



CONSTITUTION FOR THE PRIEST PERSONNEL COMMITTEE

ARTICLE I. NAME

The name of the organization shall be “**Priest Personnel Committee of the Diocese of Owensboro.**”

ARTICLE II. PURPOSE

Section 1: Appointments: To assist the bishop in the appointment of priests in a way that best serves the diocese. In its work the Committee must consider both the community to be served, the individual and the diverse talents of each individual to be appointed.

Section 2: Forum: To provide a recognized forum for personnel matters of all the clergy working in the diocese in areas pertaining to their work and welfare.

Section 3: Policy: To develop guidelines for clergy appointments.

Section 4: Implementation: To implement personnel policies and to be sensitively aware of the need to seek out the suggestions and views of the clergy.

Section 5: New Ministry: To authorize and approve ongoing research of new roles for the clergy in the mission of the Church, and to advise and assist the bishop in the establishment of the same.

ARTICLE III. FUNCTION

Section 1: The Committee is consultative and directly responsible to the bishop. The Committee’s recommendations are always subject to the approval of the bishop in the making of appointments.

Section 2: Each priest retains complete freedom to communicate with any member of the Committee, with the Committee as a whole, or directly with the bishop.

ARTICLE IV. MEMBERSHIP AND TERM OF OFFICE

MEMBERSHIP:

Section 1: All active incardinated priests serving with in the Diocese of Owensboro are eligible for membership on the Committee.

Section 2: All active incardinated priests of the Diocese of Owensboro are eligible to elect Committee members.

Section 3: The Committee will consist of five elected members (one from each age group by ordination) and one member appointed by the bishop.

TERM OF OFFICE:

The term of office for all members shall be three years. A Committee member may not serve more than two consecutive terms.

ARTICLE V. DUTIES OF MEMBERS

It will be the responsibility of the Committee:

1. To obtain accurate assessment of personnel needs and vacancies within the diocese, and to assess the available personnel for every situation;
2. To gather and to supervise compiling of information files on parishes, institutions, and clergy;
3. To suggest dates for assignments of priests;
4. To communicate the recommendation of the Committee to the bishop;
5. To maintain contact with and to be sensitive to the needs of the priests in the member's own age group.

ARTICLE VI. ELECTIONS

Section 1: Members of the Committee shall be elected from five nearly equal ordination class peer groups. Such groupings will be the same as those used by the Priests' Council. All active incardinated priests shall vote for each age group.

Section 2: The elections will be held in the third week of June.

Section 3: Beginning in August of 1992 and each third year thereafter, the Chairman of the Priests' Council or his delegate will send ballots, including the names of those eligible to be elected in each category. The two persons receiving the highest number of votes in each category will be nominees of that age grouping. All eligible voting members will vote for one candidate from each age category. A simple majority of votes is necessary for a member to be elected. The runner-up will serve as the alternate in the case of vacancy from the Committee.

Section 4: The newly-elected members will take office at the first meeting following the completed election, upon approval by the bishop.

ARTICLE VII. OFFICERS OF THE COMMITTEE AND THEIR DUTIES

Section 1: The officers of the Committee shall consist of a Chairman and a Secretary. They will be elected by the members of the Committee at the first meeting following the election of the new members to the Committee.

Section 2: Duties

- A. **Chairman:** The chairman is responsible for chairing the meetings and for preparing the agenda of each meeting, in conjunction with the bishop. He makes available any pertinent information needed by the Committee in the fulfillment of its responsibilities as outlined in **Article V**.
- B. **Secretary:** The secretary is to take minutes at each meeting of the Committee and mail them to the Committee members with the agenda of the next meeting of the Committee.

ARTICLE VIII. MEETINGS

Section 1: The members of the Committee are to attend meetings and keep fully informed on issues and current activities.

Section 2: To coordinate the work of the Committee:

- A. The Committee shall, as a rule, meet monthly.
- B. The meetings of the Committee shall be closed unless a majority of the Committee decides otherwise.
- C. A special meeting may be called by the bishop.
- D. A simple majority of members shall constitute a quorum.
- E. Unless otherwise provided, no absentee voting is valid at any meeting.
- F. Confidentiality shall be maintained in all Committee work.

ARTICLE IX. AMENDMENTS

Section 1: Amendments to any articles or sections of this document may be proposed at any time by any member of the Committee, by the Bishop, or by the Priests' Council.

Section 2: Amendments require an affirmative vote of a simple majority of the total Committee and the approval of the Bishop.