

***St. Patrick Roman Catholic Parish
St. Michael Mission***

Constitution / Bylaws

PREAMBLE

i. Name

- a. The name of this organization is St. Patrick Parish/St Michael Mission Pastoral Council.

ii. Purpose

The purpose of this Pastoral Council is advisory in nature. The Council will attempt to give its best guidance to the Pastor/Pastoral Administrator and Parish staff in areas of Pastoral planning. This advice shall be multifaceted, drawing from the combined strengths of the Council's members. This Pastoral Council is organized to be a representative body of the faithful whose focus is on the whole community. This Council, in the spirit of cooperation, will give recommendations to the Pastor/Pastoral Administrator and seek consultation from outside resources for the common good and the future growth of the Parish. This Pastoral Council is also to provide examples of Christian leadership, service, humility and spirituality within the Parish community.

iii. Members

- iv. The Parish Pastoral Council will have no more than 15 voting members. Voting members will include representatives from all Parish ministries to include members from St. Michael Mission. The Pastor/Pastoral Administrator will be Ex-Officio members serving on the Council. Ex-Officio Members may also include lay-members of the Parish Board of Directors, the associate vicar or other members as designated by the Pastor or Pastoral Administrator.

- a. The Parish Pastoral Council shall have a Chairperson, Vice-Chair, and a Secretary. The Chairperson, Vice-Chair and Secretary shall be appointed by the Pastor/Pastoral Administrator in coordination with the Pastoral Council to serve a two year term. The Vice-Chair shall be appointed with the expectation that he/she will assume the role of Chairperson for the following term. The appointments shall be announced during the June meeting with role responsibility beginning at the July meeting.

BYLAWS

ARTICLE I Determination of Council Members

Section 1. The Parish Pastoral Council shall be representative of all ages, ethnic groups, genders and ministries within the Parish and Mission. In addition, the Pastor/Pastoral Administrator may supplement the Council by appointing other members for balanced representation of the Parishioners. The Pastor/Pastoral Administrator may have the option of appointing members to serve on the Council. These members will have a term length of 2 years renewable for up to 2 times and must wait 1 year before being considered for the Council again.

The 1 year wait can be waived by the Pastor/Pastoral Administrator in coordination with the Pastoral Council.

ARTICLE II Membership

Section 1. The process of selecting new members will begin in April of each year and new members will be selected and announced at the June meeting. Membership role responsibility begins at the July meeting.

Section 2. Membership commitment follows the fiscal year calendar (July-June).

ARTICLE III Membership (Qualification)

Section 1. Council members must meet at minimum the following qualifications:

- A) Baptized Catholic
- B) Registered in the Parish for at least two years.
- C) At least 18 years old (or in case of youth ministry at least 16)
- D) Active in the Parish Life

Section 2. Council members must be willing to commit to the following practices:

- A) Commit to attending meetings every other month.
- B) Commit to attending a Council retreat and workshop at least every two years.
- C) Commit time and effort to completing the goals of the Pastoral Council.

ARTICLE IV Meetings

Section 1. The Parish Pastoral Council will meet bi-monthly.

Section 2. These regular meetings shall be open to Parishioners. Parishioners may participate in the discussions.

Section 3. Special meetings may be called by the Pastor/Pastoral Administrator or by any member if the member petitions the Chairperson.

Section 4. A quorum is not required to convene a regular meeting. A majority of the Council membership present at each meeting shall constitute a majority for matters requiring a vote.

Section 5. Meetings will be facilitated by the Chairperson in the presence of the Pastor/Pastoral Administrator. No decisions can be made by the Council - only recommendations are made to the Pastor/Pastoral Administrator.

Section 6. All meetings are considered a spiritual gathering of the faithful and therefore will begin with prayer or reflection on scripture.

Section 7. The topics discussed at the meetings of the Council will be confined to the agenda unless a motion is passed to consider opening up the floor to Parishioners or other agenda items not on the agenda for that meeting.

ARTICLE V Duties and Roles of the Pastoral Council Members

Section 1. Chairperson – is responsible for facilitating the Parish Pastoral Council Meetings. The Chair shall act as a facilitator, working to draw all members into active collaboration and discussion. The Chair should be prepared to spend additional time in planning the agenda for the each meeting. The Chair will follow up on all assignments given to individual members. The Chair is appointed for a 2 year term.

Section 2. Vice Chairperson – is responsible for conducting the meetings in the absence of the Chairperson. The Vice Chair is also responsible for coordinating the Pastoral Council annual retreat/workshop. The Vice Chair is appointed for a 2 year term.

Section 3. Secretary is responsible for recording the minutes of the meetings, maintaining all the Council documents and rosters. Minutes should include a list of the Action Item Assignments and their progress toward completion. The Secretary will send out the completed agenda to all members in advance of the meeting. The Secretary is appointed for 1 year term. A member should not serve as Secretary more than once during their term of office. By nature of the position the Secretary is less active in the discussion while recording the minutes. The 1 year term requirement can be waived by the Pastor/Pastoral Administrator in coordination with the Pastoral Council.

Section 4. All Members of the Parish Pastoral Council are to participate in:

- (1) Prayerfully discerning the needs of the Parish.
- (2) Establishing goals and objectives for the Parish and plan for implementation.
- (3) Serving as a vehicle for constructive dialogue within the Parish/Mission community.
- (4) Being a visible model for the Parish/Mission during activities, events and services.
- (5) Being open to new ideas for problem solving and decision making, using the consensus model to build support for implementing the solution or plan.
- (6) Promoting unity within the faith community.

ARTICLE VI Vacancies and Removal

Section 1. Vacancies may occur through resignation, death, or just cause for removal.

- A) Vacancies may be filled through the annual selection process (the position remains open until then) or may be filled by Pastor/Pastoral Administrator appointment.

Section 2. Causes for removal of a Parish Pastoral Council member.

- A) Council members who miss three (3) consecutive meetings may be removed by the Pastor/Pastoral Administrator or Pastoral Council majority vote.

ARTICLE VII Amendments

Section 1. Amendments to these bylaws may be proposed at any regular meeting of the Council in which at least two thirds of the members are present. A copy of the proposed amendment(s) along with the current text may be distributed to all members in advance of the meeting at which the vote will be taken. A majority vote is required to amend these bylaws.

Original Approval Date: 4/23/09

Reviewed Revised Date(s): 1/5/16