

**St. Elizabeth Ann Seton Catholic
Church Pastoral Council By-Laws
December 2008**

Establishment of Parish Council

A Parish Pastoral Council is hereby established as a consultative body in St. Elizabeth Ann Seton Parish (hereinafter referred to as "the Parish") known as the St. Elizabeth Ann Seton Parish Council (hereinafter referred to as the Parish Council).

Mission of the Parish Council

Mission Statements

Parish Mission Statement: We, the Christian Community of St. Elizabeth Ann Seton Parish of the Roman Catholic Diocese of St. Augustine, commit to our baptismal promises. We believe in the death and resurrection of Jesus Christ, the Son of God, who set us free to be a worshipping, ministering people. As a loving community of brothers and sisters in Christ, accepting the gospel message, we reach out to one another as we share the good news. Empowered by the Holy Spirit and affirmed by the faithful, we pledge to live our lives in a Christian manner as an example, to our children and others, of values and traditions. As a priestly people, growing in faith together, we wait in joyful hope of God's eternal peace.

Parish Council Mission Statement: The **Mission of the Parish Council** shall be to serve and support the universal Mission of the Church: to promote the salvation of the people of God; and to spread the gospel message within the territory of this parish. The Council shall advise and support the pastor in all matters relating to the operation of the parish and actively take part in the planning and development of the Christian character of the community and to promote a spirit of ecumenism.

ARTICLE I

Membership

The Council will consist of the Pastor who will serve as President; any priests or deacons assigned to the Parish, the Pastoral Administrator and no less than five (5) members. The "Members" shall be the only voting persons. The Pastor serves as President and is seeking consultation. Pastoral Associates, Pastoral Administrators, Deacons, and any Business/Finance Managers are invited to serve as consultants to the Council.

The "members" shall be chosen according to the following:

Eligibility. Members shall be practicing Catholics of the Parish - regular participants in the faith-life and worship of the parish; and, mindful of, and obedient to, the teachings of the Church. Parish staff members are not eligible.

The Pastor shall appoint a nominating committee of three persons.

Having made the qualifications and responsibilities of the Council Members known to the Parish Community, all members of the Parish Community shall be invited to place names in nomination, including their own. A time shall be set within which the nominations shall be made. This shall take place in July or August each year.

Having received the names of the nominees, the Nominating Committee shall discuss the candidates and after prayerful consideration shall choose five (5) persons who are judged to be the best suited to serve on the Council. These shall be recommended to the Pastor.

The Pastor shall appoint to serve on the Council the five who were recommended, unless in his sole discretion he decides not to appoint any of the candidates. The Pastor may appoint additional members who, in his judgment, are suitable for the task even though not recommended by the Nominating Committee. The total number of council members shall not exceed twelve.

The Pastor shall establish staggered terms for the initial members - 2 serving 3 years; 2 serving 2 years; and 1 serving 1 year. Thereafter all appointments shall be for 3 year terms and no member shall serve more than two (2) consecutive terms, no matter the length of the term. This schedule shall be adjusted accordingly to accommodate more than five initial Council members.

Vacancies created by absence, resignation or other reason shall be filled by appointment of the Pastor to the unexpired term of the vacant member's seat on the council.

Article II

Officers & Responsibilities & Organization

The Officers of the Parish Council shall be:

- President-Pastor
- Chair, elected by the Council annually at the annual organization meeting,
- Vice-Chair, elected by the Council annually at the annual organization meeting, and
- Secretary, elected by the Council annually at the annual organization meeting.

At the Organization meeting to be held at the first meeting in August or September and annually thereafter, the Council shall adopt Rules of Order. In the event Rules of Order are not adopted, Robert's Rules of Order shall govern all meetings.

Under normal circumstances the Pastor shall be present and preside at all meetings, though the actual conduct of the meeting may be delegated to the Chair.

Duties of Officers

Chair:

- Conduct the agenda of all meetings of the Council,
- Prepare the agenda in consultation with the Pastor provided that no item may be placed on the agenda for discussion without approval of the Pastor,
- Appoint committee chairpersons of special committees, and
- Set regular and call special meetings of the Council.

Vice-Chair:

- Preside at all regular meetings in the absence of the Chair, and
- Preside at special meetings in the absence of and upon direction of the Chair.

Secretary:

- Record and distribute minutes of the meetings, and
- Notify Council members of meetings (may be done by parish staff).

Council members:

- Attend a minimum of seventy-five percent (75) of scheduled meetings, and
- Actively participate in matters under consideration by the Council.

Article III

Council Duties

- Hold a minimum of six (6) meetings per year.
- Recommend policies, procedures and activities which will promote the mission of the parish or serve the best interests of the parish community.
- Find or develop resources to support the needs and projects of the parish and to work to make these resources available to the parish community, all in conjunction with the Parish Finance Council.
- Respond to all queries proposed by the Pastor to the council for consultation and advice.

Article IV

Council Committees

There may be one or more committees appointed to research and educate the Council on its tasks. These committees shall be developed as follows:

- A chairperson, who shall be a member of the Council, shall be appointed by the Chair;
- The chairperson shall appoint one or two members of the Parish (not members of the Council) to serve on the committee;
- The committee shall make a written and oral report through the chairperson to the Council on the subject of concern to the special committee; and
- The committee shall be disbanded when it completes its task (with the thanks of the Council).

Article V

Meetings

At a minimum, the council shall meet six times per year. A tentative agenda shall be provided the members at least one week prior to the meeting; additional items may be added to the agenda with the approval of the Pastor at the time of the meeting. Special meetings may be called upon request of the Pastor. All matters that come before the Council shall be concluded by recommendation to the Pastor.

Quorum

A quorum for purposes of voting shall be at least one-half, plus one of the nominated/appointed members.

Attendance

Any member of the Council who misses two (2) meetings without submitting an acceptable reason to the Chair shall be considered for replacement.

Article VI

Amendments

These Statutes may be amended by two-thirds majority of the Council at a meeting called for that purpose or at a regular meeting if proposed amendments have been provided to the Council at least 15 days prior to the meeting.

The Pastor may veto any amendments which in his judgment do not serve the needs of the parish community or are in conflict with the norms established by the Bishop or the Code of Canon Law.