

CORPUS CHRISTI CATHOLIC CHURCH

PASTORAL COUNCIL BYLAWS

Council Vision

A community of Catholic faithful working together for the glory of God.

Council Mission Statement

To serve the community of Corpus Christi Parish by providing an environment conducive for the faithful of the community to worship God, receive the sacraments, and ultimately to serve God. In serving the community of Corpus Christi Parish, the Council will advise the Pastor in any practical issue pertaining to the Parish, by investigating and considering pastoral matters, and formulating conclusions as recommendations for the Pastor, while adhering to the doctrinal and moral teachings of the Catholic Church. The primary functions of the Pastoral Council include, but are not limited to:

- I. Evaluate and research the needs of the Parish and to present the results of the research and the plan to the Pastor.
- II. Recommend new policies to the Pastor.
- III. To promote communication, understanding, and resolution among Parish ministries/organizations and parishioners.
- IV. If issues arise which disrupt parish life, the Pastoral Council and the Pastor will discuss such issues, with the Pastoral Council making recommendations to the Pastor.

Preamble

As members of the Pastoral Council, we, the members of the Corpus Christi Parish, consistent with the provisions of the Canon 536 of the Code of Canon Law, under the leadership of the Diocesan Bishop and Parish Pastor, commit ourselves to use our diverse talents and gifts to further the mission of Jesus Christ in our Parish Community.

Article I - Purpose

The Pastoral Council is an advisory body to the Pastor with consultative vote only and functions in accordance with any norms that are established by the Diocesan Bishop. The primary mission of the Council is to advise the Pastor on matters of Parish policy, planning and other items at the request of the Pastor. The administration of the Parish and the execution of the Parish policies are the responsibility of the Pastor and the parish staff.

Article II - Duties and Responsibilities

The principal responsibilities of the Council are:

1. To assist in the process of ongoing pastoral planning and the development and updating of the parish pastoral plan by developing goals and objectives and the assignment of priorities for the future of the parish.
2. To engage in an annual review and evaluation of the progress that is being made to implement the parish pastoral plan.
3. To provide guidance to the pastor in developing parish policies that will be executed by the parish staff.
4. To serve as instruments of communication, bringing issues of concern to the attention of the pastor.
5. To be actively involved in the life of the parish community and to be available to parishioners to receive comments and suggestions about parish ministries, policies and programs.
6. To make prayer for the parish an integral part of their personal and communal lives.
7. To demonstrate and inspire enthusiasm within the parish community by their example of leadership.
8. To promote positive communications and understanding among parish organizations, consistent with the guidance of the Pastor.
9. To work toward consensus as a model in decision making, to promote the unity and mutual good of the Council and parish.
10. To propose programs and ministries that respond to needs within the parish community.

Article III - Relationship of the Council with the Pastor

As noted in Canon 536.2, the "pastoral council possesses a consultative vote only and is governed by the same norms established by the diocesan bishop." While ultimately responsible for the spiritual and temporal affairs of the parish, the Pastor:

1. Sets the agenda for each of the Council meetings in consultation with the President of the Council.
2. Must approve any action affirmatively voted upon by the members of the Council before it becomes effective.
3. Will provide Council members with the reason(s) why he has chosen not to accept any action item recommended to him by a majority of the Council members no later than the next scheduled meeting.
4. May call special meetings of the Council or Executive Committee, as needed.
5. Is responsible for oversight of policies that have received an affirmative vote of the Council membership and have been approved by him. Implementation of the approved policies may be delegated by the Pastor to an appropriate member of the parish staff.
6. May call special meetings of the Council.
7. Seeks the guidance of the Council on matters of parish planning and other matters affecting the life of the parish.
8. Does not vote when seeking advice from the Council on issues brought before the council.

9. Provides formational opportunities to assist Council members to understand and exercise the responsibility that is entrusted to them.

Article IV - Membership Criteria

Pastoral Council members must:

1. Be at least eighteen (18) years of age.
2. Be registered and active members of the parish.
3. Have expressed special interest in the pastoral activity of the parish, have demonstrated qualities of leadership within the parish community by their past involvement in the parish ministries and/or functions.
4. Have a willingness to invest in the process of studying areas that relate to the parish pastoral plan.
5. Are available to attend council meetings regularly. Three (3) unexcused absences during one (1) fiscal year will result in the loss of membership on the Council. To be excused, a member must first inform the council president prior to the meeting that he/she will not be able to attend and provide the reason for their absence. The Pastor alone will determine whether an absence will be judged to be excused or unexcused.

Article V – Membership in the Council

Membership in the Council shall be made up of three groups: ex officio, appointed and elected. All but ex officio members shall have the right to vote.

1. Ex officio members are the Pastor, the parish clergy, and the Parish Manager. The Parish Manager is a non-voting representative who serves the parish and communicates to Parish Staff and Finance Council, and representative has voice at the Council meetings.
2. 3 appointed members shall be registered and active (i.e. involved in at least one church ministry) members of the Parish and will be appointed by the Pastor at his discretion. Appointed members shall serve a term of three (3) years with the option of re-appointment at the Pastor's discretion.
3. 6 elected members shall be registered and active members of the Parish. They shall serve a three-year term of office with no more than two (2) consecutive terms. In accordance with the provisions of Article IX herein, each year applications to serve on the Council will be announced in the parish.
4. Prior Council members will be eligible to apply two years after completion of their second consecutive term.

Article VI – Officers

1. The officers of the Council shall be the President, the Vice President, and the Recording Secretary. Each officer shall serve a two-year term. The President shall be elected by members or appointed by the Pastor from among council members who are in their 2nd term of membership. The Vice President shall be elected by members or appointed by the pastor from among council members. The Recording Secretary shall be elected by

members or appointed by the Pastor from council members. If there are no current members available to serve as an officer according to the required years of membership, the Pastor shall appoint from available council members. The Pastor has the option of appointing new officers or turning the meeting over to the council for a ballot vote at the June council meeting. The pastor may conduct the election of officers or delegate any ex-officio member to conduct the election. The selection process for the officers shall be announced at the May Council meeting. Council members that do not want to be considered shall make it known to the Pastor or President prior to the May council meeting. The nomination of officers shall be conducted by taking verbal or handwritten (secret) nominations from the Council. Votes shall be cast by secret ballot unless there is only one nominee.

2. The Vice President shall automatically succeed the President at the end of the current President's term. The Vice President shall assume the duties of the President in the absence of the President. If for any reason the President should vacate the position, the Vice President shall then become President for the remainder of the current term or call for election of a new President by the council members. If the Vice President should vacate the position, the Pastor shall appoint another council member to complete the term of the Vice President or call for election of a new Vice President by the council members. If the Recording Secretary should vacate the position, the Pastor shall appoint a new Recording Secretary to complete the term or call for an election from the council members. The appointment or election process shall take place and be announced within 60 days of the prior officer's departure from the office.
3. In the absence of both President and Vice President, the Recording Secretary or a designated Council member appointed by the pastor or voted on by the council members, shall assume their duties until either one or the other returns to their respective position.
4. The Recording Secretary shall record and distribute the minutes of all meetings of the Council, notify all Council members of all special meetings and shall act as corresponding secretary in all Council matters. The Recording Secretary shall take attendance at all meetings.

Article VII - The Executive Committee

The Executive Committee of the Council shall act in the place of the Council in cases of extreme necessity, as determined by the Pastor, when a matter must be addressed and the entire Council cannot be reasonably called in to special session in time to resolve the issue, or when there is not a quorum at a regularly scheduled Council meeting and a matter needs to be resolved immediately rather than being tabled until the next meeting or a special meeting can be held. All actions taken by the Executive Committee must be reported to the Council at its next regular meeting.

