

PARISH OF THE HOLY EUCHARIST PASTORAL COUNCIL
BYLAWS
Approved February 2023

ARTICLE I – FORMALITIES

SECTION I: The name of this body shall be The Parish of the Holy Eucharist Pastoral Council, hereinafter “council.”

SECTION II: The membership of the council and updated parish pastoral goals shall be submitted annually to the chancellor of the diocese.

SECTION III: The council is dissolved upon the transfer, retirement, resignation, or death of the Pastor/administrator, hereinafter “Pastor.” A new Pastor must constitute a new council or may elect to reinstate the dissolved council as soon as possible but not later than one year after taking office.

ARTICLE II – PURPOSE AND FUNCTION

SECTION I: The purposes of the council are to promote community, be a sign and witness of unity, and to assist 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 plan of the Parish.

SECTION II: The Parish articulates its own mission, recognizing the universal call to holiness. Every recommendation of the council should flow from and help achieve the Parish’s mission. In collaboration and consultation with the Pastor, the council assists in the preparation of the parish pastoral plan to help achieve the Parish’s mission, with goals and objectives that are evaluated annually and updated as needed. The councils’ recommendations shall become effective only after the Pastor acts upon them.

SECTION III: At the will of the pastor, the council shall discuss any pastoral matter relating to the life of the members of the parish. It shall not, however, discuss matters pertaining to individuals or employees.

SECTION IV: The council works collaboratively with the Finance Council to ensure that the budget is sufficient to implement the parish pastoral plan and other parish needs.

ARTICLE III – **MEMBERSHIP**

SECTION I: Ex-officio, non-voting members include the parochial vicar, the deacon, and the parish business coordinator.

SECTION II: All lay council members are appointed by the pastor. Parishioners serving on the council are responding to their baptismal call to be “priest, prophet, and king,” using their collective talents, experience, and interests to provide counsel to the Pastor.

SECTION III: The council shall be made up of 5-12 parishioners. Councilors must be baptized, practicing Catholics who are members of the parish. The council members should represent the parish’s demographics; including lay men and women and religious, various interests and knowledge, various ages, and representing the geographic areas of the churches in the parish.

SECTION IV: Terms of membership are for three years and may be renewed once, after which point an individual needs to be off the council for a year before being eligible for reappointment. Terms run from July 1 of a given year to June 30 of the following year.

SECTION V: Membership on the council requires attendance at all meetings of the council, either in person or virtually.

Vacancies occur upon a resignation, a death, completion of one’s term or if a member has had three unexcused absences in a year. The chair must be notified and agree to give an excused absence to the member before the meeting. Vacancies are filled in the same manner as members are selected.

SECTION VI: All newly selected members of the council will be invited to participate in an orientation meeting conducted by the chair of the council.

ARTICLE IV – **OFFICERS**

SECTION I: The Pastor is President of the Pastoral Council. The officers shall consist of chair, vice-chair, and secretary. These officers shall be nominated by the council at the May meeting. All officer nominations must be approved by the Pastor. The newly named officers shall assume their duties at the first meeting after July 1st. Officers so named shall serve until their successors are duly nominated and qualified.

SECTION II: The duties of the officers shall be:

PASTOR: Inasmuch as the council is a consultative body to the pastor, no meetings are held in his absence, unless explicitly requested by the pastor. All recommendations of the council become final only with the pastor's assent.

CHAIRPERSON: The chairperson presides at all meetings, and in conjunction with the pastor develops the agenda for all council meetings and performs all other duties usually associated with this office. The chairperson assigns council members to a commission and appoints the commission's representative. The chairperson also establishes ad hoc commissions as needed after consultation with the pastor.

VICE-CHAIRPERSON: Presides at all meetings in the absence of the chairperson and performs such duties as the chair shall designate.

SECRETARY: The secretary's responsibility is to prepare and maintain accurate minutes of the council meetings as well as all records of the council. The secretary (or a staff member appointed by the pastor) shall ensure that meeting agendas, minutes, bylaws, and member names are posted for easy access by parishioners.

ARTICLE V – COUNCIL COMMISSIONS

NOTE: The pastor is an *ex officio* member of all commissions although he does not have to be present at every commission meeting.

DEFINITION: A commission is a subgroup of Pastoral Councilors that works to develop recommendations concerning specific areas of parish life. Commissions address parish vision/goals within the context of a specialized area of ministry. All commissions are accountable to the council, and each representative reports at the full Pastoral Council meeting, identifying those items that require discussion by the council.

RELATIONSHIP: The relationship between the ex officio staff member liaison and the parish commission should be one of interdependence, trust, collaboration, and subsidiarity. The staff liaison should provide clear directions to the commission considering the parish mission statement, goals, and priorities. Working with their staff liaison, commissions may recommend to the council and Pastor, policies or parish initiatives. However, the commissions' focus should be on the development and execution of already existing specific action plans for implementation of parish priorities and policies, as determined by the Pastor.

SECTION I: In support of ministries, with approval by the Pastor, commissions of this council may include, but are neither required nor limited to:

Inward concerning parish and parishioner focused commissions

Worship and Spiritual Life

Stewardship

Parish Life

Outward concerning greater community and external focus commissions

Evangelization and Faith Formation

Family Life

Social Justice and Peace

SECTION II: The representative of each commission is a member of the council and appointed by the council chairperson. Besides the members of the council assigned to the commission, each commission is encouraged to invite other members of the parish to serve on the commission.

SECTION III: Each commission should meet at least once between the meetings of the full Pastoral council. Meeting notes should be kept for review at the full council meeting.

