

HOLY TRINITY BOARD OF DIRECTORS CONSTITUTION

PARISH MISSION STATEMENT

By our Baptism, we are called by Jesus to journey through life together as we seek the Kingdom of God. The people of God at Holy Trinity will answer this call through faith, community worship, commitment and lifelong conversion. We will evangelize ourselves and others through spreading the Gospel, spiritual growth, Christian service and outreach, and social activities as we use our unique God-given talents.

SCHOOL MISSION STATEMENT

The mission of Holy Trinity School is to create a **Christ centered, academically challenging environment** where students learn **to know, love and serve God**. As a community, we strive to **be of service to others**. We believe that *mutual respect*, **excellence in education**, and opportunities to put **faith in action** foster *productive, faithful, responsible Catholic Christians*. Our goal as educators is to guide our students to *discover and develop their individual gifts and talents to serve the Lord*.

NAME OF THE COUNCIL

The name of the Council shall be the Holy Trinity Board of Directors.

PURPOSE

The Board of Directors is a community of servant leaders who share its wisdom and offers its consultation in discerning with the pastor and principal, through prayer and study, how the parish can best meet the financial and material needs of the parish community.

AUTHORITY

The Board of Directors is a consultative body. It uses the consensus process of deliberation. The fruits of this shared wisdom and discernment are recommended to the pastor who presides over the Board and the administrator. The Board of Directors operates in accord with Canon Law and the guidelines of the Diocese of Grand Rapids governing Board of Directors.

ROLE

The Board of Directors is to advise the pastor and principal on all matters that relate to the operation and administration of the school. The Board does assist in recommending policies, formulating plans for marketing and future growth, establishing budgets and tuition, and evaluating programs and administration.

MEMBERSHIP

The members of the Board of Directors reflect the entire body of the community and act as the voice of that community. They also model to the parish ways in which community can be strengthened through prayer, sharing, communication, and respect.

To be considered for membership on the Board of Directors, a person must be willing to participate in prayer and study, be prepared to give time and attention to the work of the Board, be professional and confidential in all matters concerning the functioning of the Board, be able to discuss and communicate with other members, and be dedicated to advancing the common good of the parish and school as a whole.

OFFICERS

The Board of Directors is presided over by the pastor or his delegate. Other offices include:

- Chairperson
- Vice-Chairperson
- Secretary

RESIGNATION AND REMOVAL OF DIRECTORS

Any Director may resign at any time by giving written notice to the chairperson of the Board. Such resignation shall take effect at the time specified therein.

Non-function of duties, breach of confidentiality and undermining the authority of the pastor, principal, or Board of Directors are due cause for removal/resignation.

MEETINGS

All meetings will begin and end with prayer and are open meetings, unless designated as being an Executive Session.

Executive sessions will involve personnel issues, personality issues, or any item deemed necessary by agreement of the pastor, principal, and Board chairman. Executive sessions are closed, confidential meetings whose contents are for Board members only.

COMMITTEES

The members of the Board will be asked to serve on committees necessary to meet the goals and objectives of the Board. Committee members may be appointed by the Board chairman or volunteer for committees for which they are qualified.

- Executive Committee
- Mission Effectiveness Committee
- Policy and Planning Committee
- Buildings and Grounds Committee
- Finance Committee
- Committee on Directors
- Development Committee
- Marketing Committee
- Communications Committee

BY-LAW/CONSTITUTION CHANGE

The by-laws of the Holy Trinity Board of Directors may be changed when the pastor, administrator, and members are in agreement that change is necessary. Any change must be in accord with the Diocesan Office of Catholic Schools, its Policy Manual, and established procedures.