

ATHLETIC MINISTRY

Constitution

**ST. EDWARD CHURCH
9608 Sue Helen Drive
Louisville, Kentucky 40299**

Revisions Approved 4/23/07

St. Edward Athletic Ministry Constitution

Articles I through Article X

ARTICLE I: NAME

SECTION 1. The ministry organization shall be given the name *St. Edward Athletic Ministry* hereafter, referred to as “SEAM and / or “AM”.

ARTICLE II: MISSION STATEMENT

SECTION 1. The St. Edward Athletic Ministry will strive to provide all children of St. Edward parish the opportunity to grow spiritually, socially and physically by:

- *Emphasizing Christian values, respect and good sportsmanship*
- *Reaching out to all youth at St. Edward to participate in organized sports*
- *Welcoming and encouraging adult participation through coaching and other leadership roles*
- *Encouraging service opportunities for youth and adults to work together to serve those in need*

ARTICLE III: MEMBERSHIP

SECTION 1. All adults 18 years of age and older who are registered in St. Edward Parish may participate in the Athletic Ministry program.

SECTION 2. Membership to the Athletic Ministry Council shall be limited to the elected Chairpersons of the standing committees and at-large positions whose names are drawn for membership.

ARTICLE IV: OPERATING GUIDELINES

SECTION 1. The Pastor has ultimate responsibility for the entire athletic ministry program. A representative from the Pastoral Parish Council appointed by the Pastor and the Pastoral Parish Council will collaborate with the functions of the Athletic Ministry program. The appointed person shall be the Parish Life Chairperson unless the Pastor deems it necessary to choose another person from the Pastoral Parish Council to fill this role. The Pastoral Parish Council representative shall have a seat on the Athletic Ministry Council and shall be the liaison between the athletic ministry and the Parish Pastoral Council.

SECTION 2. St. Edward Athletic Ministry program is for the benefit of the children. St. Edward is a participating Catholic School Athletic Association (C.S.A.A.) member and thus functions according to C.S.A.A. guidelines and St. Edward Athletic Ministry rules and regulations.

ARTICLE V: ATHLETIC MINISTRY COUNCIL MEMBERSHIP

SECTION 1. The Athletic Ministry council shall consist of an 11 member Council: 6 standing committee representatives (see article VI), 3 at-large representatives, 1 Pastoral Parish Council representative (parish life chairperson) and the Council Chairperson. The Athletic Director shall be the Chairperson for the Implementation Committee, one of the 6 standing committee representatives.

SECTION 2. The Athletic Ministry Council will elect the following from the Council after the Council has been filled from the draw process:

- Chairperson
- Vice-Chairperson
- Secretary

ARTICLE VI: ATHLETIC MINISTRY COUNCIL COMMITTEES

SECTION 1. The standing committees shall be:

- Implementation (Athletic Director)
- Finance
- Grievance
- Compliance
- Communication
- Facilities and Grounds

SECTION 2. The implementation committee is represented on the Athletic Ministry Council by the Athletic Director. This committee is supported by the subcommittees of:

- Summer Sports Subcommittee
- Fall Sports Subcommittee
- Winter Sports Subcommittee
- Spring Sports Subcommittee

SECTION 3. Subcommittee representatives shall attend the monthly Athletic Ministry Council meeting for the season prior to and the season of their sports subcommittee.

SECTION 4. The chairperson can name additional special committees deemed important for the ministry of athletics in the parish.

ARTICLE VII: DECISION MAKING

SECTION 1. Athletic Ministry Council decisions are to be made through the process of consensus based decision making.

SECTION 2. All Athletic Ministry Council members present will participate in the consensus based decision making process.

SECTION 3. If consensus cannot be reached, the Chairperson of the Athletic Ministry Council can call a vote of the majority present or delay the decision / vote to the next regularly scheduled meeting.

ARTICLE VIII: NOMINATION PROCESS

SECTION 1. All St. Edward registered parishioners 21 years and older that have been registered in the parish for at least one year are eligible for Athletic Ministry Council positions. Each person drawn shall have a background check completed immediately.

