

***BY-LAWS OF ST. CATHERINE OF SIENA
CATHOLIC CHURCH PASTORAL COUNCIL***

Mission Statement

We are a Eucharistic Community of disciples, guided by the Holy Spirit to “Courageously Live the Gospel,” where all are welcome to come and encounter Christ.

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Articles of Establishments and Understanding

The Articles of Establishment and Understanding are the Charter of the By-Laws of St. Catherine of Siena Pastoral Council. They have been formulated to define the rule of the Council in the light of Canon #536 and pertinent Vatican and Diocesan documents. When the appointment of a new Pastor occurs, the Council and this document are suspended until ratified by the incoming Pastor.

ARTICLE I: Name

The Name of this body shall be: St Catherine of Siena Pastoral Council

ARTICLE II: Purposes

The purposes of the Pastoral Council shall be:

- Section 1. To join with the Pastor in actively supporting the mission of the Parish.
- Section 2. To serve as the principle consultants to the Pastor regarding parish needs and goals.
- Section 3. To serve as a channel for recommendations from the laity of the parish to the Pastor and when necessary to Diocesan Bishop.
- Section 4. To form a unified voice, with the Pastor in speaking to parish needs and directions.
- Section 5. To assist the Pastor in evaluating the life and work of the parish in fulfilling our conformity to Gospel principles and the directives of the Church.

ARTICLE III: Membership

Section 1. The Council shall be composed of:

- a. Pastor
- b. Clergy Representation
- c. Nine (9) discerned members

Section 2. To be a member of the Pastoral Council the individual must be:

- a. A member of the Catholic faith, who has received the Sacrament of Confirmation.
- b. A registered parishioner of St. Catherine of Siena for a minimum of five (5) years.
- c. Adjudged by the Pastor to be in good standing.

ARTICLE IV: Council Member Selection Process

Section 1. The Nominating Committee shall be comprised of three (3) Parish Council members appointed by the Facilitator.

Section 2. Selection Procedure for the discerned members:

- a. Members are to be discerned using the nomination committee procedure.
- b. The term on membership for discerned members shall be three (3) years.
- c. Pastoral council members may only hold a discerned position for one full three (3) year term. The discernment of new members to the Pastoral Council will occur every year during the Lenten season.

Section 3. A new nominating committee will be appointed in January. The nominating committee will:

- a. Solicit candidates through the Parish bulletin, website, organizations and ministries.
- b. Request completion of a candidate questionnaire.
- c. Submit a list of all nominees to the Pastor for approval.
- d. Contact prospective members
- e. Accept a verbal statement of intent-to-serve from those so agreeable and nominated.
- f. Arrange the room and set the date for discernment.
- g. The Pastor will arrange for the discernment facilitator.

ARTICLE V: Officers

Section 1. The members of the Council shall elect at the June meeting by simple majority from their membership a Facilitator, Vice Facilitator and a Recorder each year, renewable. The Facilitator will have served at least one year on the council.

Section 2. The Vice-Facilitator will assist the Facilitator in the execution of his/her duties; perform the duties of the Facilitator in the Facilitator's absence; and if necessary, assume the office of Facilitator should it become vacant. The Vice-Facilitator shall act as the Chair of the Nominating Committee.

Section 3. The Recorder will be responsible for the record of all proceedings and take attendance of the Council meetings. The minutes of the Council's proceedings will be reviewed by the Council membership at each subsequent meeting. The Recorder will submit the approved minutes of the Council proceedings to the Communications Coordinator to be posted on the Parish website. A copy of the minutes will be kept in the Parish Office by the Parish Office Manager.

Section 4. Council Officers are eligible for re-election to any office each year of their three (3) year term.

Section 5. Should the office of the Vice-Facilitator or the Recorder become vacant at any time, the Pastoral Council will, at its next regularly scheduled meeting, elect another Vice-Facilitator or Recorder who will be invested in office immediately upon election.

ARTICLE VI: Executive Board

Section 1: The Pastor of St. Catherine of Siena, the Facilitator, Vice-Facilitator, and the Recorder will comprise the Executive Board of the Pastoral Council.

