

PARISH PASTORAL COUNCIL CONSTITUTION AND BY-LAWS

ARTICLE I – ORGANIZATION

Section I – Name

The name of this organization is “The Parish Pastoral Council of Saint Paul the Apostle Church, Annville, Pennsylvania.” In these by-laws, this organization is called “The Parish Pastoral Council.”

Section II – Purpose

The Parish Pastoral Council is the focal point for considering and expressing policy and direction for the parish. It addresses needs, organizes resources and monitors results through parish activities. As such, the council acts in the following capacities:

Section III – Mission

The Parish Pastoral Council is preeminently responsible for the advancement of the pastoral mission of the parish. The Pastoral mission is to create a Catholic evangelical community which transforms the world around us by modeling the Gospel’s call to continuous personal and communal conversion to evangelize, convert, transform. The chairperson of the Parish Pastoral Council, with the concurrence of the pastor, will assign each elected member (other than the chairperson and vice-chairperson) to chair or assist with an Area of Mission. These members will be responsible for representation, liaison, communication and review of the parish organizations, their needs and activities. These Mission areas are:

- A. **Mission for Evangelization** – The Mission of Evangelization is the continuous process by which the Church strives to deepen the faith of those who believe and bring the Good News to those who do not believe. Evangelization is the primary goal of the Parish Pastoral Council.
- B. **Mission for Education** – The Mission of Education includes all parish activities that seek to educate people in their faith, and the activities which support and strengthen this process. It

includes operation and support with our inter-parochial school, Lebanon Catholic.

- C. **Mission for Pastoral Ministry** – The Mission of Pastoral Ministry encompasses all the programs and activities that strengthen our sense of being a Christian community. Pastoral Ministry fosters a sense of belonging among the members of a parish.
- D. **Mission for Liturgy** – The Mission of Liturgy is to nourish and give direction to the liturgical and worship elements of the parish. The liturgy is the summit toward which the activity of the church is directed; at the same time, it is the font from which all the Church’s power flows.
- E. **Mission for Ecumenism and Interfaith Concerns** – The Mission for Ecumenism and Interfaith Concerns encourages unity and understanding within the Christian family. The Church also reaches out in a special way to non-Christians who share with us the faith in one God (Jews and Muslims), as well as other religions in its interreligious dialogue.
- F. **Mission for Social Concerns and Outreach** – The Mission for Social Concerns and Outreach is a dynamic response to the Church’s call to address the issues and social concerns of our times. This mission must challenge the institutions in our society to change when necessary, in order that the dignity and rights of each person may be preserved.

| Section IV – **Methods**

| The Parish Pastoral Council shall employ the following methods to effectively fulfill its responsibilities:

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- A. Provide advice to the pastor and parish organizations.
- B. Channel information in all appropriate ways.
- C. Make policy by consensus for the good of the parish as a whole and **guide** the on-going activities of the parish.

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- D. Train successor Parish Pastoral Council members to provide continuity and smooth transitions.
- E. Establish goals and objectives, measuring progress and developing feedback mechanisms.
- F. Remain visible, transparent, and available to insure open communication with parishioners

ARTICLE II – MEMBERSHIP

Section I – **Members**

The members of the Parish Pastoral Council, all of whom are voting members, are:

- A. At least 50 percent of total Council members are elected parishioners representing a broad cross-section of the parish, elected in accordance with Section III of this Article.
- B. Individual members, accounting for approximately 25% of the Council, appointed by the pastor, subject to the approval of the members of the Parish Pastoral Council, to provide a special talent or to fill a specific need of the Parish Pastoral Council. Appointed members serve for a term of one year, and must be reappointed, if they are to continue, at the beginning of each Parish Pastoral Council year. If a member is appointed during the year to fill a vacancy, that member shall complete the remaining term of the position to which he or she has been appointed.
- C. Members must be practicing Catholics in good standing, an age of 18 years or older, and registered in the parish

Section II – **Ex- Officio Non-voting Members**


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Non-voting members of the Parish Pastoral Council are the pastor, parish professional staff, (e.g., the Director or Coordinator of Religious

Education, Minister of Music, Minister of Youth and other paid professional staff members who have position of authority and influence within the parish), and one representative of Parish Finance Council. Professional staff members may participate fully in the discussion and attend Parish Pastoral Council meetings as resource persons in a non-voting status.

Section III – Election of Members

A. Nominations

1. No later than the January monthly meeting each year, the chairperson of the Parish Pastoral Council will appoint a nominating committee composed of the pastor, the chairperson of the Parish Pastoral Council, the vice-chairperson, and two members of the Parish Pastoral Council chosen by the chairperson. The names of the members of the nominating committee will be published in the parish bulletin on the two weekends immediately following its appointment.
2. The nominating committee will present at least six candidates for election to the Parish Pastoral Council. 
3. The nominating committee will contact each nominee and obtain his/her consent before being presented for election.
4. Nominations must be received by the nominating committee no later than the April PPC meeting prior to the election. If by the April monthly meeting the nominating committee anticipates that it may be unable to present at least six candidates, council will at this meeting consider and recommend appropriate corrective action.