SECTION 2. Athletic Ministry Council member elections, draws and appointments:

- A. 6 standing committee chairpersons drawn from the persons that have volunteered (see section 3)
- B. 3 at-large Council positions drawn (see section 4)
- C. 1 Pastoral Parish Council representative appointed by Pastor and Parish Pastoral Council

SECTION 3. The 6 standing committee chairpersons shall be selected to their position by a draw among the names received. All parishioners that would like to nominate themselves or someone else for a specific committee chairperson position must present the nomination in writing to the Athletic Ministry Council chairperson by the stated date. Which will be published in the bulletin. The solicitation for the council positions shall be advertised in the bulletin a minimum of three weeks before the stated deadline. The drawing of names for committee chairperson positions shall be announced Mass the third weekend of May.

- A. Standing committee chairpersons (Including the Athletic Director) shall have a 2 year term. In the event there is a death or resignation of a Committee Chairperson of the Athletic Ministry Council, the Athletic Ministry Council shall first ask for recommendations from the Committee then proceed to an appointment decided by the Athletic Ministry Council at the regularly scheduled meeting to complete the term.

SECTION 4. The 3 at-large Council positions shall be elected through the process of a drawing. All parishioners that would like to nominate themselves or someone else for an at-large position on the Council must present the nomination in writing to the Athletic Ministry Council chairperson by the stated date published in the bulletin. The drawing of names for the at-large positions shall be announced Mass the third weekend of May.

- A. At-large positions shall have a 2 year term. In the event there is a death or resignation of an at-large person of the Athletic Ministry Council, the Athletic Ministry Council shall first ask the 1st alternate, then the 2nd alternate to complete the term.

SECTION 5. The Athletic Ministry Council will elect the following at the July meeting of the new Council. These positions shall have a 1 year term: Chairperson, Vice-Chairperson, and Secretary. The Chairpersons term shall be renewable annually but is not to exceed 3 consecutive years total.

- A. In the event there is a death or resignation of the Chairperson of the Athletic Ministry Council the vice-chairperson shall succeed the Chairpersons term.

SECTION 6. All appointed positions to the Athletic Ministry Council shall be made prior to the announcement in church on the 3rd week in May.

SECTION 7. All new positions shall take effect on July 1st.

SECTION 8. Once a person has served a 2 year term in a specific position on the AM Council that person cannot serve consecutive terms within the same area. However, that person could serve another term if elected or drawn for a different position.

ARTICLE IX: ATHLETIC MINISTRY COUNCIL MEETINGS

SECTION 1. The regular Athletic Ministry Council meeting shall take place on the 3rd Monday of the month beginning at 7 PM. There will be no time limit for the meeting; however the Chairperson shall exercise good judgment when preparing agendas for the Council.

SECTION 2. The Athletic Ministry Council meeting is a meeting designed for the Council to conduct business, planning and vision for the Athletic Ministry of the parish. An agenda will be prepared by the Chairperson 3 days prior to the scheduled meeting.

- A. If a parishioner has an item they would like to see discussed on the agenda, parishioners are to contact the Chairperson of the Athletic Ministry Council no later than 3 days prior to the scheduled meeting.
- B. If a parishioner failed to meet the deadline of the agenda and still wants to speak, the parishioner can do so by attending the monthly scheduled meeting. There will be a time for parishioners at the end the meeting to speak for a maximum of 3 minutes per person. There will be no discussion on the item at that meeting, however the issue or comment will be directed to the committee that it involves or possibly set up as an agenda item at the next meeting.
- C. All meetings will be conducted in a business-like manner.

SECTION 3. The order of business (the agenda) for each regularly scheduled Athletic Ministry Council meeting: (This is a guide knowing that each Chairperson of the Athletic Ministry Council will have his or her style in facilitating meetings)

- A. Opening Prayer
- B. Reading and approval of the previous month's minutes
- C. Financial report
- D. Seasonal sports committee updates / concerns
- E. Standing committee reports
- F. Parishioner comments
- G. Discussion items
- H. Announcements
- I. Adjournment

ARTICLE X: CONSTITUTION AMENDMENTS

SECTION 1. Any amendment to the Athletic Ministry Constitution must first be agreed upon by the Athletic Ministry Council. The agreed upon amendment shall be submitted to the Pastor and the Pastoral Parish Council for approval prior to implementation. The Pastoral Parish Council liaison will present the amendment at the next regularly scheduled Pastoral Parish Council meeting.

Athletic Ministry Constitution Approved by Pastoral Parish Council on May 23, 2006
Athletic Ministry Constitution Rev. approved by Pastoral Parish Council on April 23, 2007.

Pastor

Pastoral Parish Council Chairperson

Pastoral Parish Council Vice-Chairperson

Pastoral Parish Council Parish Life