

ST. JOSEPH PARISH PASTORAL COUNCIL BYLAWS

I. PURPOSE

The purpose of the St. Joseph Parish Pastoral Council (the “Council”) is to foster full participation of the entire parish in the life and mission of the parish. Through its stewardship of the parish community's gifts and talents, the Council provides counsel and advice to the pastor in the area of pastoral activities, helps identify pastoral needs in the parish, assists in planning pastoral plans and programs and aids in the improvement of pastoral services. The Council's responsibility to the parish encompasses its entire mission -- both its spiritual and material well-being.

II. COMPOSITION

The Council shall consist of ten to twelve members elected from the congregation as well as the chairperson or representative of each of the duly formed parish commissions. Other members may be added at the discretion of the pastor.

Elected members are to be selected by a discernment process (as outlined in Section VII) led by the current sitting Council and serve a three year term. Elected members may serve for two consecutive terms on the Council, and may stand for re-election following an absence of at least one year. The terms of the elected members are to be staggered so that three or four elected members are chosen each year.

The commissions represented in the Council are those established by a vote of the Council upon a written or verbal petition requesting the establishment of a commission. Such petitions should describe how the Commission supports the parish mission and contain a

Commission Mission Statement, Goals and Objectives. All new commissions are to continue until voted out of existence by the Council. A list of the existing commissions is attached hereto as Exhibit A, and the secretary of the Council shall maintain a current list of commissions.

Each commission is responsible, with the consent of the pastor, for choosing their representative to the Council. These representatives are full members of the Council and are confirmed during the regular June meeting along with the elected members. In the event that a commission's representative cannot attend a Council meeting, that commission shall designate a replacement representative to attend.

III. OFFICERS

The Council shall elect a chairperson, vice-chairperson and secretary as officers as outlined in Section VIII. The officers are to be chosen from among the members of the Council based on a majority vote of a quorum of the Council members. Each officer is elected for a term of one year and is eligible for a single re-election. Should the Council deem it necessary or advisable, it may appoint a non-member of the Council to serve as secretary. Responsibilities of each officer include:

Chairperson

- Sets meeting agendas in consultation with the Pastor
- Presides at meetings
- Assists the Pastor in conducting the Council's work
- Carries out other duties as determined by the Pastor

Vice Chairperson

- Assists the Chair Person in conducting the Council's work
- Presides at meeting in the absence of the Chairperson
- Carries out other duties as determined by the Chairperson

Secretary

- Records the minutes of the Pastoral Parish Council meetings and insures minutes and agendas are made available to the Council members
- Maintains attendance and other records
- Carries out other duties as determined by the Chairperson

IV. MEETINGS

The Council must meet during May and June and at least five other times annually. The regular meeting schedule should be set as far in advance as is practicable. Meetings are to be open to all parishioners and parishioners are able to present issues/concerns for consideration on the meeting agenda. Notice of regular meetings should be included in the bulletin at least one week prior to each regular meeting of the Council. An agenda for each regular meeting is to be compiled by the chairperson and pastor and provided to each Council member in advance of the meeting. When deemed appropriate by the chairperson or the pastor, portions of a Council meeting may be conducted by the members of the Council as an executive session.

The chairperson or the pastor may set additional Council meetings, as needed. Notice of any additional meetings shall be delivered to Council members in the manner most likely, under the circumstances, to communicate the notice to the Council members. The notice shall include a brief statement of the purpose of the additional meeting.

V. OPERATION OF THE COUNCIL

In furtherance of its stated purpose, matters involving all aspects of parish life may be brought before the Council. Council members are charged with the review, study and discussion of issues relating to the parish. Each member of the Council is responsible for participating in the discussion and decision-making process. When requested by the chairperson or the pastor, issues

brought before the Council may be voted upon by the members. Any vote requires a quorum of two-thirds of the total Council members. If no quorum is present for a matter upon which a vote has been requested, the members then present may discuss and then table the matter until the next Council meeting at which a quorum is present. Any vote taken will be decided by a simple majority of the members present and voting.

Once a vote is taken by the Council on any issue, the result of that vote will be forwarded to the pastor as the Council's advisory recommendation. The pastor is not bound by the advisory recommendation of the Council. Following action on the issue, the pastor may meet with the Council to discuss the action taken.