B. Voting

1. Voting will be by ballot after each weekend Mass on the first weekend in June. This date will be arranged and confirmed with the Parish Office one year in advance. The elections shall be by majority vote of the membership of the congregation who are 18 years of age or older. Each parishioner may vote for four

candidates. The results of the voting will be tabulated by the nominating committee.

2. If fewer than five nominees remain available Two weeks before the elections, elections will be cancelled and the remaining candidates will be considered as elected for the full three-year term. Any remaining unfilled position will be considered as vacancies and filled as described in Section V.

Section IV - **Terms of Office**

- A. The newly elected members will be seated at the regularly scheduled meeting of the Parish Pastoral Council in June for one term of three years starting with the June meeting. Installation will be held at a weekend Mass in June. Newly elected members will be invited to attend the May meeting as non-voting members.
- B. A member who has served on the Parish Pastoral Council for a full term is eligible for reelection, preferably, but not necessarily, after a lapse of one year.
- C. A member who has been appointed to fill a vacancy will be eligible for election to a full three-year term without the lapse of one year, but in no event shall any person serve for more than six consecutive years on the Parish Pastoral Council.

Section V - **Vacancies**

- A. Vacancies will be filled by a consensus decision of the Parish Pastoral Council no later than the end of the next regular meeting after the vacancy occurs.
- B. Any vacancy will be first filled by the candidate from the last election with the next highest vote total. After that, a vacancy will be filled by an appointment from the pastor.

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Section VI – **Attendance**

- A. All voting members of the Parish Pastoral Council are expected to attend all scheduled meetings of the Parish Pastoral Council unless excused by the chairperson or pastor.

- B. The chairperson will contact any member who has been absent from two consecutive meetings to discuss the continued fulfillment of that member's commitment.
- C. A member will be considered to have submitted his or her resignation as a member of the Parish Pastoral Council if:
 - 1. That member has been absent without excuse from three consecutive meetings or:
 - 2. The member has been absent from three regularly scheduled meetings, whether with excuse or not, unless extenuating circumstances dictate otherwise.

ARTICLE III – **Officers**

The officers of the Parish Pastoral Council are the chairperson and the vice-chairperson.

Section I - **Selection**

- A. The Parish Pastoral Council will nominate and elect the chairperson and vice-chairperson from the general membership of the Parish Pastoral Council. Nominations may be made at the regularly scheduled meetings in May and June. Elections will be at the regularly scheduled June meeting.
- B. The chairperson, in consultation with the pastor, will appoint a secretary who is not a member of the Parish Pastoral Council.
- C. If a vacancy should occur in any office, it will be filled at the next meeting of the Parish Pastoral Council.
 - 1. In the case of a vacancy in the office of chairperson, the vice-chairperson will assume the duties of the office of chairperson. The vice-chairperson may serve the remaining portion of the previous chairperson's term, but in no event may any person serve more than two consecutive years as chairperson.

2. In the case of a vacancy in the office of vice-chairperson, the Parish Pastoral Council will elect a new vice-chairperson from among its members.

Section II – **Duties of Officers**

- A. The chairperson will conduct the business of the Parish Pastoral Council and will preside at all the meetings. The chairperson, in consultation with the pastor, will appoint chairpersons of all standing, special and ad hoc committees. The chairperson, in consultation with the pastor and vice-chairperson, will set the agenda which should be in the hands of members at least five days before each meeting and establish procedures for parishioners to appear at the Parish Pastoral Council meetings.
- B. The vice-chairperson will perform the duties of the chairperson in his or her absence and reviewing the bylaws on an annual basis.

Either the chairperson or vice-chairperson will be responsible for on-going Parish Pastoral Council training efforts, obtaining the book, “One Who Serves” for all new members, chairing the Strategic Planning Committee,

- C. The secretary will prepare correspondence, keep records, and publish notices, agenda, and minutes. The secretary will record the minutes of the meeting.

Section III – **Term of Office**

The term of office for each officer is one year.

ARTICLE IV – **Reports**

Section I – **Monthly Reports**

At each regular meeting, each mission chairperson will report on any significant factors affecting the organization within his/her area of mission. Additionally, a member of Parish Finance Council shall provide a monthly cash flow statement to the Parish Pastoral Council.

Section II – Annual Report

At the May meeting, the Strategic Planning Committee will present an annual report on each Area of Mission. This report will cover the prior year's activities and results in meeting the Parish Pastoral Council's goals established at the beginning of the year.

