

**CONSTITUTION AND BY-LAWS  
OF PARISH PASTORAL COUNCIL A**

This Constitution and By-Laws of Parish Pastoral Council A are intended to serve as the rules of procedure of this body and are subject to change as circumstances may require. The Parish Pastoral Council is a unifying and coordinating structure made up of the Pastor and members of the parish through which every parishioner may have a voice in the affairs of the parish.

Based upon the document, *The Constitution of the Church in the Modern World*, of Vatican Council II, the Parish Pastoral Council offers a means through which parishioners of Parish A may actively participate in matters which concern the good of the parish. In addition, and more importantly, it is intended to aid the pastor in building a true Christian community through administration, both spiritual and material.

**ARTICLE**

NAME

The name of this organization shall be the \_\_\_\_\_ Parish Pastoral Council, hereinafter referred to as "the Council."

**ARTICLE II**

PURPOSE

Section 1. To participate in the Church is work of serving humankind and bringing all people to God.

Section 2. To serve as a vehicle through which all members of the Parish Community may share ideas and actions concerning the Parish and the management of the Parish.

Section 3. To function as the policy making authority of the Parish by:

- (a) Keeping aware of the needs, both spiritual and temporal\_of the Parish Community;
- (b) Developing and implementing programs designed to fulfill these needs;
- (c) To encourage initiative of individual members and/ or groups who seek to promote the good of the parish;
- (d) Overseeing and directing the administration of the Parish facilities;
- (e) Approving an annual Parish Budget, as well as all other disbursements recommended by the stewardship Commission.

Section 4. To serve as a coordinating body for all organizations and group activities within the Parish.

**ARTICLE III**

NOMINATION AND SELECTION OF COUNCIL MEMBERS

Section 1. Eligibility: All registered parish members 18 years or older shall be eligible for nomination.

(a) The only exception to the age requirement is the Youth Representative, who needs to have at least begun high school by the time of appointment.

Section 2. Nomination: Any eligible parishioner may nominate himself or herself or be nominated by someone else.

Section 3. Selection Committee: A Selection Committee of three current Council Members shall be appointed by the President of the Council at least 60 days prior to the November Selection Date.

The Selection Committee shall publicize in the Parish bulletin the Selection Date and invite nominations for the openings on the Parish Pastoral Council. At least ten days before the Selection Meeting, all those nominated for Council Membership are to be notified in writing of their name being placed in nomination. Those who wish to accept the nomination are to come to the Selection Meeting or let the Committee know that they do want their name in nomination even though they cannot be at the Selection Meeting.

Section 4 Selection Meeting: At the Selection Meeting members of the Council and commissions shall explain the work of the commissions and the Parish Pastoral Council. Questions of those present are to be answered. The names of those present and the names of those who have expressed a desire to have their name in the Selection, even though they are absent, will have their names placed in a container for the drawing of names for the openings on the Council. All Full Term (three years) Openings are to be filled first. Vacant openings with two years of the term remaining are filled next, followed by vacant openings with one year remaining.

Then two more names are to be drawn out and designated as "Alternate One, "and "Alternate Two." These "Alternates" will be approached during the year to fill vacancies that may occur on the Council before the next year's Selection Date. Within 24 hours of the Selection Meeting, the Selection Committee shall notify absent nominees that his or her name has or has not been drawn for a position on the Council or as an "Alternate."

Section 5. Seating the New Council: The Newly selected Council Members, who officially take office on January 1st., will join the Current Council Members at the December Council Meeting. The Current Council Members will Certify the Selection of the New Council Members, who will then join the members of the Current Council at the table for the remaining work of the December Meeting.

Section 6. Installation of the Council: At a Sunday Liturgy in January, prior to the January Council Meeting, Members of the New Council and Members of the Retiring Council shall come to the Installation Mass. Retiring council Members will be called forward to receive the gratitude of the Parish Community for their service to the Parish as Council Members.

