

**IMMACULATE CONCEPTION
PARISH**

PARISH BYLAWS

March 27, 2026

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
ARTICLE I – Parish Mission and Vision	3
ARTICLE II - Name of Parish	3
ARTICLE III – Establishment of Collaborative Ministry: Clergy, Pastoral Parish Council	3
ARTICLE IV – Parish Finance Council	4
ARTICLE V – Pastoral Parish Council	6
ARTICLE VI – Immaculate Conception School Advisory Council	6
ARTICLE VII – Fund Raising	6
ARTICLE VIII – Parish Facilities	7
ARTICLE IX – Amendments	10

Article I

The Ministry of IMMACULATE CONCEPTION CHURCH

Parish Mission and Vision

CONFORMED BY CHRIST
WE WELCOME, FORM, FILL & SEND

By firmly planting ourselves in God, His Sacraments, His Word, and His teachings, through the redemption of His Son and the gifts of the Holy Spirit, we allow ourselves to be pruned of what is not good, becoming fruitful Missionary Disciples who welcome, form, fill and send.

Article II

Name of Parish

The name of the Parish shall be IMMACULATE CONCEPTION CHURCH.
The name of the Parish Council shall be the Immaculate Conception Pastoral Parish Council (the "Council").

Article III

Establishment of Collaborative Ministry: Clergy, Pastoral Parish Council

3.1 Appointment of Pastor

In accordance with the constitutional structure of the Roman Catholic Church, the members of the parish hereby acknowledge the delegation of authority, pursuant to Canon Law, by the Bishop and his successors.

3.2 Authority of Pastor

The members of Immaculate Conception further acknowledge and agree that the delegation of authority from the Bishop confers upon the Pastor the authority and responsibility as the representative of the teaching authority of the Roman Catholic Church and the Chief Administrator of the Parish.

3.3 Associate Pastor and/or Deacon

Any clergy assigned by the Bishop to the parish shall discharge his responsibilities as the Church's representative and minister in accord with this covenant.

3.4 Pastoral Parish Council

The Pastor and the members of the parish hereby establish the Immaculate Conception Pastoral Parish Council which is constituted in accordance with the Norms of Diocese of Nashville. The

Council shall be the singular representative body that collaborates with the Pastor in making all major pastoral policy decisions affecting the Parish.

3.5 **Advisory Authority of the Council**

The Pastor and members of Immaculate Conception hereby designate the members of the Pastoral Parish Council and their successors as the representatives of the parish members. The Pastoral Parish Council's authority is to represent the parishioners of Immaculate Conception and to be charged with the responsibility of assisting the Pastor in policy-making matters.

3.7 **Pastor's Staff and the Council**

The Pastor's staff, the Parish Secretary, the Director of Faith Formation, the Bookkeeper, the Youth Minister, and other staff members, are responsible for discharging authority as delegated to them by the Pastor. They are also responsible for assisting the Pastoral Parish Council in carrying out its functions, consistent with their authority and duties as specified by the Pastor.

Article IV

Parish Finance Council

4.1 **Establishment of Parish Finance Council**

In accordance with Canon Law, and Norms of the Diocese of Nashville, and Diocese of Nashville Parish Finance Council Informational Handbook, the Pastor and the members of Immaculate Conception hereby establish a Parish Finance Council to assist the Pastor in the administration of the parish assets.

4.2 **Members of Parish Finance Council**

The Parish Finance Council shall consist of not less than three (3) members or more than seven (7) members. The members of the Parish Finance Council shall be appointed by the Pastor.

4.3 **Term of Members of Parish Finance Council**

Members of the Parish Finance Council shall serve for a three (3) year term.

4.4 **Continuation of Board**

In the event a change occurs in the Pastor of the parish, such change shall not affect the establishment, continued operation, members, or term of appointment to the Parish Finance Council for at least 90 days.

