

Our Lady Consolata Pastoral Council Bylaws

“If the diocesan bishop judges it opportune after he has heard the Presbyteral (Priests’) Council, a pastoral council is to be established in each parish, over which the Pastor¹ presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity (Code of Canon Law, c. 536#1). A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop (c. 536 #2).” This consultative body is called the Parish Pastoral Council.

Parish Mission Statement

We the disciples of Our Lady Consolata Parish, accept our mission to foster our Catholic faith through liturgy, sacraments and prayer.

We bring Christ’s healing and peace to all by using our gifts creatively to do God’s work through evangelization, compassionate outreach, stewardship and providing life-long Catholic faith formation.

For the purposes of brevity, references to “The Council” contained herein, relate to the **Parish Pastoral Council of Our Lady Consolata**.

I. Purpose

- A. The Council is advisory to the Pastor. The Pastor (or designee) is present at all Council meetings.
- B. The Council shall serve the parish to fulfill the pastoral mission of Jesus Christ and His Church by actively promoting the aims of our Parish Mission Statement.
- C. The Council shall provide advice and guidance to the Pastor in building a community of disciples who recognize their baptismal call to lives of holiness, service and witness.
- D. The Council shall engage in pastoral planning, recognizing the needs and priorities of its parishioners, the diocese, the broader community, and the world. A measurable pastoral plan might include specific goals and objectives with a timeline.

II. Membership

- A. The Council shall have 12* members, all of whom must be practicing Catholics and registered members of the parish, participants in the parish worship life, and at least 18 years of age.
*consisting of 3 each for the Catholic communities of Cass City, Gagetown, Sebewaing, and Wilmot. In the event of resignation, expiration of term, or inability to continue to serve, the member shall be replaced by a new member from the same Catholic community, so as to maintain equal representation of 3 members from each community.
The membership shall also be comprised of *ex officio* and selected members of the parish. Depending on the needs of the parish, *ex officio* plus selected members shall not exceed 1/3 of the total membership of the Council.
- B. *Ex officio* membership, appointed by the Pastor, may include, but is not limited to, representatives of the Liturgy, Education and Faith Formation, and Christian Service Commissions, and Finance Council, or heads of relevant positions of a directly pastoral nature.
- C. In addition to the 12 adult members, the parish may add up to two (2) youth representatives who must be at least 14 and not yet 18 years of age, and be practicing Catholics at the time of selection. A parent or guardian of the youth representative must provide written permission for the youth to serve. Youth representatives shall be selected annually from and by the youth members of the parish.

¹Whenever the word “Pastor” appears, it is read also as “parochial administer” and “pastoral administer.”

III. Nomination and Selection of Members

- A. For purposes of continuity, each community should pick (from its three members) one member for a 1-year term, one for a 2-year term, and one for a 3-year term. This staggered arrangement will allow for a continuing 2/3 majority of experienced members as replacements enter the council.
- B. For the future, the Council shall follow the following nomination and selection process.
 - 1. Each year, the Pastor is to educate the parishioners regarding the duties of the Council.
 - 2. Nominations:
 - a. At the January meeting, a search committee led by the Council's Vice Chairperson is to seek, within each individual Catholic community, potential members and/or volunteers for positions that will be open on July 1st.
 - b. The Vice Chairperson will also gather nominees from each Commission Chair.
 - c. At the April meeting the committee shall present a list of potential nominees --- a list to meet or exceed the number of available positions.
 - d. Selection will take place during the liturgies of Pentecost weekend, or the last weekend of May, whichever occurs first.
 - e. The Pastor informs the parish community of the new membership by a) bulletin notices and/or b) Mass announcements.
- C. *Ex officio* and youth representatives, if any, serve a 1-year term.
- D. At the end of each term, if the member with an expiring membership will offer to continue, and there are no other applicants he (or she) may continue. Each member may serve a 3-year term, renewable one time. Acceptance of an incomplete term (1-year, 2-year, or replacement) does not count toward the 6-year maximum. Following completion of 2 full terms, a member may not serve another term for at least 1 year.

Upon the opening of a membership, by reason of an ending term, inability to continue, or no desire to continue, the remaining members of the community should actively recruit member(s). If there is more than one candidate for an opening, the selection shall be made by drawing of the name by lot.
- E. Any member may resign by a written resignation to the Pastor.
- F. Parish employees and their immediate families may not serve as at large members on the Council.
- G. At large members cannot have spouses, siblings, parents or children serving simultaneously.
- H. The Pastor shall appoint one member of the Pastoral Council to serve on the Finance Council.

IV. Officers

- A. The Council shall be served by a Chairperson, a Vice-Chairperson, and a Secretary
- B. The officers shall be selected annually by the Parish Pastoral Council membership.

V. Meetings

- A. The Chairperson moderates the meetings of the Council by:
 - 1. Knowing the tasks and responsibilities of the Council.
 - 2. Preparing the meeting agenda in consultation with the Pastor, and submitting the agenda to the Council members at least one (1) day in advance of the meeting.
 - 3. Facilitating the meetings in order to promote participation in discussions and consensus.
- B. The Vice-Chairperson moderates the meetings in the absence of the Chairperson.
- C. The Secretary shall:
 - 1. Ensure that the Council minutes are maintained.
 - 2. Assure that the record of approved meeting minutes is given to the Parish secretary (or other Pastor's representative) to maintain a complete record of Council activities within the Parish.
- D. Starting in 2015, Council shall meet a minimum of six (6) times per year, in odd months.
- E. The Pastoral Council and the Financial Council shall meet together two (2) times each year.
- F. General meetings must be attended by a quorum (50% plus one more of total membership).
- G. Special meetings may be called by the Pastor.

VI. Committees

- A. The Pastor may establish committees to assist the Pastoral Council and the Finance Council with their responsibilities.
- B. All committees work in collaboration with the Pastoral Council.
- C. Committees shall be formed from among parishioners with relevant expertise, and appointed by the Pastor with input from Council members. The following possible committees of the Council shall be known as:
 - 1. Building Committee
 - 2. Grounds Committee
 - 3. Cemetery Committee
 - 4. (Other) _____
 - 5. (Other) _____

VII. Commissions

- A. Commissions are the task groups of the Pastoral Council, and each standing commission implements the parish and diocesan priorities and goals of its specific areas of mission and responsibility.
- B. All Commissions work in collaboration with the Council.
- C. The Commissions will select liaisons to the Pastoral Council.
- D. Commissions may include, but are not limited to the following.
 - 1. Evangelization
 - 2. Liturgy
 - 3. Education/Faith Formation
 - 4. Christian Service
 - 5. Parish Stewardship
 - 6. (Other) _____

VIII. Amendments

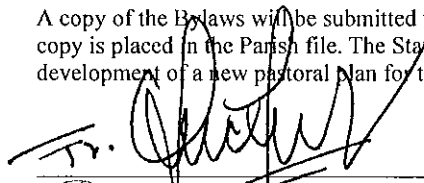
The Parish Pastoral Council Bylaws may be amended at any regular or special meeting by either consensus or a two-thirds vote of the Council, and confirmation by the Pastor.


IX. Dissolvement

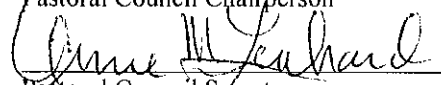
Our Lady Consolata Parish Pastoral Council cannot be dissolved without the consultation and approval of the Bishop of the Diocese of Saginaw.

X. Submission of Statutes Copy to the Diocese

A copy of the Bylaws will be submitted to the Diocesan Planning Coordinator whenever changes are approved. The copy is placed in the Parish file. The Statutes should be reviewed on a regular basis in conjunction with the development of a new pastoral plan for the parish.



 Pastor


 Pastoral Council Chairperson


 Pastoral Council Secretary

3-31-15

 Date
 3-31-15

 Date
 3-31-2015

 Date