

PASTORAL COUNCIL BY-LAWS

PURPOSE

The Pastoral Council draws upon and reflects the wisdom of the community, continually clarifying the mission of the parish, and develops long-range pastoral plans, strategic plans and goals and an overall vision for the community. The council does not provide financial or operational authority, but rather acts as an advisory or consultative body for the pastor.

SCOPE

The Pastoral Council collaborates with the parish pastor, staff, and various committees and ministries to develop the parish mission, long-range pastoral and strategic plans and goals. Functional expertise for day-to-day parish operations and implementation of long and short-range pastoral and strategic plans are the responsibility of the parish staff.

RESPONSIBILITIES OF THE COUNCIL

- To provide guidance to the pastor in the formulation of long-range pastoral and strategic plans affecting key parish activities of worship, fellowship, evangelization, spiritual development and ministry.
- To provide observations, suggestions, feedback, and counsel to the Pastor, staff, committees, and ministries.
- To encourage activities which foster communication and collaboration among parish staff, committees, ministries, and parishioners.
- To monitor the continuing growth of stewardship within the parish community and to encourage the parish's awareness of, and commitment to, sharing of their time, talent, and treasure.
- To act as liaison to parish ministries to ensure the pastor understands if their needs are met and that there is maximum community participation.
- To lead the Parish in the definition of its long-range pastoral and strategic plans and to monitor the progress and implementation of those plans, goals, and objectives.

STRUCTURE

Composition of the Pastoral Council

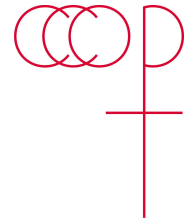
The Pastoral Council will consist of nine (9) voting Lay members and (4) non-voting, support personnel chosen by the Pastor, including Finance Council Chair.

Voting Council Membership Eligibility

- Must be a fully initiated Roman Catholic, who is registered with the parish.

THE CATHOLIC COMMUNITY OF PLEASANTON

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- Must be at least eighteen years of age at the time of discernment or appointment unless Pastor recommends otherwise.
- Staff members are not eligible.

Voting

- The (9) Lay members have voting rights. The Pastor is a non-voting member.
- If a consensus cannot be reached, resolution will be by vote with a simple majority required for approval.

Meetings

- Regular Meetings: Meetings will be held monthly during the months of September through June. Currently the third Monday of the month at 7:00 PM.
- Special Meetings: Special meetings may be called as needed.
- Quorum: At all meetings, a simple majority of the voting members shall constitute a quorum for the transaction of business.

Tenure of Office

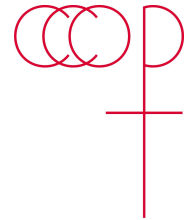
- The suggested term of office for Pastoral Council members begins at the June Meeting in the year of their election and continues for three years.
- If a full council is not formed through the formal discernment process, some Pastoral Council members may be invited to continue their service at the discretion and approval of Pastor.
- Should a vacancy occur during a current term a new member can be appointed by Pastor, he/she will serve out the remaining term of office.
- Retired Pastoral Council members are eligible to be considered as a new candidate after one year has passed since their prior service.

Selection Process

The Pastoral Council Chair in December will appoint a selection committee from the Pastoral Council to devise a selection process and timeline for choosing new council candidates. The plan is to be presented to the council at the January Pastoral Council meeting. See attached Guidelines in Appendix C for details.

Tenure and Selection of Executive Committee (Chair, Vice-Chair & Secretary)

- At the April meeting each year, Chair and Vice-Chair will be elected by majority vote to serve a one-year term for the next year.
- The Chair and Vice-Chair may be re-elected at the discretion of the Pastor.



DUTIES OF MEMBERS

Pastor

The Pastor has canonical responsibility for the parish. The Pastor seeks the advice and guidance of the Pastoral Council to develop the mission, long-range pastoral and strategic plans, goals, and policies for the Parish. The Pastor is the principal leader of the Parish and his presence at Council meetings supports and empowers council members to have frank and spirited discussions, build a single vision and make informed decisions.

Council Chair

The Chair is responsible for structuring and moderating the council meetings by preparing an agenda, leading council members through an orderly and well-balanced meeting, initiating discussion, providing information, encouraging participation, and recognizing the point at which consensus is reached. The Chair will serve as the Pastoral Council's primary liaison with the Pastor, Parish Business/Operations Manager and staff regarding policy, programs, and church activities.

Council Vice-Chair

The Vice-Chair assists with the preparation of the monthly meeting agenda, performs duties assigned by the Chair and conducts Council meetings in the absence of the Chair.