4.5 **Duties of Parish Finance Council**

The parish Finance Council shall assist the Pastor in the administration of parish assets and shall have full and complete access to all records and documents relating to the financial status and operations of the parish. The Pastor, Finance Council and Financial Officer, if appointed, must follow the diocesan norms for financial administration (Norms 126-142), prepare a budget

annually for approval by the parish council, and make an annual report to the parish on all parish funds.

4.6 **Relationship of the Pastoral Parish Council and Parish Finance Council**

The relationship of the Pastoral Parish Council and the Parish Finance Council is one of cooperation and support. The parish Finance Council is a separate panel appointed by the Pastor. However, the Parish Finance Council functions independently of the Pastoral Parish Council.

4.7 **Proposed Budgets for Committees**

Prior to April 1 of each year, each sub-committee established under the Pastoral Parish Council will prepare a proposed budget for the coming fiscal year and submit it to the Finance and Stewardship Committee of the Pastoral Parish Council for review. These budgets, will be submitted to the Parish Finance Council for review against parish resources and operational budgets.

4.8 **Parish Budget**

The Parish Finance Council will submit the combined parish budget comprised of operating costs, Pastoral Parish Council budget, and capital improvement projects to the Pastoral Parish Council for final approval on or before June 1 of each year.

Article V

Pastoral Parish Council

5.1 **Purpose**

The Pastoral Parish Council is responsible for assisting the Pastor and clergy in ministry to the parishioners of Immaculate Conception Church. It advises the Pastor and his fellow clergy about the needs of parishioners, designs programs to meet those needs, recruits volunteers for those programs, and oversees the implementation of those programs. The council also approves the annual parish budget as prepared by the Immaculate Conception Parish Finance Council, as well as any capital expenditures of the ordinary income (collection), capital improvement projects, major purchases, and other expenditures as outlined in the Norms of the Diocese of Nashville.

5.2 **Powers**

5.2.1 The authority of the Pastoral Parish Council is given to representatives nominated by the community and selected through prayerful discernment among the nominees willing to serve.

5.2.2 The council makes a policy based on the parish mission statement, the needs of the parish, diocesan norms and guidelines, and available resources.

5.2.3 The Pastor may deem it necessary to exercise the right to veto.

Article VI

Immaculate Conception School Advisory Council

6.1 Purpose

The School Advisory Council (SAC) is established by the Pastor of Immaculate Conception Church to advise him and the principal of Immaculate Conception School regarding Catholic school education in the parish. The SAC shall make its recommendations after discussion and deliberation as determined by the Chair of the SAC.

6.2 Function

As a whole and through its committees and focus areas the SAC shall provide advice and counsel to the Pastor and principal on following:

6.2.1 A vision and the mission for Immaculate Conception School.

6.2.2 Strategic planning and the implementation of programs, and initiatives to ensure effective outcomes in areas of Mission and Catholic Identity, Governance and Leadership, Academic Excellence, and Operational Vitality.

6.2.3 Development and ongoing evaluation of policies to guide the mission and advancement of the school.

Article VII

Fundraising

7.1 Definition

A Fundraiser is defined as an effort to sell a product, provide a service, or solicit donations of cash or in-kind donations. Included are requests for cash or cash equivalents (stock, gift certificates, etc.), in-kind-contributions, raffles, and sale of goods. These include any off-site locations where the purpose is to obtain additional funding for the organization (i.e. restaurants or other places of business donating proceeds from sales to Immaculate Conception ministries/school).

7.2 Approval

Fundraising events must be approved by the Pastor before the event takes place. To concentrate on liturgical and eucharistic practices, certain days will be exempt from fundraising: Palm Sunday, Easter Sunday/Holy Week, Christmas Eve, Christmas Day, sacramental weekends – Confirmation, 1st Communion, etc., and other Holy Days of obligation. To allow room for all requests, groups/organizations will not exceed one per quarter. The approval process will be weighed on the following:

- 7.2.1 The parish mission; how the fundraiser furthers the mission of the parish and its ministries.
- 7.2.2 How the fundraiser fits with the mission of the Church.
- 7.2.3 Need-based. Does the organization/group need funds/donations to operate.
- 7.2.4 First come-first serve.
- 7.2.5 Preference will be given to previous events that have been proven successful.
- 7.2.6 All fundraising activities are contingent upon all operational needs of the parish being met.

