



# CONSTITUTION OF THE PRIESTS' COUNCIL

Appendix III  
Diocese of Great Falls-Billings

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## DUTIES OUTLINED IN THE CONSTITUTION: ✓

### President (Bishop):

- ✓ Call meetings
- ✓ Preside over meetings
- ✓ Develop agenda
- ✓ Accept or reject recommendations of the Priests' Council
- ✓ Promulgate decisions

### Chairman:

- ✓ Preside when the president is not presiding
- ✓ Forward to the president proposals for the agenda from the Priests' Council and assembly

### Vice Chairman:

- ✓ Prepare the program and make arrangements for the assemblies
- ✓ Serve as chairman in his absence

### Secretary:

- ✓ Responsible for minutes of Priests' Council meetings and committee meetings
- ✓ Serves as archivist
- ✓ Calls roll at meetings
- ✓ Communicates with the Priests' Council and the presbyterate
- ✓ Responsible for other duties as assigned

### Treasurer:

- ✓ Responsible for financial records in accord with the diocesan fiscal officer
- ✓ Responsible for assembly financial transactions
- ✓ Responsible for assembly physical arrangements
- ✓ Responsible for financial reports to the Priests' Council and assembly
- ✓ Responsible for other duties as assigned

## ADDITIONAL DUTIES:

Approved May 1, 2002

### Chairman:

- Monitor term limits and conduct elections either during the fall assembly or by mail-in ballot if necessary
- Preside over the regular Priests' Council meetings and the assemblies



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## Vice Chairman:

- ❑ Communicate with speakers for assemblies and study days regarding transportation, lodging, hospitality needs, liturgical participation, etc.
- ❑ Communicate with speakers regarding program details, biographical information, etc., and produce the brochures for assemblies and study days
- ❑ Disseminate the brochures as needed in a timely fashion, along with bulletin announcements, registration materials for laity, etc., if appropriate
- ❑ Communicate in writing with the treasurer regarding payment of fees, expenses, and reimbursements
- ❑ Communicate with meeting-place personnel in scheduling study days, assemblies, etc., making provision for lodging information, meals for participants, meeting room space, and other physical details
- ❑ Make provision for liturgical needs of study days and assemblies, or delegate necessary tasks to others
- ❑ Communicate with pastors regarding the schedule and use of facilities for liturgical events when necessary for study days and assemblies
- ❑ Arrange for the health-screening program for the winter assembly, communicating with the health care staff, meeting-place personnel, and the priests' council treasurer
- ❑ When necessary, work with the treasurer to conduct the registration process for study days and assemblies

## Secretary:

- ❑ Take minutes at the assembly business session
- ❑ Responsible for disseminating all minutes to the presbyterate and the diocesan archivist

## Treasurer:

- ❑ Responsible for preparing a complete fiscal-year financial report at regular Priests' Council meetings
- ❑ Communicates with the diocesan fiscal officer regarding payment of registration fees, dues, etc., for diocesan staff priests and retired/disabled priests
- ❑ When necessary, work with the vice chairman to conduct the registration process for study days and assemblies

## Standing Committee on Speakers for Study Days and Assemblies:

- ❑ Provide the vice chairman with names and addresses of speakers in a timely fashion; the vice chairman of the Priests' Council serves as the chairman of this committee



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- Set the schedule for study days and assemblies, communicating through the chairman
- Responsible for preparing the evaluations for study days and assemblies
- Responsible for compiling the evaluations and disseminating them to the presbyterate