

St. Timothy Parish Pastoral Council Bylaws

Vision

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

Mission

Our mission is to gather our community for the worship of God in union with the whole Catholic Church. This mission involves teaching and proclaiming God's 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. We declare our willingness to accept this mission and the will of Jesus Christ as it is revealed to us in faith. We ask that the guidance of the Holy Spirit direct us in all things and that our works may bear witness to the presence and the love of God in our community.

ARTICLE I - NAME

This organization shall be known as the Pastoral Council.

ARTICLE II – AUTHORITY and CONFIDENTIALITY

All authority of the Pastoral Council is derived from the Pastor. Thus, no action of the Pastoral Council, nor any provision contained in these Bylaws, shall abridge the authority of the Pastor.

To protect the usefulness of the Pastoral Council to the Pastor, Pastoral Council members shall not openly discuss matters raised at Pastoral Council meetings that are designated by the Pastor as confidential.

ARTICLE III – PURPOSES

The purposes of the Pastoral Council include the following:

1. To serve as a consulting body to the Pastor. In this regard, Pastoral Council discusses major parish decisions with the Pastor and makes recommendations for the Pastor's consideration;
2. To provide an opportunity for the clergy, religious order and the laity to collaborate in the service of Christ and the operation of the parish;
3. To identify and assist in meeting the spiritual and temporal needs of the parish and the community;
4. To help oversee the business and financial needs of the parish; and
5. To perform such other functions as designated by the Pastor.

ARTICLE IV - PARTICIPATION

All regular meetings of the Pastoral Council are open to all parishioners, and parishioners may request to address the Pastoral Council at such meetings. The chairperson may also grant permission for a visitor to address the Pastoral Council. Any parishioner who wishes to attend or speak at a meeting, or to have a visitor speak at a meeting, shall submit the request to a member of the Executive Committee at least one (1) week prior to the meeting.

Parishioners and approved guests are generally allotted speaking times of up to ten (10) minutes, but this amount of time may be adjusted by Parish Council based on the agenda for the meeting. Further, Pastoral Council may hold closed meetings, or go into a closed session during a meeting.

Parishioners with urgent needs are encouraged to contact the Pastor or a Pastoral Council member prior to the meeting.

ARTICLE V - COMMITTEES

Part A. Executive Committee

Section 1. The Executive Committee is comprised of the Pastor and the Pastoral Council chairperson, vice chairperson and secretary. The Pastor is a permanent member of the Executive Committee, and the term of office of the other members of the Executive Committee shall be one (1) year.

Section 2. The Executive Committee shall have the responsibility of directing and unifying the work of the Pastoral Council.

Section 3. The Executive Committee will meet with the Pastor prior to the regularly scheduled Pastoral Council meeting to establish the agenda.

Section 4. Should the chairperson resign or be unable to serve, the unexpired term shall be filled by the vice chairperson. Unexpired terms of the other officers shall be filled by Pastoral Council appointment.

Section 5. Executive Committee members shall be nominated and elected by the Pastoral Council at the first meeting of each new fiscal year.

Section 6. The duties of the Executive Committee members are as follows:

- Chairperson
 - Prepare Pastoral Council meeting agenda with Pastor.
 - Conduct all regular and special meetings of the Pastoral Council.
 - Be responsible for the basic functions of the Pastoral Council in accordance with these Bylaws.
 - Oversee candidate discernment process and new member orientation.
 - Perform such matters as delegated by the Pastor, and to assist in the overall responsibility associated with the basic function of the Pastoral Council.
- Vice Chairperson
 - Act as chairperson in the chairperson's absence.
 - Perform such matters as delegated by the Pastor or the Chairperson, and to assist in the overall responsibility associated with the basic function of the Pastoral Council.
- Secretary
 - Prepare the minutes of all meetings for approval by the Pastoral Council.
 - Record attendance at meetings.
 - Perform such matters as delegated by the Pastor or the chairperson, and to assist in the overall responsibility associated with the basic function of the Pastoral Council.

Part B. Pillar Committees

Section 1. The Pastoral Council shall designate Pillar Committees from time to time. These Pillars Committees are intended to assist the Pastoral Council in fulfilling its purposes. As of the date of these Bylaws, the Pillar Committees are as follow:

- A. Worship
- B. Outreach
- C. Adult Faith Formation
- D. Youth Faith Formation
- E. Community
- F. Finance Council
- G. Education

Section 2. Each of these Pillar Committees will serve at the pleasure of the Pastoral Council, and will have such responsibilities, functions and membership requirements as approved by the Pastoral Council.

Section 3. Each of the Pillar Committees must provide on an annual basis to the Parish Council stated goals and objectives of the Pillar Committee.

Section 4. At least one (1) member of the Parish Council shall act as a liaison to each Pillar Committee and report to the Parish Council on the activities of the Pillar Committee at the Parish Council's meetings.

ARTICLE VI - ELECTION OF PARISH COUNCIL MEMBERS

Section 1. Nominations from the parish for members of Pastoral Council will be received in April. A discernment process for parishioners nominated to serve on Parish Council will take place in May. Parishioners selected to serve on Parish Council during the discernment process will assume their terms of office as members of the Pastoral Council at the June meeting.

Section 2. Three (3) members from the parish will be selected each year, such that parishioners will represent nine (9) voting members in total. The Pastor and any associate pastor(s) or parochial vicar(s) shall be considered permanent voting members. The principal of St. Paul School will serve as a non-voting, ex-officio member.

Section 3. Pastoral Council Terms for parishioners will be three (3) years in duration with a maximum of two (2) consecutive terms. After serving two (2) consecutive terms, the member must step down for at least one (1) year before being nominated again for the Pastoral Council.

ARTICLE VII - MEETINGS

Section 1. The Pastoral Council shall meet monthly, except that meetings are typically not held in January or July. Meetings may be canceled, or special meetings called, by the Pastor, or in his absence by a majority approval of the voting members.

Section 2. At least annually, the Pastoral Council shall 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 Pastoral Council. If a quorum is present: (i) except as provided herein, a majority vote of the voting members present is required for approval of proposals on the agenda or to take any action in accordance with these Bylaws; and (ii) proposals not on the agenda require a two-thirds (2/3) vote of the voting members present for approval.

ARTICLE VIII- AMENDMENTS

These Bylaws may be amended at any regular meeting of the Pastoral Council where a quorum is present and such amendment receives a two-thirds (2/3) 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 upon.

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, may 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 from Pastoral Council by giving written notice to a member of the Executive Committee. A member of the Executive Committee will communicate any such resignation to the Pastoral Council.

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