

SACRED HEART CHURCH

PASTORAL COUNCIL

BYLAWS

Section I - THE PASTORAL COUNCIL

By direction of the Diocese of Raleigh each parish will have a Pastoral Council. The Pastor presides over the Council and it cannot meet without him. The Pastor makes certain the scope of the Council's concerns reflect the entire mission of the church by enabling Council members, by making sure they have training, by assisting in formulating the Council agenda, and by sharing in dialogue that leads to the formulation of recommendations.

It is the function of the Pastoral Council to "investigate everything pertaining to pastoral activities, to weigh them carefully, and to set forth practical conclusions concerning them so as to encourage conformity of the life and actions of the People of God with the Gospel" (Motu Proprio, Ecclesiae Sanctae).

It is the responsibility of the Pastoral Council and the pastor to submit a Parish Plan according to guidelines established by the Chancery. This should be submitted to the Bishop by June 30 of each year.

Selected text from Diocese of Raleigh, "Pastoral Administrative Manual," April 2004

Section II - METHOD OF ELECTING MEMBERS

Elections shall be scheduled on the second weekend in May each year to maintain a council of nine (9) elected members. Appointments will be made in June.

Procedures are:

A. Three (3) members will be elected each year for a three-year term. In some cases, unanticipated vacancies will necessitate a change in the number elected in a given year. No *elected* member may serve more than two consecutive terms. A member may be re-elected after one-year absence.

B. The Pastor may appoint up to three (3) members. These members serve at the discretion of the Pastor and may be reappointed on a yearly basis.

C. Three months prior to the election, a Nominating Committee consisting of three (3)

members of the Council shall be appointed by the Chairperson. The committee will include the Vice-Chairperson and two other members.

D. The Nominating Committee shall solicit nominations for elections prior to the election date. Nominees will be Catholics in good standing and registered parishioners of Sacred Heart Church.

E. The candidates will be presented to the parish prior to the election.

F. If there are sufficient candidates, a ballot will be distributed for the election. Ballots will be collected at all Masses. The committee will count the ballots and establish priority order and report the result to the Pastor. The Pastor will verify the election, break any ties, and announce the results at Masses or in the Parish Bulletin on the week following the election.

G. The Pastor should fill vacancies of elected members by appointment. Vacancies of appointed members may be filled by the Pastor at his discretion.

H. The nine (9) elected members and up to three (3) appointed members, plus the Chair of the Parish Finance Committee, are the voting members of the Pastoral Council.

SECTION III - ORGANIZATION

A. During the first meeting in September, the Pastor will welcome the newly elected members. The newly formed membership shall elect the following officers):

1. Chairperson
2. Vice-Chairperson
3. Secretary

B. The Chairperson assumes the Chair and presides over the business of the meeting, including the appointment of necessary committees, task forces, working groups, etc. as required to monitor the annual plan. The Chairperson establishes the annual calendar. The Chairperson is responsible for new member orientation. The Chairperson, in consultation with the Pastor, is also responsible to prepare and distribute an agenda for each meeting. The Chairperson attends Finance Council meetings.

C. The Vice-Chairperson will preside in the absence of the Chairperson. The Vice-Chairperson will chair the nominating committee. In coordination with all Council members, the Vice-Chairperson will be responsible for communicating the activities of the Council. The Vice-Chairperson will lead the work sessions for development of the annual parish plan, thereby establishing the goals and objectives in those areas identified by the priorities set forth by the

Diocese. The Parish Plan must be given approval by the Pastor and submitted to the Diocese in June.

D. The Secretary will take minutes of each meeting. The minutes will be distributed to the Chairperson for review and to the Pastor for approval. All members of the Council will receive a copy and the minutes will be submitted to the webmaster to be posted on the Sacred Heart website.

E. Duties of Members:

All members of the Pastoral Council are asked to be diligent in meeting the charge given them by the Pastor.

Members are asked to represent the Pastoral Council in discussion with the parishioners and ministries concerning actions and to be informative on activities and projects.

Members will act as stewards of goals identified in the Parish Plan. As stewards, they will work with existing ministries and help recruit parishioners to accomplish goal objectives and file reports regarding the progress of designated goals.

Members may present new ideas to the Pastor and/or speak for parishioners who do not wish to represent themselves.

Members must attend meetings and planning sessions.

SECTION IV - MEETINGS

A. The Pastoral Council will normally meet on the second Tuesday of each month at announced times. No meetings will be scheduled in July, August or December unless required to conduct emergency business.

B. The Chairperson will announce the time and date of the next meeting at the end of each meeting.

C. Special meetings may be called by the Chairperson, with the approval of the Pastor. Notice of at least three days should be given to the membership.

D. Council members are expected to attend and participate in all meetings. More than three (3) unexcused absences per year may result in the removal of the member, with the Pastor's agreement. Upon notification by the Secretary that a member has exceeded three unexcused absences, the Chairperson may, with the Pastor's approval, notify the member by

letter of the action planned.

E. The Council shall meet on a regular basis for the purpose of assisting and guiding the Parish in achieving the goals and objectives of the annual parish plan.

F. A most important activity of the Pastoral Council is to annually update the Parish Plan. All members must attend and provide input.

G. The Council Leadership Team, composed of the Chairperson, Vice-Chairperson, and Secretary, will meet as designated by the Chairperson to review the prior meeting decisions and prepare the upcoming meeting agenda. This team will also coordinate specific projects. There may be a request to the Pastor for his attendance at these meetings.

Approved and adopted by the Pastoral Council January 9, 2018. Replaces any previous bylaws for any Sacred Heart Parish, Pastoral or Pastoral Advisory Council. See Constitution adopted January 9, 2018.