

Sec. 3: At least a majority of the membership shall be chosen by a drawing (selection) within the context of a Liturgy. The remaining members of the Council shall be appointed by the Pastor in order to maintain balance and good representation of the make-up of the parish community.

Sec. 4: Various age groups of the parish shall be appropriately represented.

Sec. 5: The Youth Representative shall be appointed by the pastor for a one-year, renewable term. This individual must be of high school age at the time of appointment. The Youth Representative enjoys all privileges of council membership except for the right to serve as an officer. [The parish youth group, if one exists, may assist the pastor in identifying prospective youth representative(s).]

Sec. 6: No member shall serve on the council for more than seven (7) years consecutively. No member shall be nominated for re-selection of another term if another full term would carry his/her tenure beyond seven (7) years.

Sec. 7: A person who has completed two terms on Council must be off the Council for one year before being eligible for reselection.

Sec. 8: Each year, one third of the Council shall be selected and appointed in the required proportion as stated in Section 3. This staggered term method will be instituted from the date of formation of the council. The first selection and appointment procedure will be specific in that terms will be specified for one (1), two (2), and three (3) years. Thereafter, all terms will be for the specified three (3) years.

ARTICLE V – Nomination and Selection

Sec. 1: At the beginning of Lent of each year, a nominating committee will be appointed by the Pastor and Chairperson of the Council [See Note 2] to seek out and encourage members of the Parish to submit names for nomination. Persons may volunteer their own names or the names of others. The nominating committee will screen the interested persons and compile a list for nomination. It is the duty of the Pastor to help the nominating committee discern that the nominees are qualified to serve on Council.

Note 1 – Parochial Vicars and Deacons are expected to attend meetings of the Parish Pastoral Council. Members of the staff are to be available for attendance at council meetings to serve as resource persons, as requested by the Pastor or the Chairperson. Paid employees or their spouses of the Parish may not be members of the Council, but may serve on appropriate committees.

Note 2 – In parishes where presently there is no functioning Parish Pastoral Council, parish staff may assist the Pastor in setting up a Pastoral Council.

Sec. 2: On Pentecost Sunday, within the context of a Liturgy, a drawing will be conducted to determine the selected members of the Council. Within two (2) weeks of the selection, the Pastor shall make known his appointments to fill the Council.

Sec. 3: At the meeting following the selection of members to the Council, the new members will attend and observe the proceedings.

Sec. 4: A vacancy occurs when:

- a. a resignation has been filed in writing with the Secretary and read at a council meeting.
- b. Any member has missed three (3) regularly scheduled meetings for the twelve month period without sufficient reason or notification to the Pastor or the Council Chairperson. Such a member may address the Council and seek to retain his/her seat on the Council. A majority vote is required for such a retention.

Sec. 5: A vacancy is filled for the remainder of the term at the meeting at which the declaration of a vacancy is made. This is done by selection (drawing) from the remaining nominations who were not selected previously. Vacancies for appointed seats are filled by appointment of the Pastor.

ARTICLE VI – Meetings

Sec. 1: The time and place of the regular monthly (or bi-monthly) meetings of the Council shall be determined at the organizational meeting (that spoken of in ART. V, SEC. 3), but may be changed at any regular scheduled meeting by a simple majority vote with notice of such change to appear in the Sunday bulletin at least one (1) week prior to the regular time or the changed time, whichever occurs first.

Sec. 2: Special meetings may be called by the Pastor and the Chairperson of the Council. Advance notice of five (5) days must be furnished to each member of the Council by mail, stating the nature of the purpose for which the meeting is called and the time, date, and location of the special meeting. No other matter may be considered at that meeting.

Sec. 3: A quorum must be present to hold any meeting. A quorum shall consist of two thirds (2/3) of the Council voting membership.

Sec. 4: Agreement on motions shall be by consensus [See Note 3] if at all possible. If consensus can not be reached, a simple majority vote is required. A secret written ballot may be requested by any member in regard to any proposal.

Note 3 – A simple way to arrive at consensus is as follows: After some discussion, the Chairperson calls on each member and gives them an opportunity to speak on the matter one more time; this time, without debate or discussion. The Chairperson identifies the sense of agreement on the part of the majority. This is modified through further discussion to the extent that all members can be comfortable with the conclusion, even though some would prefer another alternative. The whole membership “consents” to the conclusion reached.

Sec. 5: Roberts Rules of Order shall govern the procedures of the Council, except as otherwise provided herein.

Sec. 6: All meetings of the Council shall be open to the public. Persons attending may express their opinions and furnish input on any subject at the appropriate time and according to parliamentary procedure, but may have no vote.

