Constitution and By-Laws of the Pastoral Council  
The University Parish of Saint Joseph’s Church in Greenwich Village  
371 Sixth Avenue, New York, NY 10014

March 2008 October 2015

Pastoral Council Constitution

Article I: Definition

The name of this organization shall be the Pastoral Council of the University Parish of Saint Joseph’s Church in Greenwich Village, representing the people of this Parish.

A parishioner is any person who has been baptized and is in communion with the Roman Catholic Church; has chosen to join this community of faith, worship, and service and to contribute to its betterment; and has registered as a member of either the University Parish of Saint Joseph’s Church in Greenwich Village or the Catholic Center at New York University.

Article II: Mission

As stated in Canon 536 of the 1983 Code:

A pastoral council is to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity. A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop.

Specifically, the Council’s mission is to guide and advise the Pastor in his ministry to the spiritual and temporal care of the parishioners.

Article III: Structure

Section 1. **Members**
The Council shall consist of the two (2) lay trustees appointed by the Pastor, the Chair of the Finance Council, one (1) appointed undergraduate student, one (1) appointed graduate student, and nine (9) members elected at large. These members have voting privileges on the Council. The term of office for elected members shall be three (3) years; none of these members shall serve for more than two (2) consecutive three-year terms.

Section 2. **Ex-Officio Members**
Ex-officio, non-voting members of the Council shall include Parochial Vicars and other parishioners appointed by the Pastor.

Section 3. **Officers of the Council**
Officers of the Council are President, Vice President, Recording Secretary, and Corresponding Secretary.
Article IV: Adoption and Revisions

This Constitution may be revised when a change is presented in at least two (2) Parish bulletins prior to a vote; voted upon in the affirmative by two-thirds (2/3) of the Council members at a regular or a special Pastoral Council meeting; and approved by the Pastor. This Constitution shall remain in effect until such revision or cancellation. When a new Pastor is assigned to the parish, the existing Constitution will be reviewed and modified, if needed, by the new Pastor and the Executive Committee.
By-Laws of the Pastoral Council

Article I: Structure

Section 1. Members
The Council shall consist of the two (2) lay trustees appointed by the Pastor, the Chair of the Finance Council, one (1) appointed undergraduate student, one (1) appointed graduate student, and nine (9) members elected at large. These members have voting privileges on the Council. The term of office for elected members shall be three (3) years; none of these members shall serve for more than two (2) consecutive three-year terms.

Section 2. Officers
At the first meeting following the annual election, the Council shall select the Officers from among the members elected by the Parish at large.

The primary duty of the President is to preside at the Pastoral Council meetings. The President shall serve no more than two consecutive years.

The duties of the Vice-President include acting for the President in the President’s absence.

The duties of the Recording Secretary include keeping the minutes of all Council meetings.

The duties of the Corresponding Secretary include conducting all correspondence and notifying members of both regular and special meetings.

Section 3. Executive Committee
The Executive Committee shall consist of officers of the Council and the Pastor and shall oversee all the operations of the Council.

Section 4. Nominations and Election Committee
The Nominations and Election Committee shall be formed in due time to solicit nominations for membership on the Council and shall conduct the election. No member of this committee shall be eligible for election to Council.

Section 5. Committees, Communities and Ministries
Each year or as necessary, the Parish’s committees, communities, and ministries should submit to the Council a statement describing their specific goals or activities. All such statements should include appropriate contact information and be suitable for public display.

Section 6. Ad-Hoc Committees
The Pastoral Council may form ad-hoc committees to address special needs or concerns as necessary.

Section 7. Finance Council
The Finance Council, which is mandated by Canon Law, shall assist the Pastor and staff in administering parish operations, overseeing the parish budget, and coordinating fundraising activities. The Finance Council shall make regular reports to the Pastoral Council and seek advice and assistance in carrying out its purpose. The Finance Council shall be represented on the Pastoral Council by its Chair.
Article II: Functions

Section 1. Regular Meetings
The Council shall meet monthly at least eight (8) six (6) times each year. The Chairs of the Parish’s committees, communities, and ministries, may be invited by the Council to discuss their missions, goals, and needs at Council meetings. The Chairs of those Committees may also request an opportunity to address the Council at any regular meeting.