1. The President
 - a. Presides at all Council and Executive Council meetings.

- b. Facilitates the agenda for the Council meetings prepared by the Pastor and President.
 - c. Appoints chairpersons for any committees that are established by the Council.
 - d. As the Secretary of the corporation, attends the annual Board of Directors meeting, providing an annual report, and at which the fiscal year budget is approved.
- 2. The Vice President
 - a. Presides at Council and Executive Council meetings in the absence of the President.
 - b. Succeeds to the Office of President should that office become vacant during a fiscal year. The Council will then elect from among its members a person to complete the term of the Vice President.
- 3. The Secretary
 - a. The Secretary, selected from among the voting members of the Council, or a non-voting recording Secretary appointed by the President with the approval of the Pastor, shall record the Minutes of each meeting and be responsible for maintaining accurate records of the Council actions and correspondence.
 - b. At the onset of the Council meeting, immediately after the meeting summarized in the Secretary's Minutes, the Council will vote on the acceptance of the Minutes. Possible changes of the Minutes agreed to by popular vote of the attending Council members, will be made part of the Minutes by the Secretary.
 - c. A copy of all Council Minutes will be provided to the Parish Manager for permanent retention in the files of the Parish.

Article VIII - Meeting of the Pastoral Council

- 1. The Pastoral Council is prohibited from meeting in the absence of the Pastor. However, the Pastor may allow a Council meeting to be held in his absence if he designates another member of the parish clergy to represent him.
- 2. Regularly scheduled meetings of the Council will be held in August, September, October, November, January, February, March, April, May, and June (10 meetings per year). July is a break for summer, and December is reserved for a joint council party with the Finance Council.
- 3. Special meetings of the Council may be called by the Pastor or by the President with the approval of the Pastor.
- 4. A quorum consists of a simple majority of the members of the Council.
- 5. With the consent of the Pastor, regular Council meetings will be open to all registered parishioners. However, the Council may elect to go into Executive Session, with the approval of the Pastor, at which time guests will be required to leave.
- 6. Meetings shall follow the agenda approved by the Pastor and the President. Non-agenda items may be discussed at a meeting with the agreement of a majority of those members present and consent of the Pastor.
- 7. Suggested agenda items are to be submitted by the Council members in writing to the Pastor or President no later than ten days prior to a scheduled Council meeting. Items

submitted later will only be considered under the provisions of Article VIII, Section 6. Non-members of the Council may make a request to address the Council, such as a guest presenter who is a member of other committees. Any such request must be made in writing to the Pastor or the President at least ten days prior to the scheduled meeting and be approved by the Pastor.

8. Notice of Council meetings will be announced in the Parish Bulletin in a timely manner if page space is available in the bulletin.
9. Parishioners who want to attend must notify the council president to observe a meeting by contacting the parish office at least 10 days in advance of the council meeting.
10. Summarized Council meeting minutes will be sent to the Pastor and President for approval and then posted on the Parish Bulletin board.
11. Pastoral Council page will stay updated with the functions of the council including the bylaws and summarized meeting minutes removing any sensitive information.

Article IX - Selection of the Council Members

1. A Nominating Committee, chaired by the Vice President and including two other members of the Council selected at the January meeting, shall oversee the process of announcing the vacancies of the Council and collecting the applications. The collection of the applications should take place no later than March of each year.
2. The Nominating Committee will review the applications in accordance with the criteria outlined in Article IV herein, for the purpose of presenting recommendations to the Pastor and Council President.
3. The Nominating Committee will arrange interviews with those expressing a willingness to serve
4. At either a regularly scheduled meeting or at a special meeting, the interviewing Council members will present their recommendations to Council and the Pastor.
5. If the number of nominated applicants to serve exceeds the number of vacancies, selection by lot of the current Council members (including the Pastor) will take place at a regularly scheduled or special Council meeting prior to the end of June.
6. The Pastor will make the final determination of the suitability of all candidates of the Council.

Article X - Amendments to the Bylaws

1. Proposed amendments to these Bylaws must be submitted in writing to the Pastor and President.
2. A vote on any proposed amendment will take place at the meeting following the meeting at which the amendment was presented.
3. A two-thirds (2/3) majority of the members of the Council is required for the passage of an amendment.
4. All amendments to these Bylaws must be approved by the Pastor.