ARTICLE V – PARISH FINANCE COUNCIL

Section I – Definition

There will be a Parish Finance Council organized under the authority of Canon #537 of the revised code of Canon Law, functioning in accordance with the Parish Finance Council Policies of the Diocese of Harrisburg, as amended. The Parish Finance Council will be overseen by the pastor and its purpose is to assist the pastor regarding the administration of all material goods belonging to the parish.

Section II – Budget Review

The Parish Pastoral Council will review and provide oversight and recommendations to the Parish Finance Council during the development of the yearly parish budget of income, expenditures, assets and liabilities.

As part of that budget review, the PPC will review all requests from the Building and Grounds and Finance committees for all capital projects as to both the estimated costs and scope of work involved with the project. As an important part of their pastoral duties, the PPC will vote to accept or reject each project. That vote will be non-binding, as the ultimate decision is made by the pastor. The intent of the vote is to give the pastor a sense of how the parish feels about each project.

ARTICLE VI – PARISH PASTORAL COUNCIL COMMITTEES

The chairperson of the Parish Pastoral Council, in consultation with the pastor, will appoint members to the following committees to assist the Parish Pastoral Council:

Section I – Standing Committees

- A. Nominating Committee – The Nominating Committee will perform the duties specified for it in Article II, Section III A.
- B. By-Laws Committee – The By-Laws Committee will consist of the vice-chairperson and two members appointed by the chairperson. It will evaluate the applicability and operation of the by-laws on at least an annual basis and submit recommendations for changes as required.
- C. Needs Assessment and Planning Committee – Strategic Planning Committee – The Strategic Planning Committee will consist of the vice-chairperson as chairperson and each mission chairperson. The committee will determine the needs of each area of mission, examine the resources available for filling those needs, and recommend priorities and allocations to the Parish Pastoral Council.
- D. Agenda Committee – The Agenda Committee will consist of the chairperson, the vice-chairperson, the secretary, and the pastor. It is preferred that the agenda committee meet at least one week prior to the Council meeting to discuss the agenda. However, e-mail communications are a less preferred alternative. The tasks of this committee are:
 1. To determine the agenda for each meeting of the Council.
 2. To identify action items, discussion items, and information items.
 3. To inform all members of the Council of the agenda five days prior to the meeting.
 4. To set the schedule for items to appear on the agenda.
 5. To determine the order in which each item will occur and the time allotted for each item.
 6. To establish procedures for parishioners to appear before the Council.
 7. To welcome parishioners at all meetings.
 8. To allocate some time for non-scheduled reports or observations from visitors. After this time has elapsed (preferably at the beginning of the meeting), visitors may be recognized only at the chairperson’s discretion.
 9. To arrange for parishioners to address the Council

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concerning a specific subject. The chairperson and the Pastor should be notified at least one week in advance of such a request.

Section II – **Ad Hoc Committees**

The chairperson of the Parish Pastoral Council may establish such additional advisories or administrative committees as are necessary to assist the Parish Pastoral Council in carrying out its duties and responsibilities, and to appoint members to such committees.

ARTICLE VII – **MEETINGS**

Section I – **Regular Meetings**

There will be ten monthly meetings, held the fourth Thursday of every month except July. The November and December meetings will be combined, as determined by the Parish Pastoral Council. All members of the parish are invited to attend meetings of the Parish Pastoral Council, except in situations described in Section III. Regular meetings may be canceled or rescheduled at any time by the chairperson with the concurrence of the pastor.

Meeting minutes will be recorded and distributed to the council members prior to the next meeting for review and approval. Upon approval of the minutes, they will be published and made available on the parish website and posted on the bulletin board in the church. Meeting minutes should capture the following items at a minimum:

- A. Mission reports
- B. Financial report
- C. Major decisions being considered or approved
- D. Action Items

The Parish Pastoral Council should not conduct a meeting without the pastor being present, unless the pastor directs and gives consent to the council to do so. No vote or decision is allowed in absence of the pastor.

Section II – **Special Meetings**

Special meetings of the Parish Pastoral Council may be called as needed by the chairperson with the concurrence of the pastor.

Section III – Closed Meetings

If the Parish Pastoral Council feels that matters of a delicate nature and are only for the members' consideration, the Parish Pastoral Council may call a closed meeting of voting members only. All voting members must be invited.

ARTICLE VIII – DECISION MAKING AND QUORUM

Section I – Decision Making

In accordance with the Diocesan Guidelines.

Section II – Quorum

A quorum for the transaction of business consists of 51 percent of the voting members who are present at the meeting and are in good standing at the time.

ARTICLE IX – AMENDMENTS

This constitution and by-laws may be amended by a vote of two-thirds of the members in good standing. A written copy of any proposed amendment will be distributed to all members at least ten days prior to the date of the meeting at which the amendment will be considered.

(Revision dates: 9/91, 10/91, 8/92, 6/94, 8/95, 4/96, 7/97, 6/98, 11/99, 1/06, 5/07, 8/08, 5/09, 7/10)