

*ST. PAUL CATHOLIC CENTER*

**PARISH PASTORAL COUNCIL**

**BYLAWS**

**ARTICLE I: NAME, PURPOSE AND FUNCTION**

**Section 1.** The name of this St. Paul Catholic Center assembly shall be the Parish Pastoral Council.

**Section 2.** The Parish Pastoral Council (hereafter referred to as the Council or PPC) serves the Catholic Community of Indiana University and Bloomington residents. In service to our Parish community and the Pastor, it shares the responsibility of listening to and providing guidance and leadership for our Parish by encouraging action, service, and ministry.

**Section 3.** The Council strives to:

- a. Serve as a consultative body to the Pastor and the Pastoral Team.
- b. Discern prayerfully the needs of the Parish community.
- c. Serve as a vehicle for constructive dialogue with the Parish community.
- d. Collaborate with the Pastoral Team to formulate policies concerning Parish and pastoral matters consistent with faith and morals, civic and church law, and Archdiocesan policies.
- e. Assist in the establishment of clear and concise goals and objectives based on the Parish mission statement and the emerging needs of the Parish community.
- f. Coordinate, encourage, and promote every apostolic activity within the Parish.

**ARTICLE II: MEMBERSHIP**

**Section 1.** Members of the Council shall:

- a. Be baptized and confirmed Catholics.
- b. Be registered members of the Parish and active participants in Parish activities, including worship.
- c. Know and support the mission of St. Paul Catholic Center.
- d. Possess the talents and skills needed to carry out the work of the Council and attend the meetings of the Council.

**Section 2.** Membership will include:

- a. Four Undergraduate Student Parishioners
- b. One Graduate Student Parishioner
- c. One University Faculty or Staff Parishioner
- d. One multicultural resident parishioner
- e. Three Resident Parishioners
- f. The Finance Council Chair (*ex officio*)
- g. Any ad hoc position created by the Pastor

**Section 3.** Terms of Office shall be:

- a. Four Undergraduates and One Graduate Student – One Year; may serve up to three terms.
- b. One University Faculty or Staff Parishioner – Two Years; may serve up to two consecutive terms.
- c. Three Resident Parishioners – Two Years; may serve up to two consecutive terms.
- d. One Multicultural Parishioner – Two Years; may serve up to two consecutive terms.
- e. The Finance Council Chair – Duration of Term in Office as Chair.
- f. Ad hoc positions may serve no more than two years.
- g. No member of the council may serve more than four years.

**Section 4.** Any term that cannot be completed by a Council member shall be filled by a recommendation of the Council to the Pastor. The Council may select possible candidates from any member of the Parish who meets the criteria for membership for that position. Any candidate to be considered must be given approval for his / her candidacy, being fully aware of the responsibilities of membership. The new member will serve out the term that was vacated. This term of service by appointment shall not be considered part of the first of two possible consecutive terms.

**Section 5.** At the first Council meeting in August, each member will be selected to act as liaison to one or more of the Pastoral and Resource Ministries.

**ARTICLE III: OFFICERS**

**Section 1.** The Council shall elect a Chair, Vice-Chair, and Secretary from their own membership for one-year terms of office at the first Council meeting in August. These officers, together with the Pastor, shall constitute the Executive Committee. The Chair, Vice-Chair, and Secretary may be re-elected for a second term; but can serve no more than two consecutive terms.

**Section 2.** Officers' responsibilities:

**The Chair** shall have the following duties:

- a. Call and preside at all meetings of the Council.
- b. Oversee all activities of the Council.
- c. Prepare the Council meeting agenda with the Pastor.
- d. Distribute the agenda of the forthcoming meeting.
- e. Schedule rooms for Council meetings and provide information of these meetings for the Parish bulletin.

**The Vice-Chair** shall have the following duties:

- a. Preside at meetings in the absence of the Chair.
- b. Fulfill the Chair's term of office in case of resignation or disqualification.
- c. Coordinate the nomination and election process for new Council members.

**The Secretary** shall have the following duties:

- a. Record minutes of all Council meetings.
- b. Maintain a current record of the names, addresses, telephone numbers, email addresses, and terms of office of all Council members.
- c. Distribute minutes of the previous meeting prior to the subsequent Council meeting.

## **ARTICLE IV: MEETINGS**

**Section 1.** Regular meetings of the Council shall be held monthly from August through May. A member in good standing shall attend a minimum of six meetings.

**Section 2.** The Pastor with the Chair may call an extraordinary meeting of the Council. Members will receive written notice of such a meeting at least 48 hours prior to the meeting.

**Section 3.** Council meetings shall be open to all members of the Parish. Guests attending meetings are permitted to participate in Council discussions if they are invited to do so.

**Section 4.** Proposals by any parishioner may be submitted to the Council by presenting it in writing at least two weeks in advance of a regularly scheduled Council meeting. The Council will consider the proposal during its next scheduled meeting.

