee of St. Christopher's & St. Patrick's Church and is not subject to election.

#### Section 7: Bookkeeper

The Bookkeeper shall keep the financial records of St. Christopher's & St. Patrick's Church, as required by the Archdiocese.

The Bookkeeper shall be certified for the LOGOS computer software program, as required by the Archdiocese.

The Bookkeeper is a member of the Finance Committee and shall directly interface with the Pastor, the Finance Director, and other members of the Finance Committee, as required, to ensure that all information regarding the finances of the parish are properly documented and maintained.

The Bookkeeper is an employee of St. Christopher's & St. Patrick's Church and is not subject to election.

#### Section 8: Trustee

The Trustee shall only be appointed by the Pastor. The anonymity and number of Trustees is solely at the discretion of the Pastor. As a member of the Pastor's Executive Committee, they shall oversee and represent the parish and its parishioners, as officers of the church in the business state of affairs for St. Christopher's & St. Patrick's Church.

The Trustee shall counsel the Pastor about issues relating to the church, as required.

#### Section 9: Religious Education Director

The Religious Education Director shall coordinate the events, classes, and inform of all situations, pertaining to the Religious Education program, to the Pastor, the Chairperson, other officers, and the members of the Parish Council.

The Religious Instructions Director shall effectively communicate with the parishioners regarding their children, the classes, as to the needs of the parish and the program.

The Religious Education Director shall coordinate with the Parent Advisory Group all matters that pertain to the enhancement of our children's faith and spiritual growth.

The Religious Education Director is an employee of St. Christopher's & St. Patrick's Church and is not subject to election.

#### Section 10: Finance Director

The Finance Director and the Pastor shall review and approve the Annual Parish Budget as prepared by the Bookkeeper for submission to the Archdiocese. Upon approval of the Parish Budget, the Finance Director shall report to the Parish Council.

The Finance Director shall report to the Parish Council each month the financial statements for the parish.

The Finance Director with the Finance Committee shall develop ideas pertaining to fund raising methods and present them to the Parish Council members.

The Finance Director shall coordinate with the Bookkeeper all matters pertaining to finances to ensure that the financial records are accurately maintained.

#### Article IV: COMMITTEES

##### A. Executive Committee

The Executive Committee consists of the Pastor, the Church Clergy, the Trustees, the Officers of the Parish Council, and the Finance Director who are the guardians of the parish and its parishioners.

The Executive Committee at the direction of the Pastor shall dispense information to the parishioners, as well as, the organization and coordination of all committees and Parish Council members.

The Executive Committee shall develop methods that enhance inclusion to all parishioners of all cultural backgrounds.

The Executive Committee shall prepare the annual Parish Calendar for distribution to the parishioners.

##### B. Finance Committee

The Finance Committee shall maintain the financial viability of our parish by budgeting, fundraising, and careful management of our parish assets and properties.

The Finance Committee with the Finance Director shall develop ideas for fund raising events to be presented to the council for implementation.

##### C. Liturgy Committee

The Liturgy Committee shall emphasize the liturgy as the most important element in the faith development of our parish by offering opportunities for spiritual enrichment, such as retreats, prayer services, spiritual outings, etc.

#### D. Multicultural Committee

The Multicultural Committee shall create opportunities for worshiping together, and foster communication, between the various cultural backgrounds and languages of all the parishioners.

The Multicultural Committee shall coordinate and prepare all aspects for the Multicultural Mass to be held the first Friday of the month, unless otherwise rescheduled.

The Multicultural Committee shall develop events that are all inclusive, and find ways to celebrate differences, thus minimizing cultural divisions and language barriers.

#### E. Facilities & Grounds Maintenance Committee

The Facilities and Grounds Maintenance Committee shall maintain all the buildings and all the site grounds owned and operated by the parish.

The Facilities and Grounds Maintenance Committee shall present to the board solicited bids by contractors for new or repair work to the Parish Council for vote prior to approval.

#### F. Information Technology Committee

The Information Technology (IT) Committee shall develop and maintain the St. Christopher's and St. Patrick's internet web page (<http://chrispatparish.com/>).

