

# PARISH PASTORAL COUNCIL BY-LAWS

Sacred heart Cathedral

2006

## **Mission Statement**

As a community of the Christian faithful established within the Diocese of Fairbanks, Sacred Heart Cathedral Parish exists to carry forward the work of the Catholic Church which is the mission of Jesus Christ. In order to do the work of the church and to support the spiritual growth of its members, the Parish Pastoral Council, as a consultative body, exists in a collaborative relationship with the Pastor in a genuine sharing of pastoral responsibility.

The Parish with the assistance of the Parish Pastoral Council will continue to direct its spiritual and personal resources, and its various God-given gifts, toward the following broad goals:

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| Goal I.   | Worship God and proclaim the word.   |
| Goal II.  | Build community among and beyond its members.                                    |
| Goal III. | Serve all God's people.  |
| Goal IV.  | Create and maintain a place of worship, spiritual growth, and social fellowship. |

## **Membership**

- A. The Parish Pastoral Council shall be composed of 11 registered and practicing members of the parish who are interested in serving the needs of the parish.
- B. The Pastor, Associate Pastor, and permanent Deacon, if on staff, shall be ex-officio members of the Parish Pastoral Council by virtue of their office.

## **Nominations and Elections**

- A. The Pastoral Council Executive Committee will identify a sufficient number of candidates for the positions to be filled at the parish elections. A bulletin insert listing nominees and a biographical sketch will be published in the Sunday bulletin beginning on the third Sunday before election and on subsequent Sundays before the election weekend.
- B. All parish elections for Council membership will be held during weekend masses in the parish on the first weekend in May. Voting shall be by secret ballot if the number of nominees exceeds the number of vacant positions. In the event that the number of nominees is equal to the number of vacant positions, the Pastor may issue a call for a viva voce acclamation of the candidates.
- C. All registered members of the parish who have passed their sixteenth birthday are eligible to vote in parish elections.
- D. The Council shall conduct all parish elections as set forth in this document, and shall be responsible for the preparation of the ballots. All nominees must have been active registered members of the parish for a minimum of 12 consecutive months and be at least 16 years of age.
- E. Members of the Parish Pastoral Council shall serve no more than two consecutive three-year terms, not to exceed 6 years. In special circumstances the Pastor may remove a member from the Parish Pastoral Council.
- F. In the event that a vacancy on the Council occurs before his or her term expires, the Pastor shall appoint, with the approval of the Council, a member of the Parish to complete the term of office.

## **Officers**

- A. The Executive Committee shall be composed of the Pastor, the Chairperson, Vice-Chairperson, Member-At-Large, and the Executive Secretary.
- B. The Chairperson shall preside at all regular and special parish meetings and shall have the powers and perform the duties usually vested in the office of the Chairperson; and shall have such other powers and duties as may be assigned by the Council.
- C. In the event of the absence of the Chairperson, the Vice-Chairperson shall be vested with the powers and duties of the Chairperson. In the absence of both, the Member-At-Large shall be vested with the powers and duties of the Chairperson.
- D. The Executive Secretary shall type the agenda for the Council meetings, which will be given to the Parish Administrative Assistant for distribution.
- E. The Executive Committee shall work with the Pastor to prepare the agenda for meetings, serve as the nomination committee each spring, and attend special meetings as necessary.
- F. All officers are elected to one year terms.

## **Committees**

- A. Committees shall be formed and maintained as needs arise that are consistent with the goals and priorities established by the Parish Pastoral Council.
- B. Committees, ministries, and programs shall furnish a written report at each Parish Pastoral Council meeting that summarizes previous work and informs of upcoming activities and events.

## **Meetings**

- A. The Parish Pastoral Council will meet on the 2<sup>nd</sup> Tuesday of each month from September through June. Other meetings, as needed, may be arranged by the Chairperson in consultation with the Parish Pastoral Council and the Pastor.
- B. The Pastor, Parish Pastoral Council members, and Parish staff are expected to attend all meetings.
- C. Except for the Pastor's report, all committee, ministry, program, and staff reports will be submitted in writing and, if requested, briefly summarized at Council meetings.
- D. All Parish Pastoral Council meetings are open to all members of the parish.
- E. On the weekend before each regular Parish Pastoral Council, the agenda of the upcoming meeting shall be made available to the entire parish in the vestibule of the church.
- F. The approved minutes of each meeting shall be posted in the vestibule of the church no later than two weeks after they are approved.

## **Relationships**

- A. The relationship between Pastor and the Parish Pastoral Council is one of support and collaboration. The authority of the Pastor, as defined in Canon 532, to act and decide on behalf of the parish, is not lessened by the establishment of the Parish Pastoral Council.

- B. At Sacred Heart Cathedral Parish, the Pastor establishes the Parish Pastoral Council in order to expand and enhance the decision-making process of: (1) pastoral planning and goal setting, (2) developing and implementing pastoral programs, (3) improving pastoral services, and (4) evaluating pastoral effectiveness. If the Pastor, in good conscience, believes that he cannot accept the recommendations of the Parish Pastoral Council he should fully and frankly communicate his reservations to the members.

### **Decision Making**

- A. The decision making process will strive toward consensus rather than formal voting, as described in the Parish Pastoral Council Guidelines (Appendix I, Pages 26 and 27; Appendix V, pages 40-42).
- B. A majority of the elected membership must be present for the decision-making process to occur.

### **Appeal Procedure**

When the Pastor disapproves a Parish Pastoral Council recommendation, the following appeal process is followed. The Chairperson shall advise the Parish Pastoral Council of the Pastor's decision to disapprove a recommendation. If the Parish Pastoral Council decides to pursue the matter, it is placed on the agenda for the next regular meeting. During the next meeting the matter is reviewed, with additional information presented as appropriate. A recommendation may be revised. If the recommendation is again passed by a majority vote and disapproved by the Pastor, the Chairperson may initiate a referral to the diocesan Bishop for resolution.

### **Amendment Procedure**

To amend the above by-laws, the following procedure shall be followed. Amendments may be introduced at any time. Such proposed amendments must be discussed at no fewer than two regularly scheduled Parish Pastoral Council meetings. To recommend a proposed amendment to the parish, a majority of the elected Parish Pastoral Council membership is required. A recommended amendment must appear in the regular Sunday bulletin three weeks prior to the scheduled election date. A majority of the Parish Pastoral Council is needed to pass the amendment. Final adoption of the approved amendment will be requested of the diocesan Bishop.

### **Approval**

This document is recommended for approval by the Parish Pastoral Council of Sacred Heart Cathedral, April 11, 2006.

Approved by Bishop Donald J. Kettler, JCL,