

HOLY TRINITY

PARISH PASTORAL COUNCIL BYLAWS

Prologue

In accord with Canon 536 of the Code of Canon Law, a parish pastoral council ("Council") is to be established in each parish or cluster of parishes. It is a collaborative body of the Christian faithful whose purpose is the promotion of the mission of Jesus Christ and His Church in its entirety. The Council shall, at all times work in close collaboration with the pastor of the parish advising him in matters pertaining to pastoral ministry.

1. Purpose

The Council is a consultative body that through its insights and advice helps the pastor identify, implement and evaluate pastoral initiatives and policies best suited to spread the Gospel. It shall be the policy formulating body in all matters of pastoral ministry in the parish except to the extent limited by church or civil law or diocesan policy. The pastor is not bound to follow the recommendations of the Council.

2. Membership

The Council shall consist of six men and six women, each member a practicing Roman Catholic and registered member of Holy Trinity. In addition to the twelve parishioners, the pastor and parochial vicar (associate pastor) are ex-officio (by virtue of position) non-voting members of the Council. A delegate of the parish finance council or the Pastoral Administrator shall also be an ex-officio member of the Council and has the responsibility for on-going communication between the councils.

Council members should reflect the diversity of the parish, representing different age groups, social classes and geographical areas. This diverse membership allows the Council to reflect the wisdom of the parish community as a whole. In consultation with the Council, the pastor may appoint up to three additional members to fulfill this goal.

3. Election Process

During the month of January, the Council members will solicit nominees for upcoming Council vacancies. Announcements will be made in the parish bulletin and at Mass detailing the Council election process. Parishioners interested in serving on the Council will complete a nomination form to participate in the process.

During the February and March meeting, the Council will review the assembled nomination forms. Elections will be held each year in April or the first weekend in May, dependent on the liturgical calendar.

4. Terms of office

Council members serve three-year terms with four new members elected annually. Members are allowed to serve two (2) consecutive three-year terms. Continuity of Council knowledge is maintained through staggered terms. The four (4) newly elected (or re-elected) members starting their three-year term are expected to attend the June meeting along with the retiring members to assist with transition. If necessary, vacancies created by resigning members may be filled by the pastor until the next regular election. The Council, for cause and with proper deliberation and full discussion with the member concerned, may remove a member of the Council by two-thirds majority vote of the full membership of the Council, including ex-officio members.

5. Election of Officers and Duties

At the first meeting of the Council following the election, a chairperson, vice-chairperson and secretary are chosen through a ballot. The pastor is the President of the Council, the chairperson conducts the meetings, and the vice-chairperson conducts the meetings in the chairperson's absence. The secretary keeps meeting minutes, maintains a list of members and terms of office, and requests agenda items from the Council members to be distributed to all members at least three (3) days before the regularly scheduled meeting. The pastor or the pastor's delegate is to be present at all meetings.

6. Meetings

Regular scheduled meetings are held on the first Monday of each month, excluding July. Scheduled meetings may change from time to time if voted on at the previous meeting. Meetings are held in a spirit of prayer. A quorum shall consist of a majority of the voting members.

Parishioners may request to address a Council meeting by contacting a member of the Council with their idea, issue or concern. Their request will be discussed at the next regular Council meeting, where the meeting date for discussion will be determined. In cases of urgency, at the discretion of the Council a guest may be provided an opportunity to speak for five minutes at a meeting without previous notification.

7. Committees

The Council may form committees as needed to provide feedback to its members and the Pastoral Team.

8. Decision making

The preferred decision making process is by consensus. If consensus cannot be reached, the actions or recommendations require a two-thirds vote of a majority (quorum) of members present. If the pastor rejects a recommendation of the Council, it is to be inserted in the minutes of the meeting.

9. Amendments

These Council Bylaws may be amended at any regular meeting of the Council by two-thirds vote of the full membership, provided the proposed amendment has been read at the previous regular meeting and has the approval of the pastor.

10. Annual Bylaws Review

Each Council member will be provided a copy of the Bylaws at the June meeting as a means of annual review.

Addendum 1

Election Timeline

December

Prepare Bulletin announcement for last weekend in December through January. Have web page ready and nomination forms available at the back of the Church and in the office.

January

Deadline for nomination submissions will be January 31st. During this month, PPC members can also recruit nominees. The PPC can extend deadline.

February

PPC will begin to review, discuss, and discern.

March

The PPC's objective is to make a final decision on the candidates during the March meeting in order to have enough time to design and print the candidate roster and posters.

April

Three weeks prior to "voting" weekend, posters will be placed at the entrances of the Church, an announcement will appear in the Bulletin, the candidate roster will be inserted in the Bulletin, and an announcement will be made.

"Voting" Weekend

"Voting" weekend will be last weekend in April or the first weekend in May, dependent on the liturgical calendar.

May

Ballots will be counted at the end of each Mass, if possible. Candidates will be notified.

June

The four new members starting their three-year term are expected to attend the June meeting; and retiring members will attend this meeting to aid transition.

At the first meeting of the Council following the election, a chairperson, vice-chairperson, and secretary are chosen through a ballot.

Each Council member will be provided a copy of the Bylaws at the June meeting as a means of annual review.

