

Emmaus Catholic Parish Pastoral Council



CHURCH OF THE RESURRECTION OF THE LORD

PASTORAL COUNCIL BYLAWS

Lakeway, Texas

Revisions – Final June 10, 2015

SECTION I ORGANIZATION

1. NAME: The name of the organization shall be the “Church of the Resurrection of the Lord Pastoral Council,” hereinafter called the “Council.”

2. PURPOSE: The purpose of the Council shall be to serve the Church of the Resurrection of the Lord as an advisory committee to the Pastor and his associate(s). It shall act as a channel of communication and motivation among all the People of God in developing and unifying the parish as a Catholic community. The Council shall serve to further the mission of the parish; advise and give input to the Pastor regarding management policies and procedures; in consultation with the Finance Council ensure that adequate human resources (volunteer and/or paid staff) and financial resources (earned income, grants, and charitable contributions) are available; and actively monitor the parish’s financial and programmatic performance.¹

3. AUTHORITY: The Council shall act in a consultative capacity, within the scope of its purpose, in all matters delegated to it by the Pastor and shall be accountable to the priests and parishioners for its progress and recommendations (Can.536-para. 1.). Matters governed by Diocesan regulations and by higher Church authority are beyond the scope of the Council’s sphere of responsibility.

4. TENURE OF COUNCIL: The Council shall be convened each year by the Pastor within thirty (30) days following the election and appointment of its new members. In the event the Pastor is replaced, the existing Council ceases all formal activity. The succeeding Pastor may reconvene the existing Council or appoint an interim Council until the next regularly scheduled election.

However, there shall be no more than three months between the arrival of a new Pastor and a meeting of the Council.

SECTION II MEMBERSHIP

1. GENERAL MEMBERSHIP: The Council shall consist of elected, appointed, and ex-officio members who are currently attending mass either at Emmaus or Queen of Angels. The members of the Council must be eighteen (18) years of age or older, baptized Catholic, and registered in the parish. However, in exceptional circumstances the Pastor may modify any of these requirements at his discretion. Parishioners serving on the Finance Council may not serve on the Pastoral Council except as ex-officio members. One member of the Council may be a youth representative appointed by the Pastor. This person is exempt from the minimum age requirement. An individual may not be a candidate for a position on the Council if the election or appointment of that individual could result in service on the Council by more than one member of a household at a time.

A. ELECTED MEMBERS: Six (6) parishioners shall be elected by the general membership as set forth in the Bylaws. They shall be voting members of the Council.

B. APPOINTED MEMBERS: Three (3) parishioners shall be appointed by the Pastor as set forth in the Bylaws, one of whom shall be from Queen of Angels, if a member of Queen of Angels is not elected. They shall be voting members of the Council.

C. EX-OFFICIO MEMBERS: Ex-officio, non-voting members of the Council are the following: the Pastor, Parochial Vicars, and Deacons assigned to the parish; a representative of each religious order assigned to the parish; parish staff; members of other parish committees and a youth representative, as appointed by the



Pastor; and the immediate past Chairperson, if no longer an elected member of the Council. The immediate past Chairperson shall only serve for one year in an ex-officio capacity.

2. TERM OF OFFICE: The term of office of all elected members of the Council shall be three (3) years. Two members will be elected each year, thereby providing staggered terms on the Council. The appointed members serve a one year term, and may serve at the pleasure of the Pastor for no more than three years. After serving a complete three-year term, an elected or appointed member must wait two years before being eligible for another term.

3. NOMINATING COMMITTEE: The Nominating Committee for the elected positions (two every year, plus any open due to vacancy) shall be appointed by the Chairperson and shall be composed of at least three people, one of whom must be a member of the current Council. The Chairperson may not serve on the Nominating Committee. This Committee shall openly solicit nominations by posting a notice in the weekly bulletin three (3) times starting six (6) weeks before the election date.

This notice shall include the names of the retiring members. The Committee shall secure the written consent of all nominees for each open position on the Council, who agree to serve as members if elected. The Committee shall make every attempt to have two (2) nominees for each position. With the Council's approval, the names of the persons nominated shall be made known to the Parish three (3) Sundays prior to the general election. Parishioners shall be informed at that time that additional names, with written consent, will be accepted by the Committee for seven (7) days after said notification. The list of final nominees will be printed in the bulletin the week before the election.

4. ELECTION: The election to the Council shall take place on or near the 2nd Sunday of May by secret ballot. The ballot shall list the names of the nominees for each position in alphabetical order. Those nominees receiving a plurality of the votes cast shall be elected to the Council. A runoff election will be held on the following Sunday for any positions in which a plurality was not achieved. Each registered member of the parish eighteen (18) years or older will be entitled to one vote. Members of the Pastoral Council shall be responsible for conducting and maintaining the integrity of the election and counting the ballots.

5. VACANCIES: Vacancies in elected positions shall be filled by the Council. Such replacements shall serve until the next general election, at which time the parishioners shall elect a replacement to complete the remainder of that term. The person appointed by the Council is not prohibited from running for the position. Vacancies in appointed positions shall be filled by the Pastor.

