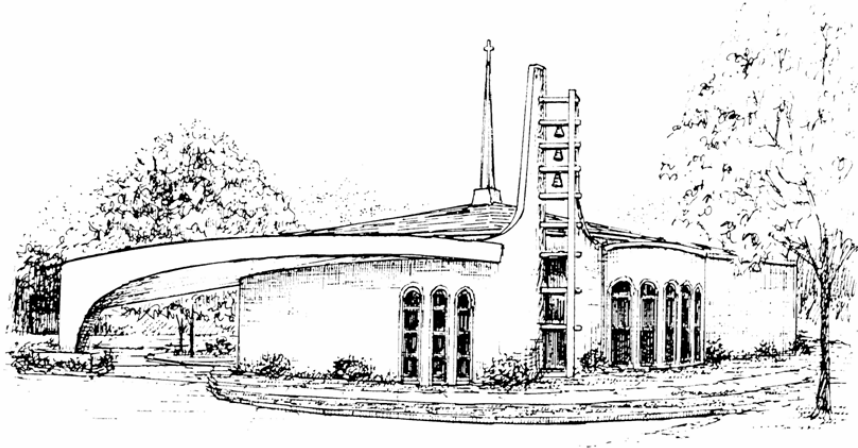


St. Marcelline Catholic Church

Schaumburg, IL



PARISH PASTORAL COUNCIL BY-LAWS

ENACTED: SEPTEMBER 8, 2009

ST. MARCELLINE MISSION STATEMENT

WE, THE COMMUNITY OF SAINT MARCELLINE, JOYFULLY
EMBRACE LIFE AND SPIRITUAL TRANSFORMATION
THROUGH WORSHIP AND STEWARDSHIP

Statement of By-Laws of St. Marcelline Catholic Church Parish Council

ARTICLE I – TITLE

The name of this body will be St. Marcelline Parish Pastoral Council, hereinafter, “Council.”

ARTICLE II – PURPOSE

Section 1 - The purpose of the “COUNCIL” shall be:

- To accept responsibility as a collaborative and consultative body with the Pastor for the life and mission of the Church in the parish.
- To act under the guidance of the Holy Spirit as an authentic, representative voice of the People of God including laity, professed religious, and the ordained.
- To provide an essential, open, honest, and respectful forum for communication and dialogue.
- To assist the Pastor in the ministerial development of the parish through recommendations and active cooperation in setting broad-policy directions for the parish.
- To participate in the total life and mission of the Church within the Archdiocese through active cooperation with the Archdiocesan Pastoral Council.

Section 2 - Pursuant to the purpose set forth in Section 1 of this Article, the Council shall perform the following functions, as recommendations to the Pastor:

- It shall review the parish’s mission statement and vision statements at least every five years.
- It shall set the parish’s long-term and short-term goals every year in collaboration with the staff and communicate them to each ministry/committee/organization/group (hereafter referred to as “group”) by the beginning of September.
- It shall review annual reports from the head of each parish group as described in Article VI Section 2.
- It shall review the proposed annual parish budget prepared by the finance committee.
- It shall review and recommend to the finance committee ways and means of increasing parish income and reducing expenditures suggesting steps to provide for their practical implementation.
- It shall review parish property and recommend any improvements or expansion to the property in conjunction with the Pastor and Facilities Manager, except where the decision in such matters is reserved to the Archdiocese.

ARTICLE III – MEMBERSHIP

Section 1 The Council shall consist of no more than twelve voting members and no fewer than nine, all sixteen years of age or older, fully initiated, registered members of the parish and in good standing with the Church. Membership shall be in three types: ex officio, appointive, and elective.

Section 2 Ex officio members of the Council shall include the Pastor, Associate Pastor, Deacon Community Representative, and Parish Staff Representative and shall serve a one-year term, with the exception of the Pastor and Associate Pastor. Said members shall have full voice in Council discussions and shall have a vote.

Section 3 The Pastor shall name up to two lay-persons to be appointed members of the Council, and such appointed members shall serve for a one-year term. One such appointment shall endeavor to maintain a proper balance among sexes, ethnic groups, age groups, and areas of knowledge and competence needed for the Council; one appointment shall strive to include a qualified young adult, under the age of 25, to provide representation of that age group.

