

# **St. Timothy Parish Pastoral Council By-Laws**

## ***Vision***

**We are Saint Timothy Parish, a Catholic community committed to the call of Jesus Christ.**

## ***Mission***

**We are Christ's disciples, and we join in the Holy Spirit's work to make life holy. With grateful hearts we come together in worship, service, faith formation, and community to share and celebrate God's many gifts.**

We, the Family of St. Timothy Parish, believe that it is our mission to gather our community for the worship of God, in union with the whole Church.

Building on the years of service in the name of Jesus Christ, we recognize the needs of this area as our special mission. This Mission is to teach and proclaim Gods Saving Word, on all levels, to all people. Through worship, education, prayer, and action, we extend the compassion of Jesus Christ to those living in spiritual, material, or emotional need. In Faith, We declare our willingness to accept this mission and the will of Jesus Christ as it is revealed to us.

Our ongoing goal is to establish a Christ centered Community through:

Worship

Outreach/Evangelization

Faith Formation

Community

We, the Body of Christ, ask for the guidance of the Holy Spirit to direct us in all things, and that our works may bear witness to God's presence and love in this community.

## **ARTICLE I - NAME**

The name of this organization shall be known as The Pastoral Council of St. Timothy Parish, Union, Kentucky (also referred to as the Parish Council).

## **ARTICLE II – AUTHORITY and CONFIDENTIALITY**

All action and authority of this Council is derived from the Pastor in charge. Nothing herein shall abridge the authority of the Pastor.

Parish Council is the consulting body to the pastor, dialogs with and makes recommendations to the pastor for all major pastoral decisions. As such, confidentiality must be maintained on various topics discussed at council meetings. Council members must not openly discuss decisions and/or issues that are specifically asked to remain confidential as this may undermine the usefulness of this council.

## **ARTICLE III – PURPOSE**

The Purposes of the Council as a Pastoral Body are:

1. To provide an opportunity for the Clergy, Religious, and Laity to collaborate in the service of Christ and the operation of the Parish.
2. To identify and assist in meeting the spiritual and temporal needs of the parish and community by facilitating the following areas of ministry and business. This will be done through the use of Committees and paid staff to work in and monitor the following areas:
  - Worship
  - Outreach/Evangelization
  - Faith Formation
  - Community
3. Business Management/Finance

## **ARTICLE IV - PARTICIPATION**

All regular meetings of the Council are open to St. Timothy parishioners. Any parishioner who wishes to speak will be allotted ten (10) minutes. The chairperson may give permission for a visitor to address the Council after prior request from a parishioner. Requests must be submitted to the executive committee prior to the agenda setting date. Council chairperson may limit the speaking time of the approved visitor. The Council may close participation by a simple majority vote of the Council. The Council chairperson has authority to move into executive session or schedule a closed meeting at any time. We encourage any parishioner with an urgent need to contact the Pastor or a Pastoral Council member prior to the meeting.

## **ARTICLE V - ORGANIZATIONAL STRUCTURE OF THE COUNCIL**

### **Part A. The Executive Committee**

**Section 1.** The Executive Committee is comprised of the Council chairperson, vice-chairperson and secretary. The term of office for each officer on this committee shall be one year.

**Section 2.** This committee shall have the responsibility of directing and unifying the work of the Council and the Committee.

**Section 3.** This committee shall meet with the Pastor 7 to 10 days prior to the regularly scheduled Pastoral Council meeting to set the agenda.

**Section 4.** Should the chairperson resign, the un-expired term shall be filled by the vice-chairperson. Un-expired terms of the other officers shall be filled by Council appointment.

**Section 5.** This committee is elected by Parish Council nomination and approval of the remainder of Pastoral Council voting members. This takes place at the first meeting of each new fiscal year, which is held each June.

#### **Duties of the Executive Committee**

- Chairperson
  - Prepares Council meeting agenda with Pastor
  - Conducts all regular and special meetings of the Pastoral Council
  - Is responsible for the basic functions of the Pastoral Council in accordance with its By-laws
  - Ensures candidate discernment meeting is conducted
  - Ensures new member orientation is conducted.
- Vice-Chairperson
  - Acts as Chairperson in the Chairperson's absence
  - Assists in the overall responsibility associated with the basic functions of the Pastoral Council
- Secretary
  - Documents and publishes the minutes of all meetings
  - Records attendance at meetings
  - Assists in the overall responsibility associated with the basic function of the Pastoral Council

### **Part B. Structure of the Council**

**Section 1.** The Council shall include representation from the pillars, the Finance Council, and any other committees deemed important to the functionality of the parish. Council members are not members of the paid staff.