The Members of the New Council will then come forward for the Ceremony of Installation.

Section 7. Election of Council Officers: The Administration commission Representative to the Council shall call to order the January Meeting of the

Council, and lead the meeting until the Election of Officers has been completed. After the Opening Prayer and Enrichment, the first order of business shall be the Election of the President, Vice President and Secretary from the At Large Representatives and commission Representatives who have served on the Council for at least one year. Following the Election of Officers, the newly-elected President will take leadership of the remaining work of the meeting.

#### **ARTICLE IV**

##### **COUNCIL MEMBERSHIP**

Section 1. Number: The Parish Pastoral council shall be made up of nine (9) At Large Selected Lay Representatives, one (1) Lay Representatives selected or elected from their own by the members of each of our five (5) commissions (Administration, Christian Service, Education, Fellowship, and worship), one (1) Youth Representative and one (1) Senior Citizen Representative the Pastor, the Associate Pastor, the Pastoral Associate(s), and not more than two (2) At Large Lay Representatives appointed by the Pastor to represent any part of the parish family not already included among those who come to the Council from the Selection Meeting or as the Commission Representatives.

Section 2. Term: The term of selected council Members shall be three (3) years. Any selected member serving eighteen months or more of a three-year term shall be ineligible for any Council position for one (1) year.

(a) The five (5) commission Representatives shall serve a three-year term in such a way that no more than two (2) of them are changed each year. Any Commission Representative serving eighteen months or more of a three-year term shall be ineligible for any Council position for one (1) year.

(b) All appointed Representatives shall serve one (1) year terms, with the possibility of reappointment for up to two more one (1) year terms. After serving three (3) years consecutively, appointed Representatives will be ineligible for council Membership for a one (1) year period.

Section 3. Vacancies: Vacancies that would exist for more than six (6) months are to be filled. The Executive Board is to fill the vacancy by first calling forward "Alternate One," selected at the Selection Meeting. If both "Alternates" have been called forward to serve, and additional vacancies exist, they shall remain vacant if the Selection Meeting is less than six (6) months away. When additional vacancies of more than six (6) months need to be filled, the Executive Board shall make an appointment that needs to be ratified by approval of the Council.

Section 4. Removal: Any member may be removed for good cause by a consensus of the council.

Section 5. Attendance: Membership on the council requires regular attendance of all members, and therefore, any member absent from three consecutive regular meetings without having notified the President or Parish Office in advance of the meeting shall be removed from the Council, if the council so decides.

## ARTICLE V

### MEETINGS

Section 1. Regular Meetings: Regular meetings of the Council shall be held at least six times a year, the day, date, time, and place to be decided by the members of the council and published in the Parish bulletin.

Section 2. Special Meetings: Special meetings of the council shall be called by the Pastor or the President or the written request of at least five (5) members of the council filed with the Council Secretary at least four (4) days prior to the proposed meeting date.

Notice of any special meeting shall be given to each council member at least three (3) days prior to the date of the meeting personally or by mail, telephone, FAX, E-mail, or telegram, which shall state the time, place and purpose of the meeting.

Section 3. Quorum: At all meetings of the Council, a simple majority shall constitute a quorum for the transaction of business, and the consensus of the members of the Council present at a meeting at which a quorum is present shall be the acts of the Council. In the event a quorum is established without the President or Vice President in attendance, a Chair-person shall be elected from the quorum.

Section 4. Open Meetings: All regular and special meetings of the Council shall be open to all members of the parish.

## ARTICLE VI

### OFFICERS

Section 1. President: The members of the Council shall elect a President from among their At Large Selected Lay Members and the Commission Representatives who have served on the Council for at least one year. The President shall be the Chief Executive Officer of the Council and shall preside at meetings. The President shall sign all documents and instruments that require the signature of the President and shall have the powers and perform the duties vested in the office as specified in **Robert's Rules of Order**, and shall have such other powers and duties as may from time to time be assigned to the President by the Council.