SECTION IV: The commissions are to become knowledgeable about their specific area of focus, taking advantage of church, local, and diocesan resources. For example, the Social Justice and Peace Commission should be trained in all pertinent aspects of Social Justice. Commission members should take their obligation to be educated in the subject seriously. Canon Law specifically requires that individuals in a particular ministry be trained in that ministry. The Pastor and pastoral council must also take seriously this obligation that all engaged in ministry be trained and ensure that opportunities are provided for proper formation.

SECTION V: Worship, and Spiritual Life Commission. The Pastor is an ex officio member of this commission. This commission concerns itself with the spiritual life of the parish. It looks to the environment for worship, the liturgical ministers, planning special liturgical celebrations, etc.

SECTION VI: Stewardship Commission. The parish Business Coordinator and the Director of Communication and Technology are ex officio members of this commission. This commission looks at ways to engage all parishioners time, talent, and treasure for the benefit of the greater parish.

SECTION VII: Parish Life Commission. The parish Deacon is an ex officio member of this commission. The commission plans ways to enhance the life of the parish, build community, and support family life.

SECTION VIII: Evangelization and Faith Formation Commission. The parish director of faith formation and the coordinator of sacraments are ex officio members of this commission. The commission supports the faith formation ministry of the parish addressing the needs of all ages. It also keeps the evangelizing mission of the parish in the forefront.

SECTION IX: Family Life Commission. The coordinator of family life is an ex officio member of this commission. The commission plans ways to enhance the lives of parishioners through outreach of the greater community and support of family life.

SECTION X: Social Justice and Peace Commission. The Parochial Vicar is an ex officio member of this commission. This commission seeks ways for the parish to embody the social teachings of the Church.

SECTION XI: All commissions are accountable to the council. The representative reports at full Pastoral Council meetings, identifying any key items that require discussion by the council.

ARTICLE VI – MEETINGS

SECTION I: Parish of the Holy Eucharist Pastoral Council shall meet at least four times per year. The Pastoral Council will meet in the every-other-months between parish Finance Council meetings. The Parish Pastoral Council and Finance Councils will convene in a joint meeting in May.

SECTION II: All meetings are called by the Pastor. Special meetings may be called by the chairperson after consultation with the pastor. Work sessions and committee meetings may take place in the Pastors absence, provided he is informed of the meeting.

SECTION III: The meeting place may be rotated between the facilities of each of the churches making up the parish, with agreement by the Pastor.

SECTION IV: The council chair prepares an agenda in consultation with the Pastor. The agenda and supporting materials will be provided to the council a week before each meeting.

SECTION V: Each meeting shall open and close with a prayer.

SECTION VI: All decisions of the council are, in effect, recommendations made to the pastor. Such recommendations are ordinarily arrived at by consensus, although a vote may be taken to be retained in the minutes.

SECTION VII: The regular meetings of the council shall be publicized and are open to all members of the parish, except when the pastor calls for an executive session. Non- council attendees are observers rather than participants and do not participate in the discussion unless called upon by the chairperson. Any matter brought to the council for consideration must be pre-approved by the pastor and appear on the agenda.

ARTICLE VII – PASTORAL COUNCIL AND FINANCE COUNCIL RELATIONSHIP

SECTION I: The Pastoral Council and Finance Council are distinct and separate entities of the parish, both of which advise the Pastor.

SECTION II: The pastoral ministry and goals for the parish, as defined through the pastoral council, shall be the finance councils guide in determining funding levels for the programs and projects of the parish.

SECTION III: The finance council shall prepare an annual budget, with collaboration of the pastoral council, to ensure that adequate resources are devoted to the accomplishment of the parish's pastoral goals. The finance council will present a budget summary to the pastoral council during the joint May meeting. Final approval of the Parish budget shall be with the Finance Council which will then recommend the budget to the Pastor.

ARTICLE VIII – COUNCIL NORMS

SECTION I: The majority of members of the council present at any meeting shall constitute a quorum.

SECTION II: All councilors are expected to follow common meeting norms of conduct for productive meetings. A few common examples – members arrive on time so the meeting starts and ends on time; members have reviewed the agenda and supporting materials so they are prepared to participate in the discussion; the focus stays on the item being discussed.

ARTICLE IX – AMENDING THE BYLAWS

These bylaws may be amended, altered, or replaced by a two-thirds vote of the council membership, provided that the proposed amendments, alteration, or repeal appears on the agenda of the regular council meeting following the meeting at which it is proposed. Amendments become effective only if approved by the pastor.

APPENDIX

Form to be Submitted Annually to the Chancellor

Date:

Dear Bishop:

The Parish of the Holy Eucharist Pastoral Council met ____ times during the fiscal year ended June 30, 20____. The meeting dates were:

- 1.
- 2.
- 3.
- 4.
- 5.

The parish's pastoral plan was reviewed on _____, and the following goals were added, completed, or the timeline extended for implementation:

New Goal(s):

Completed Goal(s):

Continuation Goal(s):

Besides the review of the parish's pastoral plan, the following items were the major topics of discussion during this year's Parish Pastoral Council meetings:

The Parish Pastoral Council chairperson's name and contact information:

Name: _____ Email: _____

Telephone: _____ By signing, we, the members of Parish of the Holy Eucharist Parish Pastoral Council, attest to the above statements.

PPC Member's Signature

Print Name

This form should be completed and signed at the last meeting of the year and submitted to the chancellor.

Sincerely,

Signature of the Pastor/Administrator