

Resurrection Roman Catholic Parish Parish Pastoral Council By-Laws As Amended on August 16, 2016

Mission Statement –

It is the Spirit who gives us life...

A Parish does not exist for itself but to fulfill the mission of Christ in the world. As a Pastoral Council, we commit ourselves to help fulfill this ministry by encouraging and challenging our brothers and sisters in faith to do the same through our own examples of discipleship. With this sense of commitment and with love and mutual respect for one another, we strive to truly serve the Lord both here at Resurrection Parish and beyond.

ARTICLE I— Name

The name of this council will be the Parish Pastoral Council of Resurrection Roman Catholic Parish.

ARTICLE II— Purpose

In accordance with Canon 536 of the Code of Canon Law and the directives of the Diocesan Church of Altoona-Johnstown, a Parish Pastoral Council is established to study and reflect upon whatever pertains to Parish pastoral ministry and to arrive at practical conclusions on how to help the People of God pattern their lives and actions more closely on the Gospel. By its study and reflection, the Council provides insights into how the Parish community may be enabled to plan its pastoral ministries systematically and effectively.

ARTICLE III — Responsibilities and Expectations

Sec. 1: The Pastoral Council shall serve as a consultative body to the Pastor, assisting him in all those things pertaining to both the spiritual and material welfare of the Parish. It is to develop and implement with the Pastor a pastoral plan which will promote unity and the common good of the Parish community.

Sec. 2: The Pastor is expected to both seek and give due consideration to the counsel given by the Pastoral Council. He shall:

- a. Inform the Council of specific needs of the Parish.
- b. Appoint with the Council Chairperson members to appropriate committees.
- c. Call and preside over all meetings.

Sec. 3: Within the Diocese of Altoona-Johnstown, the diocese and each Parish is designated a charitable trust. The Bishop and his successors will be the trustee of the Diocesan charitable trust. The Vicar General for Administration will be the trust administrator, and the College of Consulters and the Diocesan Finance Council will serve as the trust advisors. Regarding Resurrection Parish, civil law will recognize the Bishop and his successors as the holder of the property title, but the Pastor will serve as the trust administrator. The Parish Pastoral and Finance Councils will be trust advisors.

ARTICLE IV — Membership and Terms

Sec. 1: The membership of the Council is to be comprised of the Pastor and twelve (12) lay persons and one youth representative. Members of the Council must be fully initiated members of the Parish, except the youth representative, and in good standing. If a Youth Council does exist, members of that Council can rotate attendance at Pastoral Council meetings.

Sec. 2: Beginning with the 2019-2020 Pastoral Council, four new members will be selected each year on Pentecost Sunday. Selection will be made by a random selection each year, four parishioners will be selected from the nominations to fill terms of 3 years in length. In order to facilitate the transition from the 2015-2016 structure the following schedule will be followed to allow for realignment of member terms:

Pentecost Sunday 2017:

No Selections

Pentecost Sunday 2018:

Four (4) parishioners will be selected to serve a three-year term

Four (4) parishioners will be selected to serve a two-year term

Pentecost Sunday 2019:

Four (4) parishioners will be selected to serve a three-year term

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 may be appointed by the Pastor, at his discretion 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 and should be encouraged to accept nominations.

Sec. 5: The Youth Representative(s) shall be appointed by the Pastor for a one-year, renewable term. This (These) individual(s) must be of high school age at the time of appointment. The Youth Representative(s) enjoy(s) 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).] The youth representative should be a minimum of 15 years of age.

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 a period of one year before being eligible for reselection or nomination.

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.

Note 2 – Only one member of a household may accept nomination for membership on parish council. Members of the same immediate family can neither serve on the same term nor overlapping terms of the Pastoral Council. Immediate family is defined as parents and children, siblings, husband and wife or anyone who resides in the same household.

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. Members of the Parish who are paid employees of the Parish and their spouses are not eligible to become members of the Pastoral Council. Paid employees are defined as any employee who is not hired to perform a specific short-term project or event for the Parish. However, spouses of paid employees are eligible to become members of the Parish Pastoral Council committees.

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 nominees who were not selected previously. Vacancies for appointed seats are filled by appointment of the Pastor. In the

event that there are not other nominations or the nominees choose not to accept the position, the pastor, at his discretion may appoint a parishioner to fill the remaining term created by the vacancy.

ARTICLE VI— Meetings

Sec. 1: The Pastoral Council shall meet on a regular schedule of 7 times per year. The time and place of the regular 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. No meetings will be scheduled during the Lenten month closest to Easter, in July, and during Advent.

- a. The pastoral council will meet on the third (3rd) Tuesday of the month during the following months. January, March/April (depending on where Easter falls), May, June, August, September and November.

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 cannot be reached, a simple majority vote is required. A secret written ballot may be requested by any member in regard to any proposal.

Note 1 – 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: Modern 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. At the discretion of the Pastor and the chairperson, executive sessions can be called. These sessions are closed to the public; no minutes shall be taken.

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 after the organizational meeting.

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

Sec. 4: The Chairperson shall:

1. Chair all meetings of the Council.
2. Appoint, together with the Pastor, committees and their chairperson.
3. Be an ex-officio member of all committees.
4. Assist the Pastor in preparing an agenda for council meetings.
5. Provide each member of the Council with a written agenda five (5) days in advance of meetings. The agenda will be sent via email whenever possible. Otherwise, the agenda will be mailed.

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:

- I. Keep an accurate record of all council proceedings. (See Note 4.)
- II. Be responsible for all council correspondence.
- III. 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.
- IV. Maintain accurate attendance records.
- V. Notify all members of the Council of any special meetings.
- VI. Maintain accurate account of chairpersons and members of all committees. The secretary shall also collect, file, and distribute to the full Council reports from the standing and adjunct committees of Council.

Sec. 7: The pastor, with the consent of the pastoral Council, can appoint a non-Pastoral Council member to act as the recording secretary at meetings. This will allow the secretary to more fully participate in the discussions at the meetings. The Pastoral Council secretary retains all other duties as specified in this document.

ARTICLE VIII— Committees

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

Sec. 2: At a minimum, at least one member of Pastoral Council shall serve as a liaison to each of the Standing Committees of Council. A Pastoral Council member may serve as a chair/liaison of a Standing Committee of Council or the chair may be delegated to another parishioner having the skills to fill that role along with the approval of the pastor. The Committee liaison shall communicate to the Pastoral Council Chairperson the report of their Committee prior to the scheduled Pastoral Council meeting. Each liaison shall also report as to the activities of their Committee at the scheduled Pastoral Council meeting and submit a copy of the report to be included in the Pastoral Council minutes. [as amended on April 21, 2010]

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, Parish Family Life, Activities, Properties and Maintenance, Cemetery, and Communications. [See Note 1].

Note 1 – The Finance Council of a Parish has its own status according to the Code of Canon Law. However, the Finance Council and the Pastoral Council, working and cooperating with each other, 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 and the Pastor 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.

Sec. 8: The standing committees will meet at least seven (7) times of the year on the same schedule as the pastoral council.

ARTICLE IX - Order of Business

The order of business for regular meetings shall be as follows:

- a. Opening prayer or reflection
- b. Welcome by the Pastor and the Council chair
- c. Roll Call
- d. Reading of minutes of previous meeting and any special meeting

- e. Committee reports
- f. Unfinished business
- g. New business
- h. Pastor's comments
- i. Closing prayer

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.