

## **By-Laws of the Sacred Heart Parish Pastoral Advisory Council**

- 1) Article I – Name
  - a) This organization shall be known as the Sacred Heart Parish Pastoral Advisory Council, (hereinafter referred to as the “Council”)
- 2) Article II – Mission, Purpose & Function
  - a) The mission of the Council is to assist the Pastor in building the Sacred Heart Parish and School Family by sharing and imparting Christ’s vision of love and recognizing, identifying, inspiring and cultivating all parishioners to respond to God’s universal call to holiness through sacramental and non-sacramental life. The Council should work to build an active Parish and School Family through committees designed to engage our Sacred Heart Family liturgically, educationally, socially and as a community outreach arm to others in need. The Council shall also assist the Pastor in maintaining our physical buildings.
  - b) The Council is solely an advisory and consultative body in accordance with Canon Law to assist the Pastor in areas of pastoral concerns. Its purpose is to promote community, to be a sign and witness of unity, and to assist the Pastor in pastoral planning.
  - c) The Council performs its function of pastoral planning by listening to the parish community and formulating broad priorities, goals and policies which articulate and foster the mission of the parish and are implemented through active committees of the Council.
- 3) Article III – Membership & Responsibilities
  - a) Section 1. Eligibility
    - i) The Council shall be composed of no less than nine (9) nor more than twelve (12) members who shall be fully initiated Catholics active in the Sacred Heart Church Parish.
    - ii) Membership is determined as follows:
      - (1) Pastoral Team: The Pastor and Deacon when a Deacon is assigned.
      - (2) Ex-Officio: The Principal of Sacred Heart School, the Director of Religious Education, and the Chairman of the Finance Committee shall be ex-officio members of the Council.
      - (3) Selected: Three (3) to five (5) members shall be selected by the parish. The selection of members shall occur during the month of May in each year as designated by the Pastor. There shall be a selection of at least one (1) member each year, provided a suitable replacement is found, following due diligence, and approved by the Pastor. Youth Ministry should be represented when possible by an active participating member of the Sacred Heart Church Youth Group.
      - (4) Appointed: Three (3) members shall be appointed by the Pastor.
  - b) Section 2. Terms
    - i) Each member either selected or appointed shall serve a three (3) year term. Selected and appointed members may not serve more than two (2) consecutive terms unless a suitable replacement member is not found by the last meeting in June of that year, following due diligence, and approval of the Pastor.
    - ii) Not more than one-third (1/3) of the Council membership should change at one time absent extreme circumstances.

- iii) The term of any young adult serving on behalf of the Youth Ministry may be less than three (3) years as determined by the Director of Youth Ministry and the Pastor.
- c) Section 3. Attendance
  - i) If any member is absent from three (3) consecutive meetings, without a reasonable excuse, then the member shall be deemed to have voluntarily resigned. A member may appeal his or her resignation to the Pastor.
- 4) Article IV – Selection and Appointment of Officers and Councilors
  - a) Section 1. Officers
    - i) The officers of the Council shall be the president, vice-president and secretary. They shall be elected by the Council at the first regular meeting following the annual selection and appointment of members in May. Each officer shall serve a one (1) year term or until their successor is chosen.
  - b) Section 2. Selection of Councilors
    - i) The members shall actively solicit candidates for selection to the Council through an announcement in the bulletin and an announcement at every mass on selected weekend to begin the process. These candidates once determined by the officers and Pastor to be qualified may be selected by the officers to fill any vacancies on the Council. In the event of more interested and qualified candidates than positions available, then the names of each interested and qualified person shall be written on separate pieces of paper, folded to conceal the name of the person and put in a box. The officers shall then randomly draw out a piece of paper at a time to reveal the name of the person(s) selected to serve on the Council for a three (3) year term. Any person not chosen may be considered if a vacancy occurs during the year and shall be considered again the following year at the time of the annual selection. Every effort should also be made to invite any individual not selected to become an active committee member. In the event that a suitable candidate for selection is not identified, following due diligence, the current member shall fulfill that position for another term, pending the approval of the Pastor.
    - ii) The selection of a youth member shall be recommended by Youth Ministry and appointed by the DRE, with approval of the Pastor.
    - iii) Section 3. Appointments of Councilors
      - (1) The Pastor shall appoint up to three (3) members to the Council. It is hoped that each appointed member will serve a three (3) year term. The Pastor may offer the appointed member the position again, at the end of their three (3) year term, to another three (3) year term, at his discretion. In the event of a change of Pastor all appointed members shall offer their resignations to the new Pastor and the new Pastor may accept or reject the resignation and allow the appointed member to fill out the remainder of their term.
- 5) Article V - Duties of Officers
  - a) The President shall preside at all meetings of the Council; confer with the Pastor on all matters affecting the Council; and to perform all other duties usually associated with this office.
  - b) The Vice President shall preside at meetings in the absence of the President; serve as the President's representative in coordinating the activities of the committees; become acting

President in the event of a vacancy in that office until a successor has been duly chosen; and to perform all other duties usually associated with the office.

- c) The Secretary shall record minutes of all regular and special meetings; maintain a list of current members of the Council, the committees, and sub-committees and address, email, and telephone/cell phone number of each; and to perform all other duties usually associated with the office.

6) Article VI – Committees

- a) The Council shall have the following standing committees, each responsible for carrying out the Council mission by planning, coordinating and implementing specific ministries and activities of the parish: Administrative, Liturgy, Social, Education (includes RCIA, Youth Ministry, SHS, and Faith Formation) and Community Service (includes Haiti, Prayer Shawl, SHS Service Club, Meatloaf Project, Advent Project, etc.)
- b) Each committee shall determine its size and total membership. Each committee is encouraged to engage as many parishioners as possible to fully use and value each parishioners God given skills and talents to accomplish the Council mission and the objectives of the committee. Each committee shall select a representative to report to the Council on the committee activities at regular meetings and as requested by the Pastor.
- c) In addition there shall be special Committees appointed as deemed necessary by the Pastor.

7) Article VII – Meetings

- a) The Council shall have six (6) meetings between September and June and special meetings as needed. It is the intention of the Council that the primary work is done through the committees and so general meetings of the entire Council have been reduced to foster more committee work.
- b) In the event that the Pastor resigns, is transferred or dies, the Council ceases to exist until the newly assigned Pastor or assigned Parish Administrator reconvenes the Council.

8) Article VIII – Amendments to the By-Laws

- a) The by-laws may be amended by a two-thirds (2/3) vote of the entire Council. Any member not able to attend may vote by absentee vote or by designating another Council member as proxy in writing with authority to vote on the amendment of the By-Laws. All Ex-Officio, Selected and Appointed Members shall have a vote.
- b) A simple majority of the Council members present at each meeting shall constitute a quorum for the transaction of any business of the Council.