Section 2. Special Meetings
With notification of all Council members, the President or Pastor may call a special off-schedule meeting for extraordinary matters affecting the welfare of the Parish.

Section 3. General Membership Meetings
A general membership meeting shall be held for the entire parish two (2) times once a year. The Council may, by a two-thirds (2/3) vote, call additional general membership meetings.

Section 4. Quorum
A quorum shall consist of at least eight (8) members of which six (6) must be voting members.

Section 5. Rules of Procedures
Council meetings will open with a prayer. Normally, the Council will come to resolution on agenda items by seeking consensus among its members rather than by a formal vote. However, the Pastor or a member may apply to the President to invoke Robert’s Rules of Order.

Section 6. Minutes
Minutes shall be taken at all Council meetings and copies shall be kept in the parish office. A summary of the minutes will appear in the Parish Bulletin and on the Parish website.

Section 7. Absenteeism
If any elected Council member is absent from three (3) consecutive meetings during the course of a year, without a serious reason, the Executive Committee may declare the member’s seat vacant. A year, for the purposes of this section, shall be measured from one Council election to the next.

Article III: Nomination and Election Procedure for Members Representing the University Parish Community

Part A: Preparation of Slate

Section 1. Nominations and Election Committee
   a. The Nominations and Election Committee shall be proposed by the President and approved by the Pastoral Council.

   b. The Nominations and Election Committee shall have the responsibility to nominate eligible parishioners to fill vacancies for seats on the Council.

   c. Any member of this committee who accepts a nomination to fill a vacancy of the Council must resign from this committee.
Section 2. **Eligibility for Nomination**

a. To be eligible for election to the Council, a nominee must be a registered parishioner for no less than two (2) years and active in parish life. By a majority vote of the Council and upon recommendation of the Pastor, this requirement may be waived.

b. A parishioner is any person who has been baptized and is in communion with the Roman Catholic Church; has chosen to join this community of faith, worship, and service and to contribute to its betterment; and has registered as a member of either the University Parish of Saint Joseph’s Church in Greenwich Village or the Catholic Center at New York University.

c. The Nominations and Election Committee shall solicit nominees by publicizing the election in the Parish Bulletin, typically beginning in late March or early April each year. The Committee shall be responsible for obtaining the Pastor’s approval of the candidates and determining their eligibility.

Section 3. **Announcement of Nominees**
The final list of nominees shall be made available to parishioners, along with a brief biography and a photograph supplied by the candidate.

Section 4. **Term of Office**
The newly elected members shall hold office for the ensuing three (3) years commencing on September 1 of that year.

Section 5. **Mid-Term Vacancy**
If a vacancy occurs in the Pastoral Council elected membership during the year, a successor shall be chosen by the Pastoral Council to serve until the next annual election meeting for the remainder of the elected member’s term. This successor shall be a full member of the Council with voting privileges.

**Part B: Election Procedures**

Section 1. **Ballots**
Ballots should be placed in the pews before each weekend Mass on two (2) successive weekends and be available in the Parish Office. Parishioners can place them in the collection basket or in a box in the back of the church; alternatively they can be mailed or delivered to the Parish office before the deadline, typically in late May (and before Memorial Day weekend).

Section 2. **Election Meeting**
A special election meeting may be held on the deadline as a last-chance opportunity for parishioners to vote.

**Part C: Announcement of Election Results**

Section 1. **Notification of Nominees**
After the final tally, a member of the Executive Committee should notify the winners and losers.

Section 2. **Notification of the Council**
The results of the election shall be announced at the Council’s next meeting.

Section 3. **Notification of the Parish**
Election results shall be published in the Parish bulletin on the following Sunday, or as soon as feasible.