Section 2. Vice President: The members of the Council shall elect a Vice President from among their At large Selected Lay Members and the Commission Representatives who have served for at least one year. The Vice President shall be vested with all powers and shall perform all the duties of the President in the President's absence or when the President is unable to act. The Vice President shall also perform such other duties as the Council may from time to time require.

Section 3. Secretary: The members of the Council shall elect a Secretary from among their At Large Selected Lay Members and the commission Representatives who have served for at least one year. The Secretary shall issue or cause to be issued notices for all meetings of the Council; have charge of the minutes books of the Council; and prepare a proposed Agenda; which shall be prepared and sent to all the Council Members prior to the meeting; sign with the President or other signing officer(s) such documents and instruments as require the Secretary's signature, and shall perform such other duties as the Council may

from time to time require.

Section 4. Officers Terms: All officers of the Council are to be elected for terms of one (1) year, and are eligible to succeed themselves in the same office for an additional one (1) year term.

## ARTICLE VII

### EXECUTIVE BOARD

Section 1. Members: The Executive Board shall consist of the Pastor, President, Vice President, and Secretary of the Pastoral Council.

(a) Duties: The Executive Board shall determine the agenda of regular or special meetings of the Council, deal with the filling of Council Vacancies, and also prepare lists of appointees as required of them.

## ARTICLE VIII

### COMMISSIONS

Section Permanent established Service, Stewardship

1. Permanent Commissions:

Commissions shall be as follows: Christian Education, Fellowship, and Worship

(a) Each Permanent commission shall elect or select from their own members a Chairperson for a term of one to three years. If the Chairperson of the Commission does not serve as the commission Representative to the council, that Commission is to elect or select their Representative to the Council.

(b) The By-Laws and amendments thereto of each Permanent Commission shall follow the Diocesan guidelines and be ratified by the Council.

(c) Reports of each Commission shall be made to the Council at their regular meetings.

Section 2. Committees: The Council may establish such other Committees as from time to time it may consider necessary. Reports of each Committee shall be made to the Council at their regular meetings.

Section 3. Organizations: All parish organizations shall submit their By-Laws and amendments thereto, to the Council for ratification.

Section 4. General Note: All Commissions, Committees or organizations may take action requiring the expenditure of parish funds or use the Parish name only with the approval of the Council. Parish funds are those collected or raised using the name of the Parish.

## ARTICLE IX

### PROCEDURES

Section 1. Rules of Order: **Roberts Rules of Order** or other Christian means shall govern the procedures of the Council. In order to reach decisions that everyone can live with, Council decisions, other than election of officers and as noted elsewhere in these By-Laws, are to be reached by Consensus.

(a) In seeking to discover how the Spirit is working in the Parish, the Council should discern by way of consensus. Members strive to reach substantial, though not necessarily unanimous, agreement on all matters of direction and policy. A Consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it feel they have had their chance to influence the discussion.

Section 2. Pastoral Ratification or non-ratification: The Pastor has the responsibility and the power to ratify or not to ratify all actions taken by the Council. Pastoral ratification exists unless the pastor takes non-ratification action. Pastoral non-ratification shall be considered exercised when notice in writing is presented by the pastor to the Secretary of the Council within ten (10) days of the Council action in question.

Section 3. Appeal to Override Pastoral Non-ratification: A two-thirds majority vote of all members of the Parish Pastoral Council shall empower the Council to appeal the Pastoral non-ratification to the Vicariate or any other appropriate body in accordance with the appeal procedure specified by the Archdiocese.

## **ARTICLE X**

### **ADOPTION AND AMENDMENT**

Section 1 Adoption: The Constitution and By-Laws of Parish Pastoral Council A shall be adopted when approved by a consensus of the Council.

Section 2. Amendment: All amendments to this document must be approved by consensus of the Council.