



## **PARISH PASTORAL COUNCIL CONSTITUTION AND BY-LAWS**

Updated 250718

### **ARTICLE I**

#### **NAME**

The name of this organization shall be Our Lady of Lourdes Parish Pastoral Council.

### **ARTICLE II**

#### **PURPOSE**

The Parish Pastoral Council is a consultative body that supports and provides recommendations for the pastor/pastoral administrator's approval. The council structure facilitates cooperation among the pastor/pastoral administrator, staff, and parishioners to define and carry out the parish's mission, which is connected to the mission of the universal Church and that of Jesus Christ.

In its leadership role, the council has the responsibility to assist the pastor in:

- A. Defining and perpetuating the parish's mission.
- B. Listening and responding to the Holy Spirit.
- C. Developing a pastoral plan.
- D. Providing organizational structures.
- E. Operating within organizational and procedural guidelines.

### **ARTICLE III**

#### **AUTHORITY**

- A. The pastoral council is consultative to the pastor/pastoral administrator. (Canon 536)
- B. All that pertains to the mission of the parish lies within the scope of the pastor/pastoral administrator and pastoral council.
- C. The pastoral council is the planning and policy-recommending body that works collaboratively with staff, committees, and organizations for the common good.
- D. The power of the pastoral council comes from the unity within it, the sharing of gifts, talents, and insights through fruitful dialogue, reflection in prayer, and consensus recommendations to the pastor/pastoral administrator. E.
- E. The pastor/pastoral administrator bears final responsibility for total parish ministry. The pastor/pastoral administrator must therefore ratify all decisions/actions of the pastoral council for them to be official.

## ARTICLE IV

### MEMBERSHIP

- Section 1.     A. The council is composed of the pastor/pastoral administrator and a select group of parishioners.  
                  B. The size of the council will depend on the size of our parish.
- Section 2.     Criteria to serve:
- A. Register and be a practicing Catholic member of the parish.  
                  B. Ability to work with diverse personalities and viewpoints.  
                  C. Willing to participate in ongoing formation.
- Section 3.     Selection:
- A. Surface through invitation and/or nomination from the community at large.  
                  B. Every year, two new members will be selected on the Saturday before the Feast of Pentecost to serve a three-year term.  
                  C. The pastor can appoint three members at his discretion.  
                  D. Every Pastoral Committee will be represented by its chair.
- Section 4.     Term of selected members:
- A. Parish Council Members at large shall be selected for three-year terms effective August 1 of their first year and ending June 30 of their third year. They can only serve two consecutive terms.  
                  B. Committee Chairs serve a one-year term.  
                  C. Three appointed members by the pastor serve at the pastor's discretion.  
                  D. Ex-Officio members are any ordained ministers serving at the parish.
- Section 5.     Roles:
- A. Pastor/pastoral administrator  
                      Establishes the member selection process.  
                      Convenes the council and directs the agenda.  
                      Creates an environment for open communication.  
                      Approves decisions/actions of the council.  
                      Serves as the spiritual leader.
- B. Council Members  
                      Serve as consultative resources to the pastor/pastoral administrator.  
                      Participate in the council's formation, prayers, and deliberations.  
                      Gather information and data regarding the pastoral needs of the community.  
                      Assist in developing the parish pastoral plan.  
                      Communicate effectively with the entire parish.  
                      Serve as the council's link to staff and committees.
- C. Ex-Officio, Appointed  
                      Attends meetings and actively participates in deliberations as appropriate.  
                      Supports pastoral council activities and decisions within the parish.

Section 6. Pastoral Committees:

A. Administration

1. Communications
2. Booster Club
3. PTO
4. Money Counters
5. Facilities and Property
6. Grounds-Gardening-Landscaping
7. Security
8. Technology
9. Stewardship
10. Athletic Committee
11. Legacy Committee

B. Formation

1. Family Catechesis Teachers
2. Lifelong Faith Formation
  - a. Adult Faith Formation
  - b. Family Catechesis
  - c. Youth Ministry
  - d. Faith Club
  - e. Bible Studies, Small Groups, Vacation Bible School

C. Outreach & Service

1. Welcoming
2. Knights of Columbus-Ave Maria Council 15931
3. Boy and Girl Scouts
4. Outreach Volunteers
5. St. Matthew's Ministry
6. Advent & Lent Giving
7. Seasonal Items Donations
8. Bereavement Ministry
9. Homebound Ministry
10. Prayer Blankets

D. Worship

1. Lectors
2. Eucharistic Ministers
3. Sacristans
4. Acolytes
5. Music Ministry

6. Greeters
7. Hospitality
8. Cross Bears
9. Art & Environment
10. Church Linens

Section 7. ATTENDANCE:

Membership on the Council requires attendance at all regular meetings of the Council.

