



Saint Benedict Catholic Church

Falcon, Colorado

Bylaws of the Pastoral Council

Implemented – June 12, 2007

In accordance with the Code of Canon Law, Article 536, and the Diocese of Colorado Springs, and following the guidance provided in the Apostolic Letter *Novo Millennio Ineunte* of His Holiness Pope John Paul II to the Bishops, Clergy and Lay Faithful, a Pastoral Council is established within and for the service of St. Benedict Catholic Church, Falcon, Colorado.

Article I

Purpose:

The purpose of the Pastoral Council, the primary consultative body in a parish, is to prayerfully advise and provide consultation to the Pastor/Parish Director in the administration of the pastoral aspects of the parish.

Article II

Authority and Areas of Concern:

Its duty is to assist the Pastor/Parish Director in the creation and implementation of the Parish Pastoral Plan, which defines the objectives and strategies that the parish will follow to accomplish its mission. The Pastoral Council also serves as an advisory body for the Pastor/Parish Director on decisions that will have broad and significant impact on the parish.

Article III

Responsibilities:

The Pastoral Council goal is to represent the parish at large in their recommendations when it performs the following functions:

- Conduct a formal meeting once each month, with a minimum quorum of five (5) members.
- Conduct single topic special meetings, with a quorum present, when requested by a majority of the members or the Pastor/Parish Director.
- Promote dialogue among the Pastor/Parish Director, Parish Staff, Pastoral Council, and the entire parish community.
- Promote attendance at all regular and special Council meetings by parishioners and guests; taking their input for consideration as an agenda item(s).
- Provide liaison to the ministries defined in the Parish Pastoral Plan.
- Assess the need for new ministries, committees or commissions and provide appropriate support to these programs as necessary.
- Facilitate, lead, direct and provide resources for the Christian growth of all parishioners.
- Review and make recommendations towards approval of the annual parish budget.
- Periodically review and renew the Parish Pastoral Plan.

Article IV

Role of Pastor/Parish Director:

The Pastor/Parish Director is responsible to insure that the recommendation of the Council are in accord with Canon Law, civil law, the teachings of the Church and the policies of the Diocese of Colorado Springs.

Article V

Membership:

- A. The Council shall consist of nine (9) selected members, ex-officio member clergy, and non-voting appointed members.
- B. Council members will be selected from among qualified parishioners who submit their name for consideration during the designated time each year.
- C. Selected members of the Parish Council shall serve a three (3) years term. A former selected member must defer for one year after the end of their term before reapplying for membership on the Council.
- D. To create a staggered renewal of membership, each year three (3) scheduled selected members will leave the Council and be replaced by newly selected members.
- E. To maintain their membership, a councilperson must not have more than three (3) unexcused absences from regularly schedule meeting in a twelve (12) month period. Failure to meet this standard can result in replacement at the discretion of the Pastor/Parish Director.
- F. Ex officio members shall include the Chairperson of the Parish Finance Committee, and those appointed by the Council Chairperson and or Pastor/Parish Director. Ex officio members are active participants in the discussion and working of the Council, but do not have a vote.

Article VI

Officers:

The Pastoral Council shall have three elected officer positions; Chairperson, Vice Chairperson, and Recording Secretary. The election of officers will by majority vote of voting members, to serve one year terms. The Chairperson and Vice chairperson will be elected from nominated voting members who have a minimum of one year tenure on the Council. Elected officers shall serve no more than two (2) consecutive term of office.

Pastoral Council Chairperson – The duties of the Chairperson are:

- To preside over all Pastoral Council meetings by assisting Council members to work together effectively and arrive at decisions through consensus and/or simple majority vote, as appropriate.
- Prepares the meeting agenda in consultation with the Pastor/Parish Director and other Council members for distribution prior to each meeting.
- Conduct business addressed before the Council in accordance with “Roberts Rules of Order.”
- Recommends the results of Council deliberations to the Pastor/Parish Director.
- Exercise general supervision over the interests and affairs of the Pastoral Council, subject to the direction of the Council.
- Ensures the formation of ad hoc committees, ministries and programs as determined by the Council.
- Coordinates the Application and Selection process for new members.
- Assists the next Chairperson in understanding the Council’s history, responsibilities, and current efforts.

Pastoral Council Vice Chairperson – The duties of the Vice Chairperson are:

- Preside over all Pastoral Council meeting in the absence of the Chairperson.
- While presiding during the absence of the Chairperson, shall have all the powers and authority of the Chairperson.
- Perform any special tasks as may be assigned by the Chairperson.
- Assume the position of the Chairperson if that position becomes vacant.

Pastoral Council Recording Secretary – The duties of the Recording Secretary are:

- Prepare, disseminate and maintain the minutes of all Pastoral Council Meeting to include any special meetings that may be called by the Chairperson.
- Provide an electronic copy of the minutes for posting on the parish web site and copies to the membership of the Council within one (1) week following a council meeting.
- Post dates for regular and special meeting in the parish bulletin and on the parish web site.
- Announce any correspondence received by the parish that is either informational or requires action by the Council.
- Prepare any correspondence as directed by the Chairperson.
- Announce the dates for, and provide/receive applications to/from interested parishioners during the annual selection process of new Council members.

Article VII

Selection of Pastoral Council Members

Each year, the Pastoral Council will conduct a selection process to fill scheduled vacancies on the Council.

All parishioners, who have been registered members of the parish for more than one year, are eligible to apply for membership on the Pastoral Council. Parishioners may apply as an individual, or as a married couple with one vote on the Council.

- Applicants must be at least eighteen (18) years old and a Confirmed Catholics in good standing.
- Applicants must demonstrate some prior service to a parish community.
- Applicants must submit to and pass a background check in accordance with the Diocese of Colorado Springs *Bishop's Charter: Maintaining a Safe Environment* regulations for volunteers having regular contact with children and youth.

The selection process will involve the following steps: (NOTE – This process will also be used to fill unscheduled vacancies through the end of the regular term of that vacancy.)

1. Vacancies will be posted in the weekly bulletin and be announced and explained at Mass: with an appropriate deadline for submission of applications.
2. Application forms will be made available on the parish web site and at Mass.
3. After applications are reviewed by Council members to confirm the meeting of eligibility requirements, the Pastor/Parish Director will interview and conduct the volunteer background check on the applicant.
4. The names of applicants will be shared with the entire parish community, who will pray for them during the selection process.
5. New Council members will be selected by lot during Mass on a designated Sunday each year.

Regular terms for selected Council members will begin with the Diocesan fiscal year, July 1st.

Article VIII

Parliamentary Authority

The current edition of **Robert's Rules of Order Newly Revised** shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

Article IX

Amendments

These Bylaws may be amended by a majority vote of the voting members present and voting at any regular meeting of the Pastoral Council.

A copy of the proposed amendments shall be mailed or e-mailed to all members of the Pastoral Council not less than thirty (30) days prior to the date set for the regular meeting of the Council at which time the amendment(s) shall be voted on.