

St. Bede the Venerable Catholic Parish The Parish Pastoral Council Bylaws

ARTICLE I NAME

The name of this organization shall be St. Bede Pastoral Council (hereinafter referred to as “the Council”). Canon 536

ARTICLE II CONSTITUENCY AND PURPOSE

The Council consists of parishioners whom the pastor consults by reason of their knowledge, competence, or pre-eminence. Through them, a pastor explores the needs and desires of the parish. The pastor consults them in order to know his people more profoundly. They bring the practical wisdom of parishioners, as distinct from the expert opinion of the parish staff.

The Council investigates pastoral matters because, the pastor as leader of the parish, requests the Council’s help. He initiates and establishes the Council. In summary, the Council is a body of chosen people, studious and thoughtful, reflective of the local community, consulted by the pastor and dependent upon him for the Council’s identity.

ARTICLE III STRUCTURE

A. PURPOSE

The purpose of the Council is to investigate, ponder and make recommendations. The pastor is the leader and the Council the “pastoral instrument”. The pastor assigns the Council to research topics, examine issues and to present their findings. This is accomplished by seeking the wisdom and ideas of parish organizations, ministries and parishioners.

B. SELECTION PROCESS

1. Councilors are chosen for their wisdom; wisdom they willingly share with the Pastor.
2. All members must be faith-filled Catholics, members of the parish and knowledgeable of Catholic teachings and practices. They must be supportive of the goal and philosophy of the Catholic Church and to the parish vision as defined in the parish mission statement.
3. All parish members may recommend fellow parishioners for the Council. After consultation with the current Pastoral Council and staff, the Pastor will make the selections.
4. The Council shall have a minimum of 12 members.
5. Recommendation process begins May 30.
6. Pastoral Council will recommend candidates for any vacancies that may occur at any time.

C. TERMS

1. Council members hold office for a period of three years with approximately one third of the Council rotating in/out each year.
2. The Chairperson serves for a period of one year and assumes the position of Senior Advisor the following year.
3. The Vice Chairperson is selected by the Pastor, serving one year as Vice Chairperson, Chairperson the following year and Senior Advisor the third year.
4. New Council members are appointed September 1st with meeting running from September to June.
5. After completion of the orientation Session, the Council will be commissioned at the 11a.m. liturgy the second Sunday of October, following the Parish Birthday.

D. MEMBER RESPONSIBILITIES

1. Pastoral Council holds an annual Orientation meeting and normally scheduled Council meetings every other month.
2. Members are expected to attend all scheduled meetings. If an emergency arises and they are unable to attend, the Vice Chairperson must be notified. The absent member is to send in their information prior to the meeting on their respective assignment so that it can be included with the rest of the Council's report.
3. Members should participate in annual spiritual and/or educational enrichment.
4. Members interact with ministries, organizations and parishioners in various settings, interviewing, observing, and researching their assignments for Council meeting.

E. ROLES

I CHAIRPERSON RESPONSIBILITIES

1. The Chairperson ensures the spiritual "connectedness" of the executive and pastoral Council.

2. The Chairperson plans meetings with the Executive Committee at least three weeks in advance of the Council meeting.
3. The Chairperson establishes a workable agenda, provides all reference and resource materials needed at the Council meetings.
4. The Chairperson leads all Council meetings.
5. The Chairperson ensures that the Vice Chairperson is adequately informed and able to lead Council meetings in his absence.
6. The Chairperson encourages and assists Council members to faithfully carry out their responsibilities.
7. The Chairperson assumes the position of senior advisor the following year and offers guidance to the Executive Committee when requested.

II VICE CHAIRPERSON RESPONSIBILITIES

1. The Vice Chairperson calendars a meeting room for all meetings scheduled for the Pastoral Council and coordinates the hospitality needs of these meetings. Sign ups to be made at the first Council meeting of the year.
2. The Vice Chairperson is responsible for the opening prayer (Gospel from previous week), Question of the Week and the closing prayer. The readings can be done by Council members.
3. The Vice Chairperson submits articles or notifications to the parish bulletin, websites, and bulletin board to better communicate with the parish members.
4. The Vice Chairperson assumes the position of Chairperson the following year.

III SENIOR ADVISOR

1. The Senior Advisor may be invited to attend Executive Committee meetings.
2. The Senior Advisor provides insight about the “history” on related matters and advises the committee when requested.
3. The Senior Advisor ensures that all new Council members have copies of the bylaws and are fully trained to assume their appropriate responsibilities.
4. The Senior Advisor forms an Ad Hoc Committee on annual basis to review and update the bylaws to ensure that they are compatible with the Council mission statement and is in keeping with the parish mission. Final recommendations will be provided to the Council and the Pastor.

IV SECRETARY

1. The Secretary is a member of the Council.
2. The Secretary is responsible for minutes and their distribution of minutes within 10 days of meeting.
3. The Secretary maintains log of all minutes which is to be located in the parish resource library.
4. The Secretary is responsible for taking the roll at all Council meetings.
5. The Secretary is not to be assigned any other organizational or ministerial responsibilities.

V STAFF ADVISOR

1. The Pastor may assign a staff member(s) as an advisor to the Council, who is a Ad-Hoc.
2. The Staff Advisor's primary purpose is to offer advise, resources and Consultative services to facilitate the work of the Executive Committee and Council.

F. MEETINGS

1. Orientation Meeting
 - a. Recognizing our dependence on the Holy Spirit to direct the workings of the Council, a special spiritual exercise will be prepared by the Vice Chairperson.
 - b. Training is provided to facilitate the gathering and sharing of information
 - c. Background information and resources will be provided on the areas of investigation.
 - d. A copy of the bylaws, member roster and Council calendar, which will include meeting dates, and other significant parish events will be given to each member.
2. Council Meetings
 - a. Meetings normally begin at 7:00 pm and end by 8:45 pm.
 - b. The meetings begin with the previous Sunday's Gospel reading and question of the week.
 - c. The minutes are reviewed, amended if needed, and accepted by the Council.
 - d. The Council calendar and member roster will be updated.
 - e. Additional resource and information will be provided as needed.

ARTICLE IV EXECUTIVE COMMITTEE

PURPOSE

The purpose of the Executive Committee is to coordinate the study of areas of pastoral concern as identified by the pastor (or designee) and to disseminate this information to the Council. The Executive Committee consists of the Pastor, Chairperson, Vice Chairperson and Director of Ministry.

OVERALL RESPONSIBILITIES

1. The Executive Committee plans, coordinates and ensures completion of assigned tasks by Council members.

2. The Executive Committee establishes the agenda for meetings including but not limited to Orientation and Council.
3. The Executive Committee ensures that all members receive sufficient notification of meetings and that the members have all materials necessary in advance of all meetings.
4. The Executive Committee ensures that adequate background material is available for the members.
5. The Executive Committee provides information to facilitate Council members' annual spiritual enrichment through education, seminars and other venues.

These bylaws are in effect until these bylaws are revised by the Ad-Hoc Committee and approved by the Pastor.