7.3 **Categories**

Fundraisers will be placed into one of three categories:

- 7.3.1 Category 1: Ongoing fundraiser (i.e., clothing/food drives).
- 7.3.2 Category 2: Multiple times throughout the year.
- 7.3.3 Category 3: One and done (i.e., Diocesan collections).

7.4 **Legal Requirements**

- 7.4.1 All fundraisers will be conducted in such a manner as to include confidentiality, and where necessary, meet the requirements under the IRS code for charitable contributions.
- 7.4.2 Permission must be obtained for the distribution of alcoholic beverages and raffles. The Business Manager/Bookkeeper will determine if a liquor license/permit will be needed.

Article VIII

Parish Facilities

8.1 **Facilities Defined**

Facilities governed by these policies include: Main Church, Chapel, St. Joseph Center, Family Life Center and surrounding areas.

8.2 **Priorities**

The following priorities for use will govern the scheduling of the facilities:

- 8.2.1 Liturgical services and sacramental celebrations.
- 8.2.2 Faith Formation classes and events, including sacramental preparation classes.
- 8.2.3 Parish-wide programs and events.
- 8.2.4 Required diocesan events and meetings.
- 8.2.5 All ministry programs and meetings, including non-sacramental devotions.
- 8.2.6 Regularly scheduled parish-or school affiliated organizations.
- 8.2.7 Special affiliated parish or school events.
- 8.2.8 Other church organizations not affiliated with Immaculate Conception Parish.

8.3 **Holy Days and Holidays**

- 8.3.1 *ONLY* liturgical meetings/events will be scheduled in any parish facility during Holy Week, Triduum (Holy Thursday, Good Friday, and Holy Saturday), Easter, Christmas Eve and Christmas.
- 8.3.2 No meetings will be scheduled for New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, or Thanksgiving Day.

8.4 **Facility Reservation Timeframe**

- 8.4.1 During October & November of each year, the Liturgy Department, Faith Formation, Adult Faith Formation, Parish Administration, Youth Ministry and all ministries and organizations will submit their calendar requests for meetings and events through December 30th of the following year. Space will be granted only for a one-year time period that coincides with the parish calendar year, January 1 through December 30. Repeating (including weekly and monthly) events must be re-submitted each year as they are not automatically carried forward.
- 8.4.2 All requests will be evaluated by the Pastor, Facility Coordinator, and the Parish Staff. Dates and room assignments are based on the above priority list and group size. If deemed necessary, a general meeting of all parties requesting use of parish facilities will be scheduled in April (generally after Holy Week/Easter) to resolve any remaining conflicts.
- 8.4.3 This schedule is subject to change at any time, and all parties are reminded to be flexible.
- 8.4.4 Requests received during the course of a calendar year are to be submitted **at least two business days in advance of the desired use**. No date/space should be considered allotted until confirmed by the Parish Office. The scheduling of major parish or diocesan events means that rooms **may not** be available for regularly scheduled use.

Parish and required diocesan events will supersede events previously scheduled. All scheduling conflicts not mutually resolved by the groups involved will be resolved by the Pastor and the Facility Coordinator.

