

ST. PAUL CATHOLIC CENTER

PARISH PASTORAL COUNCIL

BYLAWS

ARTICLE I: NAME, PURPOSE AND FUNCTION

Section 1. The name of this St. Paul Catholic Center assembly shall be the Parish Pastoral Council.

Section 2. The Parish Pastoral Council (hereafter referred to as the Council or PPC) serves the Catholic Community of Indiana University and Bloomington residents. In service to our Parish community and the Pastor, it shares the responsibility of listening to and providing guidance and leadership for our Parish by encouraging action, service, and ministry.

Section 3. The Council strives to:

- a. Serve as a consultative body to the Pastor and the Pastoral Team.
- b. Discern prayerfully the needs of the Parish community.
- c. Serve as a vehicle for constructive dialogue with the Parish community.
- d. Collaborate with the Pastoral Team to formulate policies concerning Parish and pastoral matters consistent with faith and morals, civic and church law, and Archdiocesan policies.
- e. Assist in the establishment of clear and concise goals and objectives based on the Parish mission statement and the emerging needs of the Parish community.
- f. Coordinate, encourage, and promote every apostolic activity within the Parish.

ARTICLE II: MEMBERSHIP

Section 1. Members of the Council shall:

- a. Be baptized and confirmed Catholics.
- b. Be registered members of the Parish and active participants in Parish activities, including worship.
- c. Know and support the mission of St. Paul Catholic Center.
- d. Possess the talents and skills needed to carry out the work of the Council and attend the meetings of the Council.
- e. Be willing to utilize consensus in decision-making.

Section 2. Membership will include:

- a. Two Undergraduate Students
- b. One Graduate Student.

- c. One University Faculty or Staff Parishioner.
- d. Three Resident Parishioners.
- e. The Finance Council Chair (*ex officio*).

Section 3. Terms of Office shall be:

- a. Two Undergraduates and One Graduate Student – One Year.
- b. One University Faculty or Staff Parishioner– Two Years.
- c. Three Resident Parishioners – Two Years.
- d. The Finance Council Chair – Duration of Term in Office as Chair.
- e. An elected member may serve no more than two consecutive terms on the Council.

Section 4. Any term that cannot be completed by a Council member shall be filled by a recommendation of the Council to the Pastor. The Council may select possible candidates from any member of the Parish who meets the criteria for membership for that position. Any candidate to be considered must be give approval for his / her candidacy, being fully aware of the responsibilities of membership. The new member will serve out the term that was vacated. This term of service by appointment shall not be considered part of the first of two possible consecutive terms.

Section 5. At the first Council meeting in March, each member will be selected to act as liaison to one or more of the Pastoral and Resource Ministries.

ARTICLE III: OFFICERS

Section 1. The Council shall elect a Chair, Vice-Chair, and Secretary from their own membership for one-year terms of office during the March meeting. These officers, together with the Pastor, shall constitute the Executive Committee. The Chair, Vice-Chair, and Secretary may each be re-elected for a second term, but can serve no more than two consecutive terms.

Section 2. Officers' responsibilities:

The Chair shall have the following duties:

- a. Call and preside at all meetings of the Council.
- b. Oversee all activities of the Council.
- c. Prepare the Council meeting agenda with the Pastor.
- d. Distribute the agenda of the forthcoming meeting.
- e. Schedule rooms for Council meetings and provide information of these meetings for the Parish bulletin.

The Vice-Chair shall have the following duties:

- a. Preside at meetings in the absence of the Chair.
- b. Fulfill the Chair's term of office in case of resignation or disqualification.
- c. Coordinate the nomination and election process for new Council members.

The Secretary shall have the following duties:

- a. Record minutes of all Council meetings.
- b. Maintain a current record of the names, addresses, telephone numbers, email addresses, and terms of office of all Council members.
- c. Distribute minutes of the previous meeting prior to the subsequent Council meeting.

ARTICLE IV: MEETINGS

Section 1. Regular meetings of the Council shall be held monthly from March through February, with a minimum of one meeting during the summer months.

Section 2. The Pastor with the Chair may call an extraordinary meeting of the Council. Members will receive written notice of such meeting at least 48 hours prior to the meeting.

Section 3. Council meetings shall be open to all members of the Parish. Guests attending meetings are permitted to participate in Council discussions if they are invited to do so.

Section 4. Proposals by any parishioner may be submitted to the Council by presenting it in writing at least two weeks in advance of a regularly scheduled Council meeting. The Council will consider the proposal during its next scheduled meeting.

Section 5. At least one member of the Council shall attend each Mass on the weekend prior to a regularly scheduled Council meeting to announce the meeting and to solicit any comments or suggestions from the Parish at large. These comments or suggestions will be presented to the Council.

ARTICLE V: DECISION MAKING

Section 1. The Council serves as a consultative body to the Pastor. As such, all decisions made by the Council are recommendations to the Pastor for his approval and ratification. The decision making process of the Council shall be by consensus of a quorum.

Section 2. If the Council is required to take a vote, a majority of the quorum shall pass the issue. Each voting member of the Council shall be entitled to one vote. Proxy voting is not permitted.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Council elections will be held annually.

Section 2. The two Undergraduate and one Graduate Student members will be elected for one-year terms. The Faculty / Staff member and one Resident Parishioner member will be elected for a two-year term during even-numbered years (e.g., 2000, 2002, 2004), and two Resident Parishioner members will be elected during odd-numbered years (e.g., 2001, 2003, 2005).

Section 3. At the January meeting each year the Council Vice-Chair will form a Nominating Committee (hereafter referred to as the Committee) consisting of the Vice-Chair, who presides, and at least two current Council members.

Section 4. The Committee will inform the Parish of the coming election. The Committee will encourage the Parish to nominate qualified members for various open seats on the Council. The Nomination period will last for three weekends.

Section 5. The Committee will hold an orientation meeting with qualified candidates after nominations are closed. At this meeting candidates will be apprised of the purpose and mission of the Council, and the Committee will assist potential candidates in discerning their sense of a calling to serve the Parish as members of the Pastoral Council.

Section 6. The names and brief biographical descriptions of each nominee will be made available to parishioners through bulletin board displays for at least two weeks before the scheduled election.

Section 7. The Committee is responsible for preparing ballots, conducting the election, and tabulating the votes.

Section 8. The election date each year shall be no later than the last weekend in February.

Section 9. The Chair of the Committee will notify the Pastor and the Council, in writing, of the results of the elections.

Section 10. The newly elected Council members assume their positions at the March Council meeting.

ARTICLE VII: AMENDMENTS AND REVISIONS

Section 1. A Bylaw Review Committee (the Committee) appointed by the Council Chair shall review the Bylaws every two (2) years. If a change to the Bylaws is proposed at a time other than during the biennial review, the Council Chair shall appoint a Bylaw Review Committee at that time.

Section 2. During the biennial review, the Committee will examine the Bylaws and propose changes as deemed necessary. Any other proposed changes to the Bylaws may be submitted in writing to the Committee, which shall accept, edit, or deny the proposed changes.

Section 3. The Committee shall present any Bylaw changes to the Council for final review and approval or denial.

ARTICLE VIII: REMOVAL FROM THE COUNCIL OR OFFICE

Section 1. A Council member may be removed from the Council when that member no longer meets the qualifications under **Article II** of these PPC Bylaws or because of anything that would be deemed shameful or harmful to the Parish community.