

PARISH OF THE HOLY EUCHARIST PASTORAL COUNCIL BYLAWS

Revised and Approved by the Pastor and Council 5/19/16

ARTICLE ONE: NAME AND FOUNDATION

Section One

Name: The name of the organization is the Parish of the Holy Eucharist Pastoral Council.

Section Two

Foundation: 1983 Code of Canon Law, Section 536 states, in part, that if the Diocesan Bishop "judges it opportune, a pastoral council is to be established in each parish; the Pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity."

ARTICLE TWO: PURPOSES

Section One

Purposes: The purposes of the Council are to promote community, to be a sign and witness of unity, and to assist the Pastor/Administrator (hereinafter referred to as the Pastor) in pastoral planning. The Council is a consultative body to the Pastor. The Pastoral Council works with the Pastor to discern God's will, and determine the pastoral program of the Parish.

Section Two

Role in Planning:

1. The Council's recommendations shall be directed to the Pastor and shall become effective only after he acts upon them.
2. Each parish articulates its own particular mission, recognizing the universal call to holiness. Once the mission is articulated, every recommendation of the Council should flow from and help achieve its mission.
3. Recommendations to the Pastor from the Pastoral Council are by consensus of the members present at the Council meeting at which the recommendation is made.

Section Three

Implementation of Recommendations: The Council shall evaluate how well the recommendations have been implemented. The Council does NOT implement the recommendations. Implementation is the responsibility of the Pastor, the staff, the commissions, and/or other organizations in the parish.

ARTICLE THREE: MEMBERSHIP

Section One

Membership: Lay members to the Pastoral Council are appointed by the Pastor.

1. The Council shall have a minimum of seven members.
2. Members are chosen from a group presented to the Pastor for nomination from the Council itself or from the parish at large.
3. Members are NEVER elected by the parish.
4. The Pastor shall insure that representation on the Council is balanced and incorporates the following groups:
 - a. Lay men and women and religious.
 - b. Individuals with varying interests and knowledge.
 - c. Individuals of various ages.
 - d. Individuals from the varying geographic areas of the churches within the parish.
 - e. There is no requirement that each church within the parish have equal representation on the Council

Membership of Priests and Religious: The Pastor, priests and deacons assigned to the parish are ex-officio voting members of the Council.

Other parish Staff:

1. Paid staff members scheduled to work more than ten hours per week and their immediate family members may not be members of the Council.

Section Two

Length of Membership Terms

1. Terms are subject to the limits in Article Seven.
2. The standard membership term is three years.
3. When a new Council is formed according to Article Seven, the first terms will be staggered in length to promote a flow of new members onto the Council:
 - a. One-third will be one-year terms.
 - b. One-third will be two-year terms.
 - c. One third will be three-year terms.
4. The pastor may appoint a member for a second term of three years.

5. An individual who has completed two terms or six years, whichever is more, may be re-appointed after twelve months have passed.

Section Three

Special Provision for Current Council

The pastor may assign members of the Council in office to staggered terms when these By-Laws are approved.

ARTICLE FOUR:

MEETINGS OF MEMBERS

Section One

Times and Place of Meetings:

1. The Council shall meet at least four times per year.
2. All meetings are called by the Pastor.
3. The meeting place shall be rotated between the facilities of each of the Churches making up the parish.
4. Meetings shall be open to all parishioners except when the Pastor determines that an issue before the Council requires an Executive Session.

Agenda:

1. The agenda of the meeting is prepared by the Council Chair and is approved by the Pastor.
2. Appropriate subjects for discussion by the Council are pastoral matters relating to the life of the parish and the people of the parish.
3. Matters relating to individuals shall not be discussed by the Council.

Minutes

1. The minutes of each meeting must be approved by the Council at its next regular meeting.
2. All approved minutes shall be kept in a designated binder and shall be distributed to all members of the Council within twenty-one days of the meeting.

Section Two

Meeting in the Absence of the Pastor:

1. The Council shall not meet in the absence of the Pastor unless he delegates, in an emergency situation, a Priest or Deacon to act as his delegate at such emergency meeting.
2. Work sessions, called by the Pastor, may take place in the Pastor's absence.

ARTICLE FIVE:

Section One

Section Two

Section Three

Section Four

ARTICLE SIX:

Section One

OFFICERS

President:

The Pastor/Administrator is the President of the Pastoral Council.

Other Officers:

1. The officers of the Pastoral Council shall consist of the Chair, the Vice-Chair and the Secretary, all of whom shall be nominated by the Council.
2. All officer nominations must be approved by the Pastor.

Terms

Officers other than the Pastor shall serve a term of one year. Terms of office are renewable.

Duties of Officers

1. The Chair shall preside at all Council meetings, appoint committee members, and perform such other duties as associated with the office.
2. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
3. The Secretary shall be responsible for keeping the minutes of regular and special meetings of the Council.

MINISTRY COMMITTEES

Types of Committees:

1. In support of ministries of the parish, the Council, with approval by the Pastor, may create committees. These committees or other commissions of the Council may include, but are neither required nor limited to:
 - a. Communications
 - b. Church Life
 - c. Evangelization and Faith Formation
 - d. Family Life
 - e. Justice and Charity
 - f. Stewardship
 - g. Welcoming
 - h. Worship and Spirituality

Section Two

Committee Reports:

1. Each ministry shall provide a general report of its activities to the Council at least once a year or whenever requested to do so by the Council.

ARTICLE SEVEN:

DISSOLUTION OF COUNCIL

Section One

Precipitating Event:

1. The Council shall cease to exist upon the transfer, retirement, resignation, or death of the Pastor.

Succeeding Council:

1. The Pastor shall be required to form a new Council as soon as possible after his appointment, but not later than one year after taking office.

ARTICLE EIGHT:

RELATIONSHIP BETWEEN PASTORAL COUNCIL AND PARISH FINANCE COUNCIL

Section One

Relationship

1. The Pastoral Council and the Parish Finance Council are distinct and separate entities of the parish, both of which advise the Pastor.
2. The pastoral ministry and goals of the parish as determined by the Pastoral Council shall be the Finance Council's guide in determining funding levels for the programs and projects of the parish.
3. The Finance Council shall prepare the annual budget and present it to the Pastoral Council for its consideration.
4. Final approval of the Parish budget shall be with the Pastoral Council which will then recommend the budget to the Pastor.
5. The priorities of the parish shall be achieved through the mutual cooperation of both the Pastoral Council and Finance Council under the leadership of the Pastor.

ARTICLE NINE:

Section One

AMENDMENTS

Procedure:

1. Any member of the Council may propose amendments to the By-Laws.
2. Proposed amendments shall be sent to all Members of the Council at least fourteen days prior to the next regularly scheduled meeting of the Council.
3. A two-thirds majority of the Council must approve proposed amendments in order for them to be recommended to the Pastor.
4. The Pastor must approve changes to the By-Laws in order for them to take effect.

ARTICLE TEN:

Section One

OVERSIGHT BY DIOCESE

Submission to Diocese:

1. The Bylaws and Membership Roster must be updated annually and submitted to the Diocesan Office of Parish Planning.