

# St. Pius X Pastoral Advisory Council

## Constitution and Bylaws

### Preamble

The pastor of the parish church is the representative of the bishop at the local level. As the bishop's representative, his role is to lead the people in worship, to instruct them in the faith and to administer the parish.

The pastor is also responsible for recognizing the individual talents and abilities of those entrusted to his care, and for calling upon those possessed of these talents and abilities to assist in the administration of the parish. As *Lumen Gentium*, the dogmatic Constitution of the Church of the Second Vatican Council, says:

Pastors...know that they themselves were not meant by Christ to shoulder alone the entire saving mission of the Church toward the world. On the contrary, they know that it is their noble duty so to Shepherd the faithful and recognize their services and charismatic gifts that all according to their proper roles may cooperate in this common undertaking with one heart (30).

It is by the virtue of their Baptism and Confirmation into the Catholic Faith, of their membership in the "royal priesthood"<sup>1</sup> of believers, and of their membership in Christ's One Body, the Church<sup>2</sup> that the laity shares responsibility with their pastor. This responsibility implies a unity of purpose and ministry that transcends the distinction between the laity and the priesthood of Order.

### Article I — Definition and Purpose

Aware of this responsibility the laity share, the pastor, associate pastor(s) and people of Saint Pius X Parish shall establish a Parish Council whose members' primary purpose is to serve ethically and in faith as an apostolate of this parish, and whose function is to discern the present and future needs of the parish it serves, and to direct responsibly the resources at hand to fulfillment of those needs.

### Article II — Membership

#### A. Number of Members

The Council shall have a total membership of not less than thirteen (13) nor more than twenty (20) members, including the pastor.

#### B. Kinds of Membership

1. Parish Representatives: Twelve (12) Council members shall be selected from within the parish boundaries for three (3) year terms of office. They must be confirmed, registered parishioners, eighteen (18) years of age or older.
2. Appointed Representatives
  - a. Two (2) people from the parish shall be appointed by the Pastor, with the advice of the Executive Committee, to serve on the Deanery Pastoral Council, but only when the Council is active in the diocese.

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<sup>1</sup> 1 Pt. 2:5

<sup>2</sup> Eph. 1:22-23; Rom. 12:3-8, 1 Cor. 12

b. The pastor, with the advice of the Executive Committee, can appoint an additional two (2) people to represent such specialized parish groups as senior citizens and youth members.

3. Other members: The other members of the Council shall be composed of ex-officio members — the pastor and associates.

#### C. Terms of Membership

1. Selected members: As many members as deemed necessary by the Council, which will not exceed the total of twenty (20) members (see II. A.) shall be selected every year. Existing Council members, whose initial three (3) year term is expiring, may extend Council membership in one (1) year increments, not to exceed three (3) consecutive one (1) year extensions. The Council year is July 1 to June 30.

#### 2. Appointed members

a. Deanery members shall serve a two (2) year term. The term shall alternate with one (1) person appointed each year. There are no restrictions on re-appointments.

b. Pastor-appointed members of the senior citizens' and youth members shall serve one-year terms with no restrictions on re-appointment.

#### D. Vacancies, Termination of Membership

1. Vacancies in unexpired terms of selected members shall be filled when they occur by being appointed by the pastor with consultation of the Executive Committee. First consideration will be given to other candidates of the last selection process.

2. Any member of the Council absent from three (3) consecutive regular meetings without having notified a member of the Executive Committee in advance of such absence automatically excludes themselves from Council membership. Such vacancies shall be filled in accordance with the above paragraph.

### **Article III — The Executive Committee**

A. An Executive Committee of the Council shall be established, which is composed of the pastor, associate pastor(s) and the Council officers. This committee shall serve as a leadership team for the Council with the responsibility of reviewing Council activity, planning Council activities (including the agenda for meetings), making administrative decisions on behalf of the Council and serving as an interim consultation group for the pastor between Council meetings.

B. A record shall be kept of the Executive Committee's activity; that record shall be available to the Council and reported to the Council. Council members shall have the opportunity to ask that the full Council reconsider the Executive Committee's decisions.

C. The Executive Committee shall meet whenever planning for Council activities, or a meeting is called, or when the pastor or president calls for a meeting.