The IT Committee shall interface with the Secretary to keep the parishioners electronic data up to date.

The IT Committee shall interface with any of the other committees to send out posted emails to the parishioners for dispensing information electronically.

The IT Committee shall coordinate with the Pastor and the Secretary to incorporate the "church bulletin" on the St. Christopher's internet web page.

#### G. Outreach Committee

The Outreach Committee shall develop ways, through marketing techniques, to invite Catholics of our community back to the church.

The Outreach Committee shall organize events that encourage involvement of the parishioners in a variety of roles.

#### H. New Committees

New committees shall be presented to the Parish Council and formed by motion at the Parish Council meeting.

#### **Article V:** CEPAHI (Centro Pastoral Hispano or Hispanic Pastoral Center)

CEPAHI shall represent the Spanish Parishioners' interests and ministry.

CEPAHI shall report to the parish council the needs and requirements of the Spanish community.

In conjunction with the Parish Council, the El Cisne Ministry, and the Multicultural Committee, CEPAHI shall foster ways of bridging the gap between the Spanish and English speaking communities to ensure continuity of our church.

#### **Article VI:** MINISTRIES

##### A. Liturgy Ministry

##### 1. Extraordinary Minister of the Eucharist

The Parish Deacon shall coordinate the schedule of the Extraordinary Ministers of the Eucharist.

The duties of the Extraordinary Minister of the Eucharist include, but are not limited to, the following:

- Wear appropriate attire at Mass (jacket, slacks, skirt, etc.).
- If you are unavailable, ensure that a replacement is scheduled.
- Arrive early to your assigned Mass to greet Celebrant.
- Assist Celebrant in the distribution of the Holy Eucharist.

The Parish Deacon shall train those expressing a calling for this ministry.

##### 2. Lector

The Secretary shall coordinate the schedule of the Lectors in conjunction with the Parish Deacon.

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

- Wear appropriate attire at Mass (jacket, slacks, skirt, etc.).



- If you are unavailable, ensure that a replacement is scheduled.
- Prepare before Mass for the proclamation of God's words with review and meditation of the liturgy.
- Arrive early to your assigned Mass to greet Celebrant and to review the Petitions.

The Parish Deacon shall train those expressing a calling for this ministry.

### 3. Commentator

The Secretary shall coordinate the schedule of the Commentators in conjunction with the Parish Deacon.

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

- Wear appropriate attire at Mass (jacket, slacks, skirt, etc.).
- If you are unavailable, ensure that a replacement is scheduled.
- Arrive early to your assigned Mass to greet Celebrant.
- Greet parishioners from side lectern with Liturgy of the Hours.
- If there is no music, read the Entrance Antiphon from the side lectern.
- At the appropriate time, read the Communion Antiphon from the side lectern
- At the appropriate time, read the Announcements from the side lectern.

The Parish Deacon shall train those expressing a calling for this ministry.

### 4. Usher

The Parish Deacon in conjunction with the Secretary shall coordinate the schedule of the Ushers.

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

- Wear appropriate attire at Mass (jacket, slacks, skirt, etc.).
- If you are unavailable, ensure that a replacement is scheduled.
- Arrive early to your assigned Mass to greet parishioners.
- Select Offertory presenters from the congregation.
- Assist in seating parishioners and guests.
- Take the Offertory collection, and any additional collections.
- After Mass, offer the weekly bulletin and wish them well.
- Remove any debris from pews after Mass.
- Handle emergency situations that may arise with courage and composure.

The Parish Deacon shall train those expressing a calling for this ministry.

### 5. Altar Server

The Parish Deacon in conjunction with the Secretary shall coordinate the schedule of the Altar Servers.

The duties of the Altar Server include, but are not limited to, the following:

- Wear appropriate footwear.
- Arrive early to your scheduled Mass for task assignments.
- If you are unavailable, obtain a replacement for the Mass.
- Assist the Celebrant in receiving the Offertory gifts.
- Lead the dismissal procession.
- Bring the Chalice & wine/water to the sacristy after Mass.

The Parish Deacon shall train those expressing a calling for this ministry.