ARTICLE VII – Officers; Selection and Duties

Sec. 1: The following officers will be elected by a simple majority vote of the Council members in attendance at the meeting following selection: Chairperson, Vice Chairperson, and Secretary.

Sec. 2: The new officers and all of the members of the Council will be formally commissioned at the principle Liturgy of the following Sunday.

Sec. 3: Officers will serve a one (1) year term and may succeed themselves a maximum of two (2) times.

Sec. 4: The Chairperson shall:

- a. Chair all meetings of the Council.
- b. Appoint, together with the Pastor, committees and their chairperson.
- c. Be an ex-officio member of all committees.
- d. Assist the Pastor in preparing an agenda for council meetings.

Sec. 5: The Vice Chairperson shall perform all duties of the Chairperson in his or her absence.

Sec. 6: The Secretary of the Parish Pastoral Council shall have the following responsibilities:

- a. Keep an accurate record of all council proceedings.
- b. Be responsible for all council correspondence.
- c. Compile minutes of all meetings and prepare same or a condensed version thereof for distribution to all members of the parish through the bulletin or monthly mailing.
- d. Maintain accurate attendance records.
- e. Notify all members of the Council of any special meetings.
- f. Maintain accurate account of chairpersons and members of all committees.
- g. Provide each member of the Council with a written agenda five (5) days in advance of meetings.

ARTICLE VIII – Committees

Sec. 1: All Committees will be appointed by the Chairperson together with the Pastor.

Sec. 2: Chairpersons of committees shall be members of the Council. Each chairperson is to report at each meeting of the Council the activities of his or her committee.

Sec. 3: The Pastor shall appoint a selected (as opposed to an appointed) member of the Pastoral Council to serve on the Parish Finance Council. This person is to serve as the liaison between the two consultative bodies.

Sec. 4: Members of the committee should be chosen for their expertise and/or interest in the specific area of a committee. Staff persons should serve on the committee which best reflects their area of expertise.

Sec. 5: Regular standing committees are: Liturgy, Education, Family Life, Christian Service, and Maintenance [See Note 4].

Note 4 – The Finance Council of a parish has its own status according to the Code of Canon Law. However, its working and cooperating with the Pastoral Council is most important. It is the responsibility of the Pastoral Council to recommend to the Pastor the directions and ministries through which the Parish is to fulfill its mission as a faith community. It is the responsibility of the Finance Council to provide means of financial support for those ministries and to recommend to the Pastor (at the same time, informing the Council) the extent to which such support is possible.

Sec. 6: The duties and responsibilities of the standing committees shall be determined by the Council based on the size and needs of the Parish.

Sec. 7: Special committees may be appointed by the Chairperson, together with the Pastor, to serve and advise on special matters.

ARTICLE IX – Order of Business

The order of business [See Note 5] for regular meetings shall be as follows:

- a. Opening prayer (to include reading from Sacred Scripture)
- b. Reading of minutes of previous meeting and any special meeting.
- c. Committee reports.
- d. Unfinished business.
- e. New business.
- f. Pastor's comments [See Note 6].
- g. Closing prayer

Note 5 – Another order of business may be used, which may better serve to address decision type items in the first half of the meeting. A suggested order is the following:

- a. Opening Prayer (including reading from Sacred Scripture).
- b. Reading of the Minutes of the previous meeting and any special meeting.
- c. Matters requiring a decision.
- d. Reports of Committees (These should have been distributed in written form along with the agenda. This time is then used for questions and clarifications as needed.)
- e. Matters not requiring a decision.
- f. Pastor's Comments.
- g. Closing Prayer.

Note 6 – It is understood that, whether in this order of business or in the one suggested in the footnote, the Pastor has the right to (and should) enter into discussions throughout the meeting.

ARTICLE X – Amendments

These By-laws may be amended by a two thirds (2/3) vote of voting members present at any regular meeting of the Council, provided the amendment has been submitted in writing at the previous regular meeting.

ARTICLE XI - Suspension or Dissolution of Council

In the event of the transfer, resignation or death of the Pastor, all activities of the Council cease. Upon the arrival of the new Pastor, the Chair of the Council will contact the Pastor and inform him of the existence of the Council. The Chair will invite the Pastor to call a meeting at the Pastor's discretion.

Within the first year of the new Pastorate, the Pastor may dissolve the Council and have a new selection of members, provided he has received the consent of the Diocesan Bishop.

The Pastor may dissolve or suspend the Council at any time, providing he has received the consent of the Diocesan Bishop. The Pastor, however, must then form a new Council or recall the Council within six (6) months.