Section 2. The Facilitator, in consultation with the Pastor, will be responsible to prepare the agenda for the regular and/or special meetings of the Pastoral Council. The Council will give priority matters presented to it by the Pastor for its advice but the members of the Pastoral Council are also encouraged to introduce other matters for the Council's deliberation by suggesting the matter to a member of the Executive Board prior to a meeting.

ARTICLE VII: Vacancies

Section 1. Vacancies may occur by written resignation to the Pastor and Facilitator of the Pastoral Council.

Section 2. Resignation shall be deemed automatic and a vacancy constituted by three (3) un-excused absences from regularly scheduled meetings in a calendar year.

Section 3. Vacancies can also occur by the removal of a member by the Pastor after consultation with the Pastoral Council.

Section 4. When vacancies occur for discerned members, a majority of the Council will determine how to fill the vacancy, based upon the recommendation of the Nominating Committee.

Section 5. Upon completion or termination of their term, members shall turn over all records, materials and equipment belonging to the Council, the Parish or the Pastor.

ARTICLE VIII: Meetings

Section 1. The Pastoral Council meetings will be held on the Second Monday of each month beginning at 7:00 PM. No meetings will be held during the months of July and December.

Section 2. The Communications Coordinator will ensure that notice of the regularly scheduled Pastoral Council meetings is published in the Sunday Bulletin two (2) weeks prior to the meeting itself.

Section 3. At least one member of the Executive Board must be present to hold a Council meeting.

Section 4. A quorum for a meeting for the transaction of Pastoral Council business will require the presence of at least a majority of the voting members of the Council.

Section 5. In accordance with ARTICLE VII, Section 3, any parishioner who wishes to present a matter for the consideration of the Council may do so by submitting the topic in writing to the Chair.

Section 6. Any parishioner of St. Catherine of Siena who wishes to attend a meeting is requested to arrive prior to the planned start of the meeting and introduce him/herself to the Council Facilitator.

- a. Recognize that as an observer they will not provide comment or input unless specifically requested by the Council Chair.

Section 7. Any parishioner of St. Catherine of Siena who wishes to present a matter for the consideration of the Council may do so by:

- a. Submitting the topic in writing to any Council member for the submission to the Facilitator.
- b. A member of the Executive Board will acknowledge the receipt of the submission.
- c. Disposition of the submission will be communicated to the parishioner who initially submitted it.

Section 8. If it becomes necessary to discuss confidential or sensitive topics, any member of the Pastoral Council can request a closed session. The Facilitator will move the meeting into a closed session after all other business is completed. At this time, any guests will be asked to leave.

Section 9. For a position to be a recommendation of the Pastoral Council to the Pastor, it must receive the vote of a simple majority of the total membership of the Pastoral Council.

Section 10. Since the purpose of the Pastoral Council is consultative to the Pastor, those participating in its deliberation should seek to achieve consensus rather than to focus primarily upon winning votes for particular positions.

ARTICLE IX: Ad Hoc Committees

Ad Hoc committees of the Pastoral Council may be formed in response to a specific event, question, or concern. The duration of the committee's existence will depend on the matter being considered and the process adopted by the committee.

ARTICLE X: The By-Laws

Section 1. These by-laws will become effective and adopted as of February 13, 2012, as approved by the Pastor of St. Catherine of Siena Parish and the Pastoral Council.

Section 2. Once these by-laws are adopted, any amendment must be submitted to a regular monthly meeting of the Pastoral Council in writing. It will then be placed on the agenda for discussion at the next regular monthly meeting of the Council. Subsequently, it will be voted at the next regular monthly meeting of the Council following its initial placement on the agenda.

Section 3. To be adopted, a proposed amendment to these by-laws must receive a two-thirds (2/3) majority of the voting membership of the Pastoral Council. Should there be a large number of changes to the by-laws a rewriting of the existing by-laws may be submitted for approval by the Pastor and Pastoral Council. However, as a matter of historical context, previous documents of the by-laws should be archived and saved in the Parish office as a matter of record for future Pastoral Councils.

Revised September 9, 2019