#### B. Music Ministry

The Music Director shall coordinate the Music Ministry and its members for functions, events, and the English folk mass.

The Music Director shall coordinate with the Spanish Music Ministry as required for shared events.

#### C. Youth Ministry

The Youth Director, in conjunction with the Religious Education Director, shall communicate to the Parish Council the needs, feelings, and opinions of our youth.

The Youth Director, in conjunction with the Religious Education Director, shall coordinate youth events, meetings, and outreach experiences that inspire and spiritually fulfill the needs of the parish children.

#### D. Our Lady of El Cisne Ministry

El Cisne (The Swan) is a village in Ecuador where the Mother of God has chosen to show humanity the infinite love and goodness of the Heavenly Father.

The Our Lady of El Cisne Ministry shall so honor the Mother of God as an instrument of evangelization and protection for the vulnerable populations with a spirit of understanding through experience of human cruelty and power.

The Our Lady of El Cisne Ministry shall foster the growth in knowledge for the Mother of God.

Our Lady of El Cisne Ministry shall prepare and execute El Cisne celebrations for the Mother of God.

E. New Ministries

New Ministries are to be presented to the Parish Council and formed by motion before the Parish Council.

**Article VII:** MEETINGS

The Chairperson shall preside over Parish Council meetings and facilitate the Agenda, in conjunction with the Pastor, using Parliamentary Procedures.

For a maximum of 5 minutes, as per the agenda, each committee shall present to the Parish Council the status, direction, and new ideas, which pertain to the particular committee, as required. All items are open for questions and discussion.

Voting on motions presented to the Parish Council shall require a minimum of 2/3 members present, and a majority of votes, to be implemented with the exception of an amendment to the Guidelines.

Upon discussion and motion, the procedures for amending the Guidelines for the Parish Council shall require a 2/3 majority of the members present. However, in the absence of any of the officers, trustees, and/or Pastor, the amending to the Guidelines are to be tabled until the next meeting for a maximum of 3 meetings, at which time a vote will be taken by proxy.

**Article VIII:** LIST OF CURRENT MEMBERS

The following page(s) is the current official list of active Parish Council members. The List of Current Parish Council members will be updated as required to reflect any changes in the future.

<b>LIST OF MEMBERS OF PARISH COUNCIL &amp; EXECUTIVE COMMITTEE</b>				
<b>MEMBER NAME</b>	<b>HOME ADDRESS/EMAIL ADDRESS</b>	<b>PHONE</b>	<b>COMMITTEE AND/OR ACTIVITY</b>	<b>DATE JOINED COUNCIL</b>
1. Astarita, Laura	76 Laurel Hill Road Croton-on-Hudson, NY 10520 vldvastarita@verizon.net	914-384-3721	Trustee – Executive Committees Religious Education & Youth Ministry (Member) Liturgy (Member)	2/16/2016
2. Astarita, Vincent	76 Laurel Hill Road Croton-on-Hudson, NY 10520	646-531-5334	Clergy (Deacon) – Executive Committee	2/16/2016
3. Cherian, Rev. Matthew	St. Christopher's & St. Patrick's Church 3094 Albany Post Road	914-979-1694	Clergy (Parochial Vicar) – Executive Committee	2/16/2016