VI. MEMBERS' RESPONSIBILITIES

In addition to those responsibilities listed under Purpose and Operation, each member of the Council has certain specific responsibilities which are as follows:

- 1) Regular attendance at meetings A member's regular attendance at meetings is vital to the success of the Council's mission. As such, any member who misses more than two regularly scheduled meetings in a six month period without prior notification or approval of the chairperson or pastor and without reasonable cause will be contacted by the chairperson to discuss the possible resignation of the member.

- 2) Reports of Parish Commissions Commission representatives are responsible for compiling reports to be distributed to the Council in advance of the Council meeting along with the meeting agenda and Council minutes. It is important that the commission reports be included with the Council members' agenda packets in order to allow time for review and reflection prior to the meeting. Allowing the Council members to be fully prepared for the meeting will increase the productivity of both the Council and the Commissions which benefit from the guidance of the Council's consideration. Each

member of the Council is encouraged to share his or her insights on each topic presented giving the Commission representative the benefit of opinions which can then be shared with the Commission members.

VII. ELECTION OF COUNCIL MEMBERS

The process of election to the Council will proceed as follows:

- 1) Commencing the first week of March a notice will be placed in the bulletin and sent to the parish Commissions seeking nominations and announcing the number of places to be filled on the Council for the next operating year. At the discretion of the Council, this notice can include names and positions of the people who are leaving the Council, their situation and the perspective they afforded the Council.
- 2) A Nomination Committee that consists of the out-going chairperson, one elected member whose term is ending, one appointed Council member and the pastor oversees the nomination process and, if necessary, cultivates nominees. The nomination process begins the second week of April and lasts two weeks. Nominating slips will be made available in church and provided to parish commissions. Nomination slips can be submitted to Council members, the pastor or the Parish Office.
- 3) At the end of the nomination period the Nomination Committee members are to review the names and add additional names as necessary or desired. A proposed slate of candidates will then be submitted to the entire Council.
- 4) During the regular May meeting, the nominations will be closed. Following the submission of the nominees the Council shall devote time to prayer and discernment among its members after which the nominees are to be prioritized in the order that the Council wishes the chairperson or pastor to call them and request their service on the Council.
- 5) The chairperson or pastor phones the nominees in order of priority and requests their service on the Council. Before the Nomination Committee can announce a nomination, the

nominee must assent to the nomination.

- 6) Nominated members are invited to the regular June meeting at which time their discernment on to the Council will be confirmed.

VIII. ELECTION OF COUNCIL OFFICERS

The Council officers shall be elected at the June meeting of the Council under coordination of the Nomination Committee described above.

Notice of the forthcoming election shall be given at the regular May meeting. The Nomination Committee should at that same meeting determine the availability and interest of current members for service as officers. At least one commitment for chairperson and one for vice chairperson must be secured at the May meeting.

The election will be held at the June meeting following formal nominations, which may also include nominations made from the floor. The election will be won by a simple majority vote of the Council on a written or verbal ballot. New Council members are considered guests at the June meeting and are not entitled to participate in the election.

IX. MIDTERM VACANCIES

In the event that any Council member's service terminates prior to expiration of the member's term, the vacant seat shall be filled by the appointment of the chairperson, with consent of the pastor.

In the event that a Council officer is unwilling or unable to fulfill their term of office, the following procedure will be followed:

- 1) In the event that the chairperson is unwilling or unable to fulfill their term, the vice chairperson will assume the office of chairperson and serve out the unexpired portion of the term.
- 2) In the event that the vice chairperson is unable or unwilling to serve out their term of office, the Council members shall nominate and elect by voice or written ballot a new vice chairperson to serve out the unexpired portion of the term.
- 3) Any Council officer or member who is called upon to serve out an unexpired term shall still be eligible to stand for two consecutive elections as a member or officer.

X. REVISION

Revision of these bylaws is encouraged as time and events require. The Council should make every effort to conform its practices to the bylaws or amend the bylaws to reflect the current practices of the Council. On any occasion when the bylaws are submitted for revision a period of not less than one month should be allowed for the study and review of any proposed revision in keeping with the operating procedures set forth above.

Revised 01-01-06.

XI. EXHIBIT A

Recognized Commission Listing (*as of 06-27-11*)

Christian Action Commission

Christian Formation Commission

Community Life Commission

Liturgy Commission

Operations Commission

School Board

Stewardship Commission