## **Article IV — Selection of Council Members**

### **A. Candidate Submissions**

1. At the February meeting, Council will address the needs of the parish and how it can best accomplish those needs through chosen candidates.
2. The President-Elect will manage the selection process of new Council members by placing timely advertisements in the bulletin, complete with pertinent information to the application process, and will compile submitted applications.
3. The President-Elect shall contact each candidate to assure his or her willingness to serve on the Council if selected.

**B. Selection:** The discernment process shall be used to select Parish Council members. This process shall be conducted at the April Council meeting.

**C. Installation:** Newly selected Council members will take office at the May meeting. The June meeting shall be the last meeting for outgoing members. An informal installation of the new members will take place at the May meeting, with a formal installation in the fall. However, elected officers of the council shall continue to execute the duties of their office until the June meeting.

## **Article V — Officers**

**A.** The pastor shall not be eligible to serve as President since he already serves in a presiding role with the Council.

**B.** The President-Elect and Secretary shall be elected by the eligible membership of the Council at the May meeting. Members must be present to be nominated. In order to be considered for these positions, a member must have one (1) year of continuous membership.

**C.** All officers shall serve until the end of the organizational year and may be eligible to serve more than one (1) consecutive term in their respective office.

**D.** Offices shall include:

1. President, who is responsible for chairing all business meetings and overseeing all business activity of the Council:
2. The President-Elect assumes the role of President in his/her absence and assists in overseeing Council activity. The President-Elect shall succeed as President the following year, and must have at least two (2) years' membership remaining on his/her Council term.
3. The Secretary retains the Council's permanent records and completes the membership of the Executive Committee. The Council is empowered to employ a professional secretary to type the minutes if this is necessary for the good order of record keeping.

## **Article VI — Meetings, Processes and Procedures**

**A.** The Council shall have regular meetings to build and preserve its unity and fellowship. The Executive Committee shall determine the process and content of the meetings, as well as the need for special meetings.

B. Members of the Council shall be assigned to each of the following recognized standing committees of the parish. Members shall attend the organization's meetings and report back to the Council.

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|--------------------------------|----------------------------------|
| 1. Spiritual Life Committee    | 8. Deanery (when active)         |
| 2. School Board                | 9. Senior Fellowship             |
| 3. Religious Education/PSR     | 10. Youth Organizations          |
| 4. Home and School Association | 11. Saint Vincent DePaul Society |
| 5. Finance Committee           | 12. Festival Committee           |
| 6. Athletic Association        | 13. Stewardship Committee        |
| 7. Children's Center           |                                  |

C. A Council member shall be assigned to represent St. Pius X in support of the Joseph's Coat outreach ministry. This member shall attend necessary meetings, report back to the Council, aid in the coordination of parish volunteers, and keep the council informed of specific program needs/donation requests.

D. Parishioners' address to Parish Council

1. Any parishioner wishing to bring an item before the Council may do so by informing the Parish Council President of his intentions in writing no less than one week before the next meeting.
2. The parishioner may address the Council during the Public Comment portion of Council meeting (to be held before official Council business begins).
3. The Council President shall inform the Parish community of this policy by placing a notice at the end of the summary of the Council's approved minutes placed on the parish website.
4. The Council President may, with the approval of the pastor, deny a request for a parishioner to address the Council.

E. The minutes of the Council shall be considered a matter of public record and all Council decisions shall be part of the record. All Council members will receive a copy of the minutes before the next scheduled meeting.

F. Presentation of the agenda shall be the responsibility of the Executive Committee and shall be done sufficiently in advance of the meeting so that members may know the issues to be considered.

G. Business shall be conducted only if a quorum is present. A quorum shall consist of one-half of the voting membership.

H. The President shall establish and clearly state the procedure to be followed in dealing with each item of business, and particularly the voting procedure. Generally, Roberts' Rules of Order (revised) are followed.

I. Members shall have the right to ask for a secret ballot.

## **Article VII — Amendment of the Constitution**

The Council shall have the power to amend this constitution by a two-thirds majority vote of the Council present at a regular meeting, after written notice containing the resolution has been mailed to all Council members by postal mail, electronic mail or other written form.

*Article VI. B., C. 3. & D. Amended 8/20/2011*

*Article II. C.1. Amended 5/2/2011*

*Article VI. Added C, Ranking Updated; VII. Amended 6/5/2012*

*Article IV. C. Amended 4/8/2013*