- Section 4** Six lay persons who are members of the parish at large shall be elected to serve on the Council as specified in Article IV, "ELECTIONS", Section 3. In the event of there being no Associate Pastor, the people elect seven members to the Council.
- Section 5** All present members shall serve until their successors are duly appointed or elected and have attended orientation. No member shall be eligible to serve more than two consecutive full terms; however, they can be appointed or elected again after at least one year off the Council.
- Section 6** A member will be allowed two absences per Council year. The member will be notified in writing by the Chairperson prior to forfeiture of membership. A replacement may be procured according to the procedure specified in Article IV, "ELECTIONS": Sections 6 and 7.

ARTICLE IV – ELECTIONS

- Section 1** To be eligible to serve on the Council or be eligible to vote in elections, a person must:
- Have attained the age of sixteen years by the date of elections, and who;
 - Be a baptized, confirmed, and registered member in good standing of the parish, and who;
 - Be a contributing member of the parish (time-talent-treasure).
- Section 2** The Council, at the general meeting held in the month of November, shall appoint a nominating committee (see Appendix D) and designate the chair thereof. Committee members need not be members of the Council. The committee shall actively seek and identify qualified parishioners and obtain their consent to stand as candidates for the Council. The ideal situation would be to have more candidates than open positions and every effort should be made to cause this to happen. The Pastoral Council Nomination Committee Guidelines, outlining the entire nomination process and including sample announcements and notifications, are contained in Appendix D.
- Section 3** Elections shall be held on or about the first weekend in February by secret ballot, which will be distributed to all registered parishioners via ballots after all Masses or made available at the Parish Administration Center after notification has been made in advance to allow for those not able to attend Mass. Depending on the number of open elected positions to be filled, the person receiving the highest number of votes on the returned qualified ballots shall be declared elected to a two-year term. In the event of a tie, the candidate shall be chosen by coin toss.
- Section 4** The February meeting will be designated a social/orientation meeting. The purpose of the meeting will be to transition new members into the Council, and transition out and thank members ending their term. Prior to the February meeting, the parish office staff will be asked by a member of the Executive Committee to prepare an Orientation Binder for each new member of the Council. This will be distributed at the February meeting and will include copies of the Constitution and Bylaws, Mission Statement and past meeting minutes.
- Section 5** The agenda for the February meeting will focus on the following:
- Introduction of new members
 - Allow members to introduce themselves.
 - Distribute the Orientation Binder to the new members.
 - Question and Answer period.

(b) General Discussion centering on:

- Overall state of the Parish.
- Opinions about current practices at the parish including committees, groups, etc.

(c) Distribution of upcoming year's documentation to all members (from Secretary):

- Council Member List with phone numbers and email addresses.
- Prayer Leader schedule.
- Agape schedule.

(d) The new Council shall take office at the March Council meeting.

Section 6 In the event that a vacancy occurs among the elected membership during the Council year, the person who received the next highest number of votes during the election shall be asked to fill out the remaining term of the vacating member; and in the event that he/she declines, the remaining candidates shall be similarly asked in the order of the number of votes which each received. If no candidate is available, the Pastor shall appoint someone to complete the term.

Section 7 In the case of an appointed member who resigns, or is removed, the Pastor shall appoint another person to fill out the remainder of the vacated term.

ARTICLE V – OFFICERS

Section 1 Whereas the Pastor presides over the work of the Council, the facilitating of the Council meeting is delegated to selected Council officers. The officers of the Council shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2 The members of the incoming Council, prior to the March Council meeting, will be advised to reflect on the upcoming discernment of officers. Discernment will take place at the March Council meeting to determine among themselves the three officers specified in Section 1. The current officers shall remain in office until the new officers have been selected. Following nominations, voting shall be by secret ballot, and in the event of a tie, balloting shall be continued until a candidate receives a majority. Each office shall be taken individually, thus permitting candidates not elected to be nominated for the next subsequent office. If only one person accepts the nomination then the election can be made by voice vote.

Section 3 The responsibilities of the Parish Council Officers can be found in Appendix B.

Section 4 In addition to the officers mentioned above, two members of the Council shall be designated by the Chair and Pastor as representatives to the Archdiocesan Pastoral Council and shall attend all its meetings.