6. QUORUM: Five (5) voting members of the Council will constitute a quorum

7. DECISION MAKING: The Council shall, to the extent feasible, make recommendations based on consensus. When a vote is necessary, each elected and appointed voting member of the Council has the right to one (1) vote. Unless otherwise provided by the Bylaws, "majority vote" means a majority of the votes cast by members present, a quorum being established.

8. ATTENDANCE: Attendance at the regular meetings by all voting members is expected. If a pattern of non-attendance (extenuating circumstances such as illness and travel are excluded) develops, that person shall be removed from the Council. The vacancy shall be filled as provided by the Bylaws. Missing more than one-fourth of the meetings in a twelve-month period shall constitute nonattendance.

SECTION III MEETINGS

1. REGULAR MEETINGS: The Council shall meet on a frequency established by the Council each year at the first meeting after the elections. Each meeting date shall be published, in advance, in the weekly bulletin, and included in the Mass announcement, with a reminder that a fifteen-minute open forum is offered at the beginning of each meeting for parishioner comments/concerns. All scheduled council meetings shall include



at the beginning of each meeting an open item for parishioner's comments and inputs. The Council may meet in executive session at the request of the Pastor.

2. SPECIAL MEETINGS: A special meeting of the Council may be called by the Chairperson or the Pastor. Each member of the Council must be notified twenty-four (24) hours prior to the meeting. A quorum and the Pastor must be present to transact official business.

3. RETREAT: All voting members of the Council shall, as a group, attend an annual retreat as designated by the Pastor.

4 AGENDA: The Chairperson of the Council, in consultation with the Pastor, is responsible for the agenda for the Council. A copy of the agenda shall be included as part of the minutes of the meeting. The agenda will also be published on the parish website at least three days before the scheduled meeting.

5. REPORTS: Each Committee Chairperson shall make a report at each Council meeting. Each report or an outline of the report will be submitted in written form to the Recorder for inclusion into the minutes of the meeting.

6. RULES OF ORDER: Robert's Rules of Order shall govern the proceedings of all meetings of the Council.

7. AMENDMENTS TO THE BYLAWS: Amendments to the Bylaws may be adopted at any regular or special meeting of the Council by a minimum two-thirds (2/3) vote of the entire Council. The Bylaws shall be reviewed annually by a committee appointed by the Council. Amendments must be submitted to all members of the Council thirty (30) days prior to their consideration. All amendments to the Bylaws are subject to approval by the Diocesan Bishop.

8. STANDING COMMITTEES AND COMMISSIONS:

The Pastoral Council shall establish the following standing committees:

1. Bylaws Committee
2. Nominating Committee
3. Strategic Plan Review Committee
4. Training Committee

The Pastoral Council shall establish the following standing commissions:

1. Spiritual Development Commission – Areas of concern: liturgy, ecumenical activities, retreats, etc.
2. Community Concerns Commission – Areas of concern: community activities, social action, interparochial, and diocesan cooperation.
3. Education Commission – Areas of concern: all formal educational efforts of the parish, adult religious education, school, etc.
4. Family Life Commission – Areas of concern: marriage preparation, marriage encounter, social activities of the parish, recreational programs, family counseling, etc.
5. Youth/Young Adult Commission – Areas of concern: youth programs, active involvement of youth/young adults in parish life and leadership, need for clergy, etc,
6. Administration Commission – Areas of concern: communications (bulletins, public relations), studying, recommending, undertaking financial programs as determined by the Parish Council, maintaining parish properties, programs, activities, facilities, etc.
7. Evangelization Commission – Areas of concern: spreading the Gospel, reaching out to non-Catholics and alienated Catholics, etc.
8. Stewardship Commission – Areas of concern: giving of time, talent, and treasure in support of local parish, diocese, and universal Church.²



SECTION IV OFFICERS

1. DUTIES OF OFFICERS

A. CHAIRPERSON: The Chairperson shall preside at all meetings of the Council and shall serve as a spokesman for the Council in its relations with other groups or agencies. The Chairperson shall see that all members of the Council are notified of all meetings and special meetings of the Council. The Chairperson shall have the authority to create committees not otherwise specified in these Bylaws, upon approval by a majority of the entire Council.

B. VICE-CHAIRPERSON: The Vice-Chairperson shall perform all the duties of Chairperson upon his or her absence

C. RECORDER: The Recorder shall take and record minutes of all Council meetings and special meetings. The Recorder shall present the minutes to the Council at each subsequent meeting and sign the minutes after they have been approved. The Recorder shall keep on file all reports and information turned in to the Council. A recording secretary may be appointed by the Council to assist the Recorder with the duties so assigned to the office of Recorder.

2. ELECTION OF OFFICERS: Officers shall be elected annually, at the first meeting after the newly elected members assume office, by a majority vote of the Council.

FOOTNOTES:

1. *Standards for Excellence: An Ethics and Accountability Code for Catholic Parishes*
<http://www.theleadershiproundtable.org/sfx/default.asp>

2. www.austindiocese.org *Policy on the Pastoral Council Effective 2005*

3. *ChurchEpedia.org* <http://www.theleadershiproundtable.org/churchepedia/default.asp> *Parish Pastoral Councils*