

How to Prepare a Parish Council Manual of Policy and Procedure (a companion book to the *Constitution & Bylaws*)

Procedures

- president appoints an ad hoc committee, usually composed of three past presidents; chairperson could be the organization chairperson or a member of the group
- minutes of council general meetings for past six years are made available to the committee
- date set for completion of task (three to six months)
- draft manual presented to parish executive for review/approval followed by presentation to members at a general meeting – requires motion/second/approval; copies should be made available to members

Contents

1. meetings - executive, general (place, time, day)
2. policies as established by motions or long-standing traditions
 - i. on death of CWL member or immediate family members (husband, son, daughter, mother, father, sister, brother)
 - ii. mass intentions (monthly or other)
 - iii. presentation of going-away gifts to CWL members
 - iv. honorariums/travel allowance/gift to guests
 - v. remembrances for members who are ill, hospitalized, celebrating wedding anniversaries or other special occasions
 - vi. presentation of Maple Leaf Service Pins (procedures, criteria, ceremonies)
 - vii. council responsibilities on parish site (altar, kitchen, supplies or other)
 - viii. safekeeping arrangements for council historical records (location/updates)
 - ix. preparation and presentation of council budget
 - x. paid expenses for voting/accredited delegates to diocesan convention (travel, hotel, meals)
 - xi. paid expenses for members or delegates to other conventions (travel, hotel, meals)
 - xii. funeral luncheons
 - xiii. on-going commitments, e.g., diocesan seminarian fund, annual scholarships, gifts (first communion, confirmation), annual parish project, save-a-family plan, etc.
 - xiv. gifts to pastor/associate pastor/parish worker
 - xv. on-going special events sponsored by the council
 - xvi. solicitation of gifts/advertising from outside sources
 - xvii. petty cash or advances for elected officers
 - xviii. travel and/or allowable expenses for other meetings, especially for the council president

Other

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