

# St. Joan of Arc Pastoral Council Bylaws

---

## Article One- Name

---

This organization shall be known as the PASTORAL COUNCIL of ST. JOAN OF ARC CHURCH, hereinafter referred to as THE COUNCIL.

## Article Two – Mission of the Council

---

The council is an advisory group to the pastor that speaks for and represents the parishioners. The council offers suggestions to the pastor during decision-making times and helps convey information to parishioners. The council prays together for the spiritual well-being of our parish and community. In conjunction with the pastor, the council sets long and short term goals for the parish.

## Article Three- Duties and Responsibilities

---

It is the duty of the council to set long term goals in keeping with our mission and to identify strategies to achieve these goals. Responsibilities include the need to:

1. Annually review the parish's master plan. Provide input to the pastor on priorities; recommend changes to the plan and/or comments on proposed goals and objectives.
2. Support the parish ministries, such as Liturgy, Faith Formation, Outreach, and Evangelization when requested.
3. Support standing committees when requested.
4. Support the parish staff when requested.
5. Approve or disapprove membership of the parish in any secular community or professional organization.
6. Ensure that a full report on the spiritual, material, and financial condition of the parish is reported to parishioners, at least once each year.
7. Develop an evaluation plan to determine the effectiveness of the five mission priorities: Liturgy, Faith Formation, Outreach, Evangelization, and Stewardship. Provide advice and assistance as needed.
  - a. LITURGY- to celebrate our faith with joy through vibrant and prayerful worship
  - b. FAITH FORMATION- to educate and become educated in the truths of the Gospel and in the formation of conscience.
  - c. OUTREACH- to reach out in love and service to those in need
  - d. EVANGELIZATION- to evangelize ourselves, our families, our parish, our local communities and our world

- e. STEWARDSHIP- to develop and manage the material, financial and human resources of the Church
- 8. Reviews and recommends the parish budget to the pastor. The Stewardship Committee will submit the budget for the next fiscal year (July-June) by the first Monday in May of the current fiscal year.

## Article Four – Membership on the Council

---

Who serves on the council:

Ex officio members

Four (4) selective members

Nine (9) appointed members – three (3) new members each year for a 3 year term

One (1) high school age youth member seat

Up to two (2) other appointed members

1. The council shall consist of no more than sixteen voting members and no fewer than ten. Membership shall be in three types: ex officio, selective, and appointive.
2. Ex officio members of the council shall include the Pastor, priest(s) and religious regularly assigned to the parish, permanent deacons, and director of religious education, principal of the schools, youth minister, and any other staff person involved in the direct pastoral care of parishioners. Ex officio members shall have full voice in council discussions but shall have no vote.
3. Selective members of the council shall include one representative from the Liturgy, Faith Formation, Outreach and Stewardship committees. These members shall be selected by the Pastor with consent of the council, considering suggestions from each committee/group/organization, to serve on the council for a two year term of office. Selective members shall have full voice and vote in council sessions.
4. Appointive members of the council are recommended by the council and appointed by the Pastor. The Pastor shall name no more than two additional lay persons to the council for a two year term of office. Such appointments shall endeavor to maintain a proper balance among sexes, ethnic groups, age groups, and areas of knowledge and competence desired on the council. Appointive members shall have full voice and vote in council sessions.
  - 4a. A Youth Seat will rotate meeting to meeting. Representatives must be a part of the CYM Servant Team. Youth will present news & updates and return to the CYM Servant Team with information from the Pastoral Council meeting. The Youth Minister will be the coordinator for the Youth Seat, wherein the Youth Minister will arrange for a representative for each Pastoral Council meeting. In the event that a youth representative cannot be secured, the Youth Minister will attend the Council meeting.
5. All members shall serve until their successors are duly appointed or selected and qualified. No member shall be eligible to serve more than two consecutive full terms. However, they can be selected or appointed again after at least one year off the

council.

6. Parish lay corporators may serve on the council as ex-officio members with full voice but shall have no vote.
7. All names and pictures of appointed members will be published in the parish bulletin after appointment around the last Sunday of May.
8. Newly appointed council members will be installed in office at the annual meeting in June.
9. In the event that a vacancy occurs among the appointed membership during the council year, the Pastor will appoint a replacement member in consultation with the council. .

## Article Five – Officers

---

The members of the council shall, at the annual meeting, vote for the positions of President, Vice-President, and Secretary. Nomination and voting for each office will be completed individually. This permits candidates not elected to one office to be nominated for another.

### Section One – Duties of the President

---

1. Presides at all meetings.
2. Presents recommendations and reports of the council to the pastor.
3. In conjunction with the pastor, develops and distributes an agenda in advance of each council meeting
4. Calls special meetings as required.
5. If this office should become vacant for any reason, the vice-president automatically succeeds and fills this vacancy.

### Section Two- Duties of the Vice President

---

1. Performs the duties of the president in his/her absence and serves out the term of that office if it becomes vacant.
2. Directly assists the president as requested.

### Section Three – Duties of the Secretary

---

1. Keeps accurate minutes of all council meetings.
2. Handles all council related correspondence.
3. Maintains record of council meeting attendance.
4. Compiles a calendar year schedule of council meetings and events and reminds council members monthly of outstanding business.
5. Submits and distributes copies of council meeting minutes at least five days in advance of the next meeting.
6. Maintains a copy of the current bylaws; provides copies to council members.

## Article Six – Meetings of the Council

---

1. The council meets on a regular schedule once each month (e.g., the first Monday of the month).
2. The meeting held in the month of June is the annual meeting and includes electing officers, receiving reports, and finalizing any other business. At the first meeting of the new council, all members receive a copy of the bylaws. These are to be reviewed, discussed and approved (or modified if necessary) on an annual basis.
3. Special meetings may be called by either the pastor or council president. Special meetings may also be requested in writing by any three members of the council, with the purpose stated in the request.
4. A quorum, defined as a simple majority of the total council, is necessary to conduct any official council business. A quorum speaks for the entire council.
5. Meetings are announced and published.
6. Meetings are open to all parishioners.

## Article Seven – Responsibilities of Council Members

---

1. Attend all scheduled meetings of the council. If unable to attend, members should notify one of the council officers in advance of the meeting.
2. Failure of a member to attend the majority of council meetings is cause for council review and could result in removal from the council.
3. The secretary keeps a copy of any written reports submitted for council review or action.

## Article Eight- Operation

---

1. Minutes of the previous meeting are reviewed and approved at each meeting. Approval requires a two-thirds vote of the council members present in favor of acceptance. If the pastor disagrees with any recommendation in the minutes, he will communicate his reservations at the meeting.
2. After discussion and reconsideration of the pastor's reservations, the council votes whether to sustain its original position. If the number of votes is less than two-thirds of the voting council members present, the minutes are revised to include the pastor's change.
3. If two-thirds of the council votes to sustain its original position, and the council and pastor are unable to resolve the situation, the issue will be referred to the archdiocese by the president of the council.
4. Copies of council meeting minutes will be posted to the parish website and available there to parishioners for review.

## Article Nine – Ratification and power to amend the bylaws

---

1. When the council feels modifications to the bylaws are needed, a committee will be formed to gather input and prepare a draft amendment.

2. A two thirds majority vote of those present is needed to pass revisions to the bylaws.
3. A copy of the approved revised bylaws is maintained by the pastor and the council secretary, and is provided to each council member and any parishioner who requests a copy.