

# **Our Lady of Mount Carmel Parish Pastoral Council By-Laws**

## **Article I – Name and Purpose**

Section 1—Name: The name of the organization shall be Our Lady of Mount Carmel Parish Pastoral Council (“The Parish Pastoral Council”).

Section 2—Purpose: The purpose of the Parish Pastoral Council shall be to enhance the quality of parish life and its pastoral activity. Specifically, it shall assist the Pastor, as an advisory body, in the following areas:

1. Pastoral planning and goal setting
2. Developing/Implementing pastoral plans
3. Evaluating effectiveness of pastoral progress

## **Article II – Membership**

Section 1—**Membership:** Active, registered members of the parish who regularly attend Mass are eligible for membership on the Parish Pastoral Council.

Section 2—The Parish Pastoral Council voting **members** shall consist of only those members discerned or appointed by the Pastor into the Parish Pastoral Council

Section 3—The non-voting / ex officio members shall consist of:

1. The Pastor
2. The Parochial Vicar(s)
3. The Pastoral Associate
4. The OLMC School Principal
5. The Chairperson of the OLMC Finance Council
6. The Liaison person from the OLMC School Board

Section 4—**Terms:** All Parish Pastoral Council members shall serve three (3) years, but no more than 2 consecutive 3 year terms. Selection to a second 3 year term would be subject to discernment. After 2 consecutive 3 year terms on Council, members must leave the Council. After that, as long as the terms are not consecutive, a person can be discerned for Council again in the future.

Section 5—**Vacancies:** When a vacancy on the Parish Pastoral Council arises mid-term, an alternate selected from the discernment process shall fill the vacant seat. In the event this

individual cannot serve, the Pastor shall appoint a registered parish member to fill the vacant seat.

Section 6—**Resignations:** Resignation from the Parish Pastoral Council must be made in writing and received by the Parish Pastoral Council Chairperson.

Section 7- **Attendance:** Members of the Parish Pastoral Council, who miss 3 consecutive meetings without notifying the Pastor or the chairperson, shall be asked to step down from the Parish Pastoral Council. Tardiness and/or excessive absenteeism by Council members (more than 3 meetings missed within a year) will result in action by the Chair and Pastor.

### **Article III – Officers**

Section 1—The officers shall be a Chair, Vice-Chair and Secretary.

Section 2— The new chairperson will be appointed by the Pastor in consultation with the past Chairperson from the voting members of the Parish Council for a term of one year. The Vice-Chairperson will be appointed by the Pastor in consultation with the outgoing Chairperson and the new Chairperson from the voting members of the Parish Council. The Secretary will be selected from the voting members of the Parish Council.

Section 3—Each person selected shall hold only one office at a time. Each person may serve two consecutive terms.

Section 4—If there is a vacancy in the office of Chair, the Vice-Chair will become Chair. At the next regularly scheduled meeting the Pastor in consultation with the new Chairperson will appoint the new Vice-Chair.

### **Article IV – Duties of Officers**

Section 1—The Chair shall be responsible for conducting regularly scheduled meetings (8-10/year); planning the agenda for each meeting in consultation with the pastor; assembling Executive Committee meetings as required; informing the parish about the work of the Parish Pastoral Council.

Section 2—The Vice-Chair shall perform, in good faith, the Chair's duties if the Chair is absent; facilitate the nomination process, in mid-summer, for discernment held in late-summer; arrange for a public commissioning of Parish Pastoral Council members; and establish an annual calendar.

Section 3—The Secretary shall be responsible for keeping the minutes; distributing copies of the minutes and the agenda to Parish Council members; assuring that all Parish Pastoral

Council minutes are maintained at the parish office and published in the Commons and on the parish website in both English and Spanish.

#### **Article V – Committees**

Section 1—Executive Committee: The Parish Pastoral Council Executive Committee consists of the Pastor and the Officers. The Executive Committee shall be formed immediately following the selection of officers.

Section 2—Parish Pastoral Council members will be assigned as liaison persons to parish staff members. The liaisons will offer another avenue for staff members to bring issues or requests for support to the Parish Pastoral Council. Liaison assignments will be included in the Parish Council minutes as assignments are made and/or updated.

#### **Article VI – Discernment of New Members**

Section 1—The Parish Pastoral Council shall arrange for the nomination and discernment of new members.

Section 2— Discernments will be scheduled as frequently as needed, based on the expiration of members' 3-year terms.

Section 3—There shall normally be a total of twelve (12) members serving on the Parish Pastoral Council.

Section 4—The discernment shall be held on a weekend date chosen by the Pastor.

#### **Article VII – Meetings**

Section 1—The Parish Pastoral Council Meetings are scheduled from 9:00-11:00 AM on designated Saturday mornings. The expectation is that all members be present at the start of meeting. A member is to notify the Pastor or Chair of a necessary absence prior to the meeting to be missed. The Pastor and Chair shall make changes to the meeting schedule.

Section 2 -- All parishioners are welcome to attend the first 30 minutes of the regular council meetings to address the Parish Pastoral Council when recognized by the Chair. Parishioners desiring to address the council can be scheduled by contacting the Pastor or the Council Chairperson or by request via the Parish Council e-mail address listed on the Parish website. Regular meetings may be suspended, rescheduled, and special ones called, at the discretion of the Pastor and Chair.

Section 3—The scheduling of meetings shall be posted in the parish bulletin the weekend preceding the meeting.

Section 4—The Parish Pastoral Council shall also schedule at least three spiritual/social meetings per year.

Section 5—A simple majority of voting members constitutes a quorum to hold a meeting.

Section 6—The Parish Pastoral Council will reach pastoral recommendations by consensus. “Consensus”, as defined in Called to Serve, is a process whereby the members of group work toward an agreement/conclusion that all, though not necessarily in complete agreement, can still support.

#### **Article VIII – Relationships**

Section 1—The Parish Pastoral Council serves in an advisory capacity to the Pastor.

Section 2—The Parish Pastoral Council ministry liaisons will give brief reports on their assigned ministry(s) semi-annually or as needed.

Section 3—The Finance Council is separate from the Parish Pastoral Council and members of the Finance Council may not be voting members of the Parish Pastoral Council. (See Called to Serve)

Section 4—The Finance Committee will provide a quarterly update to the Parish Pastoral Council.

#### **Article IX – Amendments**

Section 1—These by-laws may be amended, when necessary, by a simple majority of the voting members of the Parish Pastoral Council at a meeting in which a quorum is present.

#### **Certification**

These by-laws were adopted by vote of the members of Our Lady of Mount Carmel Parish Pastoral Council.

---

By Laws approved and effective as of: 6/29/2013