8.5 Scheduling Process

- 8.5.1 Requests should be emailed to iccommunications@immaconception.org using the Scheduling Request Form. Copies of the form may be obtained from the Parish Office or website. You will receive a confirmation that your event is scheduled and the location, or a notice that your request cannot be fulfilled. A submitted request should not be considered as approved/scheduled until confirmed via email. If you do not receive a confirmation, please email iccommunications@immaconception.org
- 8.5.2 All requests will be met as quickly as possible. Room assignments are based on the above priority list (para. 8.2), date of request and group size.
- 8.5.3 Do not assume a room is available because it is empty. **If you have not scheduled use of a room/space through the Parish Office and received a confirmation, the space is not available for your group to use.** Always check the calendar in the Parish Office to confirm room assignments.
- 8.5.4 If you need a code to access the facilities, requests should be emailed to iccommunications@immaconception.org at least two business days in advance of the event, or come to pick up a fob/key during Church Office business hours. Normal business hours are 8 am to 4 pm, Monday to Friday.

8.6 Cancellations

- 8.6.1 If you cancel a facility reservation, please notify by email to iccommunications@immaconception.org as soon as possible. (If an event is canceled within 48 hours of its start date, please also phone the Parish Office.) It is important to do this immediately in order to make the space available for others and to allow the event to be removed from the bulletin, website and public calendar.
- 8.6.2 Failing to give notice of a cancellation can, at the discretion of the Pastor, result in the loss of facility privileges for individuals and/or organizations.

8.7 Miscellaneous

- 8.7.1 Exterior doors are not to be propped open.
- 8.7.2 Familiarize yourself with the locations of exits and fire extinguishers.
- 8.7.3 No tape of any kind is to be used for any purpose. That includes taping or otherwise affixing things to the walls, windows, tables, chairs, pillars, interior doors, and exterior doors.

- 8.7.4 No burning candles or oil lamps, of any size, or open flame is permitted in any room or facility with the exception of the church. Sterno cans for chafing dishes are permitted with proper precautions to remove adjacent flammable materials.
- 8.7.5 No colored juices or drinks are permitted in carpeted areas to prevent carpet damage.
- 8.7.6 All parish facilities are non-smoking.
- 8.7.7 Firearms and weapons of any kind are not permitted in parish buildings except for on-duty law enforcement officers performing their jobs.
- 8.7.8 No confetti-like products or glitter is to be used.
- 8.7.9 Helium balloons are prohibited.
- 8.7.10 Please observe where items are stored before using them. Return the items to their proper places.
- 8.7.11 All users of the facilities are expected to protect the facilities from unusual wear and damage. Users may be responsible for damage due to their mis-use of the facilities.
- 8.7.12 Parish-owned equipment, furniture or movable articles pertaining to the facilities shall not be removed from the facility. Parish equipment may not be borrowed or rented for private use.
- 8.7.13 Thermostat settings are adjusted by facility staff only.

8.8 **Policy on Supervision of Children on Immaculate Conception Property**

In accordance with the Diocesan Safe Environment Policies and best practices, as of January 1, 2023, all children 12 years and younger must be accompanied by a parent, adult or sibling over 16 years old while on all Immaculate Conception property. In the event that you do not follow this policy, you will lose the privilege of using the facilities.

Article IX

Amendments

9.1 **Notice of Amendments**

The Pastoral Parish Council shall have the power to draft and recommend to the parishioners' amendments to this document. Parishioners shall be notified at least one month in advance of the ratification vote by publication in the parish bulletin of any pending constitutional or bylaw amendment.

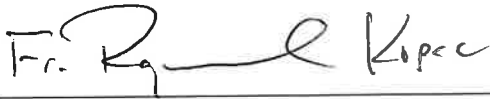
9.2 **Majority Approval of Amendments**

Amendment to this document shall be adopted after majority approval of voting parishioners as determined from their written ballots cast at all Masses during the weekend designated in the parish bulletin notice.

9.3 **Change of Procedure**

Procedures may be implemented or changed by majority approval of the Pastoral Parish Council providing that the proposed procedure or change has been presented at the previous Council meeting. The final approval rests with the Pastor.

Approved on March 27, 2026

A handwritten signature in black ink, appearing to read "Fr. Rajmund Kopec". The signature is written in a cursive style with a horizontal line underneath it.

Fr. Rajmund Kopec
Parochial Administrator