**LIST OF MEMBERS OF PARISH COUNCIL & EXECUTIVE COMMITTEE**

<b>MEMBER NAME</b>	<b>HOME ADDRESS/EMAIL ADDRESS</b>	<b>PHONE</b>	<b>COMMITTEE AND/OR ACTIVITY</b>	<b>DATE JOINED COUNCIL</b>
	Buchanan, NY 10511 frcmatt@gmail.com			
4. Chopyack, Mary	117 Coachlight Square Montrose, NY 10548 mchopyack8817@verizon.net	914-804-1087	<u>Committees</u> Public Relations & Communications (Member)	2/16/2016
5. Everett, Mary Jane	39 Sunset Road Montrose, NY 10548 mjeverett2@yahoo.com	914-737-8025	Trustee – Executive Committee	2/16/2016
6. Fitzgerald, Frank	15 Round Tree Lane Montrose, NY 10548 ffitzny@aol.com	914-439-9371	Trustee – Executive Committee  <u>Committees</u> Finance (Member)	2/16/2016
7. Gonzalez, Isabel	22 Jerome Drive Cortlandt Manor, NY 10567	914-737-7889	<u>Committees</u> Evangelization (Coordinator)	2/16/2016
8. Grady, Barbara	134 16th Street P.O. Box 228 Verplanck, NY 10596 <a href="mailto:bmgrady@verizon.net">bmgrady@verizon.net</a>	914-523-3801	<u>Committees</u> Public Relations & Communications (Member) Outreach (Member)	2/16/2016
9. Hemsing, Robert	1106 Half Moon Bay Croton on Hudson, NY 10520 <a href="mailto:bob42@optonline.net">bob42@optonline.net</a>	914-552-7188	Chair - Executive Committee  Facilities & Grounds Maintenance (Coordinator); Finance (Member) Fundraising Committee (Coordinator)	2/16/2016
10. Keefe, Larry	2nd Street Verplanck, NY 10596 <a href="mailto:verkeefe@bestweb.net">verkeefe@bestweb.net</a>	914-737-4453		2/16/2016
11. Keon, Daniel	9 Hunt Avenue Montrose, NY 10548 914-737-0098 dkeon5627@gmail.com	914-737-0098	Finance Director - Executive Committee <u>Committees</u> Fundraising Committee (Member)	2/16/2016

<b>LIST OF MEMBERS OF PARISH COUNCIL &amp; EXECUTIVE COMMITTEE</b>				
<b>MEMBER NAME</b>	<b>HOME ADDRESS/EMAIL ADDRESS</b>	<b>PHONE</b>	<b>COMMITTEE AND/OR ACTIVITY</b>	<b>DATE JOINED COUNCIL</b>
			Finance Committee (Coordinator)	
12. Koch, Tom	128 Scenic Drive West Croton on Hudson, NY 10520	914-827-0531	<u>Committees</u> Facilities & Grounds Maintenance (Member)	2/16/2016
13. McKeon, Margaret	P.O. Box 382 Verplanck, NY 10596 <a href="mailto:willsmaggie@yahoo.com">willsmaggie@yahoo.com</a>	914-736-5506	Vice Chair - Executive Committee  <u>Committees</u> Public Relations & Communications (Coordinator)	2/16/2016
14. Oonnoony, Rev. George	St. Christopher's & St. Patrick's Church 3094 Albany Post Road Buchanan, NY 10511 <a href="mailto:fr.george@archny.org">fr.george@archny.org</a>	914-737-1046	Clergy (Pastor) – Executive Committee	2/16/2016
15. Pasato, Luis	319 Fremont Street Peekskill, NY 10567 <a href="mailto:Lpasat2014@gmail.com">Lpasat2014@gmail.com</a>	914-844-7727	<u>Committees</u> Special Devotions (Coordinator)	2/16/2016
16. Quist, Lisa	7 Roundtree Lane Montrose, NY 10548 <a href="mailto:lisaduffyquist@gmail.com">lisaduffyquist@gmail.com</a>	914-325-1387	Religious Education Director  <u>Committees</u> Youth Ministry (Coordinator)	2/16/2016
17. Reichard, Jane	33 Henning Drive Montrose, NY 10548 <a href="mailto:jane.riverview@gmail.com">jane.riverview@gmail.com</a>	914-737-7732		2/16/2016
18. Sanmartin, Rosa	18 Harper Avenue Montrose, NY 10548 <a href="mailto:rosalsanmartin@yahoo.com">rosalsanmartin@yahoo.com</a>	914-736-3069	<u>Committees</u> Liturgy (Coordinator)	2/16/2016
19. Streng, Frank	11 Amanda Court Cortlandt Manor, NY 10567 <a href="mailto:fwstreng@gmail.com">fwstreng@gmail.com</a>	914-385-1022	Secretary - Executive Committee  <u>Committees</u> Information Technology (Coordinator) Fundraising Committee (Member)	2/16/2016