Addendum 2

Sample Election Form

Nominee	Data	Statement
	<p>Noe Correa</p> <p>MS Computer Technology. Work for AT&T in industrial sales. Married 30 years and have 3 children. Member of HT for 10 years. Organized couples' prayer retreat for last 3 years.</p>	<p>I would like to contribute to the spirituality of the parish through participating in the Parish Pastoral Council. I believe my can-do attitude and work ethic will contribute to our success in representing our parish needs.</p>
	<p>Trish Sanguinetti</p> <p>BA Political Science and History Education Certification K-12 Currently teaching in Comal ISD 10 years Married 26 years with 2 children Member of Holy Trinity for 11 years Active in liturgical ministries and Pastoral Council for the last 8 years.</p>	<p>I have worked on various activities for Holy Trinity over the years and believe I am called to continue to support our parish through this ministry.</p>
	<p>George Merkle</p> <p>BS Business, MS Computer Science President of CCCS, a non-profit agency. Married 40 years, 3 children, 5 grandchildren. Member HT for 13 years. Organized 2007 KC Tecaboca couples' retreat.</p>	<p>I believe I can help the Council through my tech knowledge and desire to help HT be responsive to the needs of its parishioners.</p>
	<p>Saint Nicholas</p> <p>Skilled toymaker and also a pilot. Run a non-profit Christmas program Married with no children, but 50 million children depend on me. Attend HT in spirit each year (Christmas under the Bridge and other programs)</p>	<p>I believe I can help Holy Trinity reach out and help more people through an innovative program I've created that encourages a spirit of generosity to all.</p>

Addendum 3

Sample Agenda for Pastoral Council Meetings

- I. Opening Prayer
- II. Approval of the previous meeting's minutes (changes to previous meeting minutes will be recorded in this meeting's minutes).
- III. Regular Topics
 1. Scheduled visitors as needed
 2. Agenda items
 3. New items
 4. Other items
 5. Discussion
 6. Assignment of next meeting's prayer
- IV. Closing Prayer
- V. Adjournment

Addendum 4

Parish Pastoral Council Election Process

I. The Ideal Number of Candidates

The number on the ballot will be a minimum of four (4) and a maximum of six (6) candidates per gender. This is with the understanding that there would be four (4) openings each year, two (2) men and two (2) women.

II. The Process to Get the Ideal Candidates

A. Open to entire Parish by Bulletin announcement.

The announcement will be placed in the Bulletin from last weekend in December through January. Deadline will be January 31st.

- Anyone interested should submit a nomination form with (1) their biography, (2) how they are involved in the parish, and (3) why they want to serve on the Council.
- The nomination form will be:
 - Web-based – could be downloaded..
 - Hard copy – picked up at the back of the Church or in the office.

The nomination form can be submitted in person or mailed to someone designated in the office.

B. Narrow candidates

- Parish Pastoral Council (PPC) members are encouraged to nominate candidates, confirm that they are interested in running, and ask them to complete a nomination form
- PPC members will review and discuss the nominations received.
- After the review and discussion, each Council member will select 4 or 6 nominees by gender (based on the number of candidates that will be on the ballot for that year) and explain why he/she would like to see those nominees on the ballot. After discernment, the Council members will vote/determine who will be on the ballot.

III. The Voting Process

A. Eligibility to vote

- Only registered Holy Trinity Catholic Church members will be eligible to vote:
 - All adult members in the household
 - Adult members = over 18 years of age

B. Distribution and casting of ballots

- Absentee ballots will be available in the office one week before “voting” weekend.
- Ballots will be distributed by greeters and PPC members during “voting” weekend” to registered adults as they enter the Church to attend Mass.
- The Priest or Deacon will remind those in attendance that only registered adults should vote and that the ballots will be collected at each pew by the greeters and PPC members at a certain time during the Mass.
- After Mass, the PPC members will collect any ballots remaining in the pews.

C. Communication

- An announcement will appear in the Bulletin, the candidate roster will be inserted in the Bulletin, and an announcement will be made three weeks prior to and including the “voting” weekend.
- A poster with the candidates’ pictures and their information will be placed at the two entrances of the Church at least 3 weeks prior to “voting” weekend (to coincide with the Bulletin announcements).

E. Timeline

- **December:** Prepare Bulletin announcement for last weekend in December through January. Have web page ready and nomination forms available at the back of the Church and in the office.
- **January:** Deadline for nomination submissions will be January 31st. During this month, PPC members can also recruit nominees. The PPC can extend deadline.
- **February:** PPC will begin to review, discuss, and discern.
- **March:** The PPC’s objective is to make a final decision on the candidates during the March meeting in order to have enough time to design and print the candidate roster and posters.
- **April:** Three weeks prior to “voting” weekend, posters will be placed at the entrances of the Church, an announcement will be appear in the Bulletin, the candidate roster will be inserted in the Bulletin, and an announcement will be made.
- **“Voting” Weekend:** “Voting” weekend will be last weekend in April or the first weekend in May, dependent on the liturgical calendar.
- **May:** Ballots will be counted at the end of each Mass, if possible. Candidates will be notified.

Addendum 5

Parish Pastoral Council Roles and Responsibilities

To help the pastor identify, implement, and evaluate pastoral initiatives and policies by attending and participating in the meetings, being active and aware of the happenings in the parish, listening to the parishioners and their concerns, and visioning the future for the parish of Holy Trinity. Each member should be prepared to accept additional responsibilities as needed for the benefit of achieving specific goals that are identified annually.

(One way that PPC members can be active and aware of the happenings in the parish is to fill the role of representative or liaison for the various ministries in our parish. A group of ministries will be assigned to each PPC member who will act as a liaison between the ministry and the PPC. PPC members will contact each of the ministries assigned to them at least once throughout the year. Any questions, concerns, or issues raised by the ministries will be addressed by the PPC member by forwarding it to the appropriate person, department, committee, or council. Feedback will be provided to the ministry by the PPC member.)