**Section 5.** The Parish Financial Council Chair will provide periodic parish financial reports.

## **ARTICLE V: DECISION MAKING**

**Section 1.** The Council serves as a consultative body to the Pastor. As such, all decisions made by the Council are recommendations to the Pastor for his approval and ratification. The decision-making process of the Council shall be by majority vote of a quorum. A quorum is defined as seven (7) of the voting members.

**Section 2.** If the Council is required to take a vote, a majority of the quorum shall pass the issue. Each voting member of the Council shall be entitled to one vote. Remote participation and voting is permitted.

**Section 3.** The Parish Financial Council Chair, an ex-officio member of the Parish Pastoral Council, is a voting member.

## **ARTICLE VI: NOMINATIONS**

### **Section 1. Selection**

The preferred method for selecting council members is through the Discernment process. See Appendix I for a description of this process.

**Section 2.** At the March meeting each year the Council Vice-Chair will form a Nomination and Selection Committee (hereafter referred to as the Committee) consisting of the Vice-Chair, who presides, and at least two current Council members.

**Section 3.** The Committee will inform the Parish of the coming Nomination period. The Committee will encourage the Parish to nominate qualified members for various open seats on the Council. The Nomination period will last for three weekends.

**Section 4.** After compiling the list of qualified candidates, the Committee will hold an orientation meeting for them. At this meeting candidates will be apprised of the purpose and

mission of the Council, and the Committee will assist potential candidates in discerning their sense of a calling to serve the Parish as members of the Pastoral Council. Qualified candidates can also choose to schedule a meeting with the Pastor before the Committee meeting.

**Section 5.** The Committee is responsible for the Nominating Process.

**Section 6.** The Nomination Period, Discernment and Selection Period each year shall be no later than April.

**Section 7.** The newly appointed Council members assume their positions at the May Council meeting.

#### **ARTICLE VII: AMENDMENTS AND REVISIONS**

**Section 1.** If a change to the Bylaws is needed, the Council Chair shall appoint a Bylaw Review Committee at that time.

**Section 2.** Any proposed changes to the Bylaws must be submitted in writing to the Committee, which shall accept, edit, or deny the proposed changes.

**Section 3.** The Committee shall present any Bylaw changes to the Council for final review and approval or denial.

#### **ARTICLE VIII: REMOVAL FROM THE COUNCIL OR OFFICE**

**Section 1.** A Council member may be removed from the Council when that member no longer meets the qualifications under **Article II** of these PPC Bylaws.

## **Appendix I**

### **Selection of Pastoral Council Members**

### **Discernment Process**

Orientation: The Pastoral Council Chair, in consultation with the pastor and other council members, will set up a Nomination and Selection Steering Committee, led by the Council Vice Chair. The committee will:

- Educate parishioners about the role of the council in order to generate interest in serving on the council and ask for their prayerful consideration of service on the Council.
- Part of this information should mention representation of all cultural groups.
- This can be done through inserts in our Sunday bulletin, announcements prior to Mass and personal contacts.
- Pastor and members of the Council may also submit names of potential members for service on the Council.

The committee will host an informal meeting for those interested in serving on the Council and should include:

- Council bylaws
- Mission of the Pastoral Council
- Orientation of Council members
- Current issues facing the Council
- Operations and meeting schedule
- Other relevant data
- Allow opportunity for potential new members to meet with those already serving on the Council and discuss their questions or concerns.

Following the orientation meeting:

- Potential members may submit his/her name for discernment process to the Steering Committee.
- Submit a brief summary of their personal background including activity in parish life, ministries, organizations and any other information they deem appropriate.

Reading material provided each potential member for their prayerful discernment of service on the council. Example: “*A Guide to Building Teams for Catholic Parishes*” document (link below). <https://amazingparish.org/wp-content/uploads/2014/07/catholic-fg.pdf>

- Council members provided with applications and personal background of each potential member for prayerful discernment of service.
- Steering committee prepares follow-up meeting with each potential member and the council members.
- Council meets to discern new membership.

#### **Discernment:**

- Discernment means to come to full knowledge. A process of prayerful discernment is one in which we come to knowledge of the will of God for the parish.

- Discernment of parish council membership is the process of prayer, formation, and the deepening of people's relationship with the Lord as individuals and as a community of believers.
- The process involves calling upon the Spirit to be present and providing the opportunity for prayer and reflection in each step of the process.
- The selection of parish leaders is not a race or a contest, but a CALL – the traditional meaning of election in the Church.
- Discernment gathers the community in prayer, lifting its needs to God, asking for an openness to God's will for us, and God's presence in our midst and ministry. This can be done through Prayers of the Faithful during Sunday masses.
- Discernment of the Pastoral Council members involves prayer, the naming of the gifts that an individual brings to the parish community, and a sense of the parish community's needs in the context of the issues gathered.
- In consultation with the pastor, final selection of members are made by the Pastor, during a Pastoral Council monthly meeting or special session of the Council.