- A) Members must notify the Chairperson, Vice Chairperson, or Secretary of the intended absence.
- B) The Pastor and Chairperson may consider the record of anyone missing three (3) meetings within any twelve (12) month period and may, at their discretion, remove the member from the Council.

Section 8. UNEXPIRED TERMS:

The Council may choose to fill any vacancies by soliciting nominations or expressions of interest from eligible parishioners. The Pastor, along with any chosen delegates, shall select from the eligible nominees. The Council shall be under no obligation to fill any vacancy except at such time that the total number of Council Representatives falls below ten (10) members.

## **ARTICLE V**

### **OFFICERS**

The entire Pastoral Council shall select the Chairperson, Vice Chairperson, and Secretary for a one-year term. The Chairperson and Vice Chairperson may serve no more than three (3) consecutive one (1) year terms in each position.

A. Chairperson:

1. Shall preside at all meetings of the Parish Council.
2. Shall have the power to appoint and delegate with Council approval.
3. Shall conduct an orientation for newly elected representatives.
4. Shall have other responsibilities as enumerated in these Bylaws.

B. Vice Chairperson:

1. Shall preside in the absence of the Chairperson.
2. Review the Parish Council bylaws during the term.

C. Secretary:

1. Shall record and distribute minutes of each Council meeting.
2. Shall coordinate with parish staff to maintain accurate records of names, addresses, contact information, and term duration of all Council members.

## ARTICLE VI

### MEETINGS

#### Section 1. SCHEDULING:

- A. Regular meetings of the Council shall be held at least once a month throughout the year, except December and January.
- B. The time and place of these regular meetings shall be determined in advance and communicated to all Council members.
- C. Council meetings will be open to all Catholic members of the parish community who are encouraged to use these meetings to voice comments and concerns about the Parish by requesting their participation to the Chair.

#### Section 2. AGENDA:

- A. The monthly meeting agenda shall be established by the acting Chairperson and distributed to all Members for review before the next meeting.
- B. Any item may be added to the agenda upon request of any Council member or any Parishioner before the meeting time.
- C. Regular meeting agendas should include at a minimum:
  - 1. Call to order, opening prayer, and written attendance.
  - 2. Review the agenda and approve prior meeting minutes.
  - 3. Committee reports.
  - 4. Old Businesses
  - 5. New Businesses
  - 6. Pastor's report.
  - 7. Set a date for the next meeting.
  - 8. Adjournment and closing prayer.
  - \*. If parishioners would like to address the Parish Pastoral Council, they would do that after the approval of the minutes. The council will listen and then dismiss the parishioners. The council will deliver and respond to parishioners by letter.
- D. Consensus is the preferred decision-making process for the pastoral council, particularly in significant matters, though the pastor/pastoral administrator has final authority for the council's decisions.
- E. If the council cannot reach consensus, or if a tally of council members' viewpoints is deemed necessary, a count of preferred choices may be noted in meeting minutes.
- F. To be considered official, all decisions and actions of the pastoral council must be ratified by the pastor/pastoral administrator.

Section 3. SPECIAL MEETINGS

They may be called by the Pastor, Chairperson, or at the request of four (4) Council members, with a minimum of 24 hours' notice, and the agenda shall consist of no more than one (1) item.

Section 4. QUORUM

A quorum of 2/3 of Council Members must be present, either physically or by teleconference (consensus cannot be made by proxy), before conducting a meeting.

No Council meeting will be held without the Pastor or his delegate.

Section 5. MINUTES

Written actions and activities of the Council and coordinating committees.

**ARTICLE VII**

**AMENDMENTS**

Section 1. Amendments to this Constitution and Bylaws may be proposed in writing at any regular meeting of the Pastoral Council.

Section 2. Upon proposal, and after study and discussion of a suggested amendment to the constitution, a consensus decision of the Council shall pass the proposed amendment at the next regular meeting of the Council.

Approval Signature:

Approval Date: