

Pastoral Council By-Laws

Article 1 **Mission Statement**

Christ the King Parish is called together by God as a faith sharing community to radiate, celebrate and proclaim Jesus Christ through prayer, word, worship and service as we seek to build up His one body, adapting to the diverse needs of the people in whose midst we live and witness.

Article 2 **Name**

This organization shall be known as the Pastoral Council of the Church of Christ the King, and is referred to as the Pastoral Council in these by-laws.

Article 3 **Purpose, Functions and Authority**

Section 1 Purpose

Christ the King's Pastoral Council is a faith filled leadership body, guided by the Holy Spirit and the Gospel, to discern the needs of the Community, Parish or Cluster and, by setting goals and priorities, guides the Parish in building a Christ Centered Christian community for the honor and glory of God.

The Pastoral Council participates in the responsibility for pastoral ministry and will research the ideas, the hopes, the life and activity of the people of God, so that the whole Community, Parish or Cluster, can effectively carry out the mission of the Community and fully participate in the ongoing conversion that is center to its life.

Section 2 Functions

To accomplish its purpose, the Pastoral Council shall perform the following:

- a. Act as representative voice of the parish family.
- b. Provide an open and honest forum for parish communication and dialogue.
- c. Act as a consultative body in assisting the Pastor in administering all aspects of the parish.
- d. Plan for the future of the parish by providing a vision and recommend steps to achieve that vision.
- e. Perform other functions as the need develops and/or requested by the Pastor.
- f. Provide representation for all parish organizations or groups. To this end, five primary committees are designated:
 - i. Christian Service
 - ii. Life-Long Formation
 - iii. Prayer and Worship
 - iv. Administration and Finance
 - v. School

Section 3 Authority

Pursuant to Canon Law, the Pastoral Council's authority is limited to advising the Pastor. All issues and concerns shall be thoroughly discussed. From these discussions a consensus will be arrived at and presented to the Pastor.

Article 4 **Membership**

Section 1 Representation

To assure a cross-section representation on the Pastoral Council, some parishioners will be members of the Council by virtue of having been appointed to a major Pastoral function or organization. These are listed below as ex-officio members. The remaining members shall be selected at large. Finally, after the selections have been conducted, the Pastor may appoint four members to the Pastoral Council.

Section 2 General Requirements

All members of the Pastoral Council shall be Confirmed members of the Parish.

Section 3 Ex-Officio Members

- a. Pastor
- b. Associate Pastor
- c. Deacon(s)
- d. Pastoral Associate for Faith Formation
- e. Pastoral Associate for Liturgy and Music
- f. Parish School Principal
- g. Two Parish Trustees

Ex-officio representatives may select an alternate with Pastor and Council approval. In the absence of the representative the designated alternate would have full rights and responsibilities of the representative.

Section 4 Selected Members

- a. Eight members shall be selected to serve from the Parish community at large.
- b. Annually, four Parishioners shall be called to serve for a two-year term. They may be reappointed for a second two-year term.
- c. Members may only serve two consecutive terms.

Section 5 Pastoral Appointments

- a. The Pastor may appoint up to four members to the Pastoral Council. One of these four shall include a youth. A recommendation for the youth member may be given by the Pastoral Associate for Faith Formation.
- b. Each member shall be called to serve for a two-year term. They can be reappointed for a second two-year term.
- c. They may only serve two consecutive terms.

Section 6 Selections

- a. The Chair of the Pastoral Council will appoint a Selection Committee consisting of 5 members of the Parish to carry out the selection process. One member of the Committee will be designated as Chair. Members of this Committee will represent a broad cross-section of the Parish and are not eligible for selection to the Pastoral Council. Current and former Pastoral Council members who are not up for selection may serve on this Committee. The Pastor serves as an ex-officio member of this Committee. This Committee will be appointed by April 1st.
- b. At all the Masses on a Sunday in April, members of the Parish will be invited to nominate a member of the Parish to be a candidate for the Pastoral Council. An information sheet about the Pastoral Council purpose and functions will be provided for all Parishioners.
- c. The Selection Committee will contact every nominee and ask them if they are interested in serving. Those that are interested will be invited to attend a brief meeting. The purpose of the meeting is to meet existing

council members who will explain the role of the Pastoral Council, the organization of the Council, the time requirements, and the major initiatives which the Pastoral Council will be working on during the coming year. Only those who attended the meeting and expressed an interest to serve will be invited to the second meeting.