Secretary

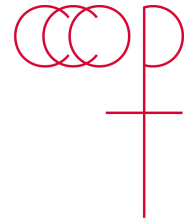
- The Secretary acts as a recorder who keeps track of the progress of meetings and records official decisions. Minutes will be taken, approved, and published for all Pastoral Council meetings and will be circulated to all interested parties.
- An assigned Secretary may be recruited from Pastoral Council membership.

Lay Members

- Lay members fulfill their responsibilities by attending and contributing regularly at monthly meetings, and by carrying out specific additional assignments at the request of the Chair, Pastor, or Pastoral Council as a whole.
- Members are encouraged to attend, if scheduled, an Annual Diocesan Day of Renewal for Pastoral Councils.
- Lay Pastoral Council members, mindful of their role as parish leaders, maintain a continual commitment to their own spiritual growth as well as a sense of vision and open-mindedness, always acting with the good of the entire parish community in mind.
- Lay members often participate in other ministries and committees concurrent to their time of the Pastoral Council. Council members are encouraged to share pertinent information and concerns from their activities with these other groups, in conjunction with input from

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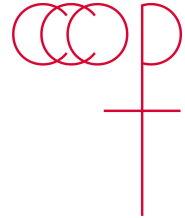
members of their parish communities, to help with the creation or evolution of the pastoral plan, and the counsel given to the pastor.

- One member of the Pastoral Council has historically been asked to serve on the Finance Council, the Facilities Committee, and the Liturgy Committee. Such service is encouraged, when possible, for future councils.

ANNUAL REVIEW OF BYLAWS

- The Bylaws will be reviewed annually and, if necessary, altered to assure that they meet the current needs of the Parish, the purpose and scope of the Pastoral Council as it is organized and run, and to address the issues of the time.
- Amendments or alterations will be enacted by a vote of the lay members of the Council with a two-thirds majority required for adoption.

Approved by Council 11.15.21



Pastoral Council Self-Nomination Form

The Pastoral Council is a group of people of various backgrounds and ages who give feedback and input to our pastor on various issues and initiatives. It is an advisory council that provides input that our pastor will consider but does not necessarily need to enact. The council has nine voting members and 4 additional appointed members. The Council meets 10 times a year.

If you would like to nominate yourself to be on the Pastoral Council, please complete the questions below and return this form to the parish office by _____. Also plan to attend the mandatory Discernment Evening on _____ in the _____ Room.

NAME: _____

PHONE NUMBER: _____ EMAIL: _____

HOW LONG HAVE YOU BEEN A MEMBER OF THE PARISH? _____

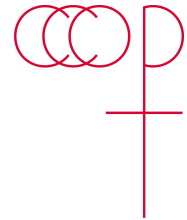
What ministries have you served on, and for how long?

Share in what ways you serve the Parish Community at this time (not necessarily in a defined ministry).

Why do you want to serve on the Pastoral Council? (Please use the reverse side if necessary)

Pastoral Council Responsibilities

- Provides guidance to the Pastor/Administrator in the formulation and realization of long-range pastoral and strategic plans.
- Provides support and counsel to the Pastor/Administrator, Associate Pastor/Administrator, Parish Business Administrator, staff, parish committees and ministries.
- Leads the Parish in the definition and realization of its mission, long-range pastoral and strategic plans and monitors the progress and implementation of those plans, goals, and objectives.



- Oversees the continuing growth of Stewardship within the parish community and fosters members' awareness of and commitment to equitable sharing of their time, talent, and treasure.
- Acts as liaison to 3 – 5 Parish Ministries or Committees
- Attends a meeting once a month
- Participates in a one-day Staff and Pastoral Council Planning Session
- Attends a Staff, Ministry Leader and Pastoral Council Gathering once or twice a year
- Serves for a three-year term

Pastoral Council Candidate Selection Guidelines

- Candidates for the Pastoral Council will be solicited by March 1st of each year from the members of the Parish at large.
- Parishioners may nominate themselves and will complete a Pastoral Council Membership Application Form. (See Appendix B).
- Announcements shall be made at all Masses on the first weekend of February and bulletin notices & announcements will run the first two weeks of February with candidate applications due by February 28.
- In March, a discernment process will be held with applications reviewed by council in advance.
- After the discernment process at the March PC meeting, Pastoral council will review, discuss, and select the most appropriate applicants.
- Chosen applicants will be notified and installed at Mass in April and invited to attend the May PC meeting.
- If a Pastoral Council seat becomes vacant during a current term, bulletin notices will be run on the next two succeeding weekends, and nominations will be solicited. The Pastoral Council will select the most appropriate applicant or choose to leave the chair vacant for the remainder of the unexpired term.

Orientation of New Members

Prior to the start of a new Council year in September, the Council Chair will conduct an orientation session for new members who were elected to begin service in June to ensure that they will be prepared to fully participate in Council meetings.