**Section 2.** Each pillar, Finance Council, and any subcommittees must have stated goals and objectives that should be updated annually.

Each of these committees/subcommittees will have an attachment to these bylaws that will reflect their responsibilities, functions and membership requirements (if any are necessary) and be updated and maintained by the individual committees.

## **ARTICLE VI - ELECTION OF COUNCIL MEMBERS AT LARGE**

**Section 1.** Nominations should occur in April so the selected representatives would assume their terms of office at the June meeting.

Three members will be selected each year. Total membership of the council will consist of nine (9) voting members of St. Timothy Parish. The Pastor and any associate Pastor(s) or Parochial Vicar(s) shall be considered permanent voting members.

- The discernment process will take place between the nominations and the June Council meeting with terms commencing in June.
- Pastoral Council Terms will be three (3) years in duration with a maximum of two (2) consecutive full terms.
- If a replacement member is filling a term of 2 years or less, that term will not count as a full term. Under this condition, a council member may serve 8 consecutive years.
- After serving two (2) consecutive full terms, the member must step down for at least one (1) year before he/she may be nominated for the Council again.

### **Election Process – Discernment:**

- Parishioners will nominate themselves or another parishioner.
- Nominees will prepare a short biography about themselves to distribute to the other nominees. (Biography outline is forwarded by the parish office)
- An outside facilitator will be brought in to lead the discernment process.
- Nominees and facilitator will meet to discuss and discern who among themselves would make the best representatives to Pastoral Council by vote.

## **ARTICLE VII - MEETINGS**

**Section 1.** The Council shall meet monthly; however, meetings may be canceled by the Pastor or a majority approval of the voting members. Meetings are typically not scheduled in July or January.

**Section 2.** At least annually, Pastoral Council shall convene a meeting to establish long term goals and objectives.

**Section 3.** A quorum at any meeting shall consist of two-thirds (2/3) of the voting Members of the Council.

**Section 4.** The chairperson or Pastor may call a special meeting of the Council.

**Section 5.** Proposals for Council consideration and vote must be submitted to the chairperson or Pastor for inclusion on the agenda before the meeting. A simple majority vote of those present is required for approval. Proposals not on the agenda must be introduced as new business and may be voted on at the next regular meeting. A two-thirds (2/3) favorable vote of the voting members present is required to suspend this rule for a particular proposal.

## **ARTICLE VIII- AMENDMENTS**

**Section 1.** These by-laws will be read and reviewed at the August meeting of the Parish Council to ensure that all members know what is expected throughout the year.

**Section 2.** These by-laws may be amended at any regular meeting of the Council by a two-thirds (2/3) favorable vote of the voting members present. Any proposed amendment must be submitted in writing and read one meeting prior to the meeting at which the change is voted on.

New committees may be added as needed at the discretion of the Pastor and the Council.

## **ARTICLE IX - ATTENDANCE**

Pastoral Council Members who miss more than two (2) consecutive or three (3) regularly scheduled meetings within a twelve (12) month period shall be deemed to have retired voluntarily. Before a Pastoral Council member is deemed "retired", the Chairperson and Pastor must determine the reasonableness of the absences. The affected member may present information pertinent to the issue of voluntary retirement.

Any member of the Pastoral Council may resign by giving written notice to the Chairperson, Secretary or Pastor. Acceptance of such resignation shall not be necessary to make it effective. One member of the executive committee (Chairperson, Secretary or Pastor) will see that the resignation is presented to the Pastoral Council.

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## **REVISION HISTORY**

<u>Date</u>	<u>Section</u>	<u>Comments</u>
8/31/2008	New document	
9/2/2009	General Article II Article IV Article V, Part A Article VI, Section  Article VIII	Added Revision table Added confidentiality section Removed "meetings are the first Wednesday of the month". Clarification of Executive Committee Clarification of who are permanent members and remove specifics to the number of members. Clarification of when is discernment. Clarification of term limits to 2 consecutive terms Added Section 1 - re: review of bylaws
10/7/2009	Article II Article V, Part B  Article VI, Section 1	More specific about what can and cannot be discussed Removed specifics regarding the number of pillars and specifically naming them. Removed specifics of when discernment occurs. Added clarification of for filling incomplete terms.
11/4/2009	By Laws Adopted	

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