- d. The Selection Committee will hold a second meeting of the interested candidates. The purpose of this meeting is for each of the candidates to tell the others something about themselves and why they want to serve on the Council. Once this is completed the Selection Committee will inform the group of how many Pastoral Council positions are to be filled. They will pass out discernment forms and ask the candidates to deliberate and discern who the new members to the Pastoral Council should be. Only those who attend the meeting and expressed an interest to serve will be allowed to participate in the discernment process.
- e. The results of the selection process will be published in the Pastoral bulletin and the nominating committee shall be disbanded.
- f. The new members take office on July 1st.

Section 7 Filling Vacancies

Vacancies occurring shall be filled by direct appointment by the Pastoral Council from Parishioners. Such appointments shall be for the duration of the remaining term.

Article Five Officers

Section 1 Selection of Officers

The officers of the Pastoral Council shall be the Chair, Vice-Chair and Secretary. All members of the new Pastoral Council will meet in June for the purpose of selecting new officers by the discernment process.

Section 2 Term of Office

The officers of the Pastoral Council are selected for one year and may serve only two consecutive terms.

Section 3 Duties and Responsibilities

- a. Chair
 - i. Presides at all meetings.
 - ii. Presents all recommendations and reports of the Pastoral Council to the Pastor.
 - iii. Appoints special committees.
 - iv. Calls special meetings.
 - v. Appoints a Council member as Chairperson of each of the Council Sub-committees.
- b. Vice-Chair
 - i. Performs duties of the Chair in his/her absence.
 - ii. Succeeds to the Presidency if for any reason the Chair is not able to perform the duties of the office.
- c. Secretary
 - i. Keeps accurate minutes of all Pastoral Council meetings
 - ii. Maintains a record of attendance at all Pastoral Council meetings
 - iii. Handles all Pastoral Council correspondence
 - iv. Submits to all Pastoral Council members, at least five days before a meeting of the Council, the minutes of the last meeting and an agenda for the scheduled meeting.
 - v. Maintains an updated copy of these by-laws.

- vi. Provides newly elected members with a copy of these by-laws.
- vii. Maintains a current listing of the names, addresses, telephone numbers and e-mail addresses of the Pastoral Council members.

Section 4 Vacancies

In the event of a vacancy in the office of the Vice-Chair or Secretary, the Pastoral Council shall immediately select one of its members to fill the office for the remaining term.

Section 5 Records

Each officer, at the end of his/her term, shall turn over all materials and records to the duly selected successor.

Article 6 Meetings of the Council

Section 1 Frequency

The Pastoral Council shall meet monthly except for the months of July and August. Special meetings may be called by the Chair or the Pastor.

Section 2 Notice of Regular Meetings

A Notice of the regular meeting of the Council shall be published in the Parish Bulletin on the Sunday preceding the meeting. The meetings shall be open to all Parishioners who wish to attend.

Section 3 Petitions

Any Parishioner may petition the Pastoral Council to have items placed on the agenda. A written request should be made by form provided to the Secretary with a brief description of the subject matter five days prior to the meeting of the Council.

Section 4 Minutes of the Pastoral Council

Minutes of all the meetings shall be approved by the Pastoral Council Chair and posted by the Secretary in the gathering space of the Church the Sunday preceding the next regular meeting including the date of the next meeting and a form for requesting an addition to agenda.

Article 7 Procedures

Section 1 Agenda Format

All meetings of the Pastoral Council shall have the following format:

- a. Opening Prayer
- b. Reading and Approval of Minutes
- c. Business Meeting

Section 2 Business Meeting

- a. New Business – Chair will follow the agenda previously provided to Council members. Items not on the agenda will be discussed at the discretion of the Chair.
- b. Assignments – Members of the Council will assign issues presented to appropriate subgroup(s) for review, follow-up, recommendations and/or actions.
- c. The business meeting shall provide for a period of open discussion and/or to answer questions

Article 8 Ratification and Amendment

Section 1 Ratification

The by-laws of the Pastoral Council, after having been reviewed and commented on by the Parish community and with the concurrence of the Pastor, shall be ratified by a consensus of the entire Pastoral Council.

Section 2 Amendments

The by-laws may be changed only by amendment by a consensus of the entire Pastoral Council.

Revised February 20, 2008