Section 5 In the event of a vacancy in any office except that of the Chairperson, the Council shall elect someone from among its own membership to fill the office until the next regularly scheduled election takes place. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall automatically succeed and fill out the unexpired portion of the term.

Section 6 Each officer shall, at the expiration of his/her term of office, turn over to his/her successor all books, papers, and other records and property pertaining to the office within ten days.

ARTICLE VI – EXECUTIVE COMMITTEE

- Section 1** The Executive Committee shall be composed of the officers of the Council and the Pastor.
- Section 2** It shall be the responsibility of the Executive Committee to coordinate and prepare the agenda for all the regular meetings of the Council and to distribute the agenda to the members of the Council.

ARTICLE VII – COMMITTEES/MINISTRIES

- Section 1** The Council will advise group coordinators in the parish to provide group contact information to the Council by October 15th of each year.
- Section 2** The coordinator of each group shall initiate an annual evaluation of their work in conjunction with the Council's May meeting and may present any proposals or initiatives to the Council for consideration.

ARTICLE VIII – MEETINGS

- Section 1** The Regular meetings of the Council shall be held on the first Tuesday of each month, unless another day is selected with advance notice and agreement upon a majority of the members, except the month of July.
- Section 2** The June meeting will be for the purpose of reviewing reports from groups and the Council's self-evaluation.
- Section 3** The annual meeting with the Pastoral staff to determine Parish goals will be held toward the end of August.
- Section 4** Special meetings may be called by the Pastor or the Chairperson, the purpose of which shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.
- Section 5** Regular meetings of the Council shall be open to all parishioners as observers. A designated portion of the meeting shall be for parishioners who wish to address the Council. Parishioners who wish to speak at an open meeting must make arrangements prior to the meeting with the Executive Committee, so they may be placed on the agenda. It shall be the discretion of the Executive Committee as to whether any special meetings will be open.
- Section 6** A majority of the voting members of the Council shall constitute a quorum.

ARTICLE IX – AUTHORITY AND DECISION MAKING

- Section 1** The Council cannot make decisions or policy changes without the Pastor.
- Section 2** The Council shall make every effort, in union with the Pastor, to arrive at a decision through consensus. Every member of the Council must be involved in the consensus-building process and is urged to speak to the assembled Council his or her consent or reservations regarding the matter under discussion. This discussion must continue, addressing any reservations, until every member is either in favor of the decision or is willing to support the decision even though it may not be the preference of the individual.
- Section 3** However, in the case of a divisive disagreement between the Pastor and the Council the issue shall be tabled for one week. If the issue is not resolved at the second meeting, at least two thirds of the entire Council shall submit in writing that same evening its specific areas of disagreement discussed at that meeting as recommendations to the Pastor.
- Section 4** If the Pastor, for grave reasons of fidelity to the Gospel, obedience to Church or civil law, other serious financial or administrative considerations, or religious/spiritual reasons, feels that he cannot in good conscience accept or carry out the recommendation(s) of the Council, he shall fully and frankly communicate such reservations with regard to the assembled Council. The Pastor shall communicate his response within one week.

Section 5 If, notwithstanding the reservations expressed by the Pastor, the Council determines to sustain its original recommendation(s), and all other means available at the parish level are exhausted and inadequate to resolve the situation, either the Pastor or the Council through its Chairperson may petition the matter at issue to the Vicar Bishop for such action as he may deem fitting. In such instances, the decision of the Vicar Bishop shall be final.

ARTICLE X – RATIFICATION AND AMENDMENTS

Section 1 The draft of this constitution shall be made available to all parishioners. Its approval shall be by the Pastor and two-thirds vote of the membership of the Council.

Section 2 This constitution may be amended at any regular meeting of the Council by a two-thirds vote of the membership of the Council.

- a. Proposed amendments to this constitution shall be submitted in writing to the Council at any regular meeting.
- b. The Chairperson shall appoint a committee comprised of Council members to review the amendment. The committee shall mail a written report on its recommendations to all Council members two weeks prior to the next regular meeting.
- c. The Council shall review the amendment and committee recommendations and shall approve or disapprove said amendment at that meeting.
- d. A copy of the final document shall be placed in a permanent file with the Pastor and the Secretary shall give members of the Council an updated final copy as well.
- e. Notification of changes must be published in the Parish bulletin and on the parish website.