

**BYLAWS OF THE PASTORAL COUNCIL ST. JOSEPH ON THE RIO GRANDE PARISH
ALBUQUERQUE, NEW MEXICO**

The following are hereby established as the Bylaws of the Parish Pastoral Council.

ARTICLE I: NAME

Section 1: The Council shall be known as the Pastoral Council ("Pastoral Council") of St. Joseph on the Rio Grande Parish.

ARTICLE II: MISSION STATEMENT

Section 1: The Catholic Community of St. Joseph on the Rio Grande is a member of the Archdiocese of Santa Fe and is in union with the Roman Catholic Church. We believe in and celebrate the presence of Christ in our community through Word and Sacrament. We strive to make Jesus known in the local community through ministries of faith, hospitality, liturgy, compassion, and justice.

ARTICLE III: PURPOSES AND FUNCTIONS

Section 1: The primary purpose of the Pastoral Council is to advise the Pastor. Acting under the direction of the Pastor, the Pastoral Council provides leadership in the spiritual and educational development of the Parish. It is charged with prayerfully discerning the needs of the Parish, setting pastoral priorities and empowering people to participate in the mission of the Parish. The Pastoral Council also develops ideas for, and executes activities that promote fellowship, faith building, and increased focus on the parish's spiritual and communal needs.

ARTICLE IV: AUTHORITY

Section 1: The Pastoral Council receives its formal ecclesiastical legitimacy and mandate in St. Joseph on the Rio Grande Parish from the Pastor, who, united with the Pastoral Council as an indispensable member, delegates the members of the Pastoral Council to share with him the responsibility for achieving the mission of the Parish.

Limitations: The Pastor, consistent with the Roman Catholic tradition, bears the final responsibility for the total parish ministry. He cannot abdicate this responsibility given to him by the Archbishop and the Canon Law of the Church. He is obligated to exercise authority unique to his office by ratifying and implementing Pastoral Council decisions, or, in rare instances and for serious reasons, rejecting a Pastoral Council's recommendation.

ARTICLE V: MEMBERSHIP

Section 1: The Pastoral Council consists of the Pastor and up to twelve (12) voting members. Deacons, representatives from either the Finance Council or from various ministries and/or organizations are non-voting advisory members.

Section 2: The twelve (12) voting members shall serve a three (3) year term. These are staggered with four (4) members selected each year.

Section 3: A firm commitment to attend meetings of the Pastoral Council, including the annual Pastoral Council Winter Retreat, must be made by each member.

Section 4: All Pastoral Council members should be actively involved in at least one (1) Parish ministry.

Section 5: All Pastoral Council members are expected to exhibit consistent stewardship in terms of time, treasure, and talent.

Section 6: A member may serve no more than two (2) consecutive terms, A member completing a partial term may serve one additional consecutive term.

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Section 7: An alternate member may fill a vacancy on the Pastoral Council should one occur.

Section 8: Members must have completed Archdiocese training on Abuse Awareness. New members must complete the training before taking the Oath of Office following their selection to the Pastoral Council.

ARTICLE VI: OFFICERS

Section 1: Officers of the Pastoral Council are the Chairperson, Vice-Chairperson, Secretary and Assistant Secretary.

Section 2: While the Pastor presides over the work of the Pastoral Council, the facilitation of the Pastoral Council meetings is delegated to the officers of the Pastoral Council.

Section 3: The Chairperson is elected by the voting membership of the Pastoral Council at the June meeting for a term of one year and assumes the position immediately. The remaining officers are elected by the voting membership of the Pastoral Council at the July Team-Building Retreat for a term of one year and assume their positions immediately.

Section 4: An officer may be re-elected for the same position for no more than an additional one (1) year **term**.

Section 5: The Executive Committee is composed of the Pastor and the officers of the Pastoral Council.

Section 6: No one can be elected to an office or chair an activity in his/her absence or without his/her **consent**.

ARTICLE VII: DUTIES OF THE OFFICERS AND COMMITTEE HEADS OF THE PASTORAL COUNCIL

Section 1: Chairperson

- A. Conducts meeting of the Pastoral Council enforces the rules, regulations and policies of the Pastoral Council and serves as Chairperson of the Executive Committee.
- B. appoints committee heads and members in and for the Pastoral Council whose appointment is not regularly provided for by the Bylaws of the Pastoral Council and shall be a member *ex officio* of all committees.
- C. Supervises compliance with the decisions of the Pastoral Council and reports any failure to comply to the Pastoral Council.
- D. Performs any additional duties as the Pastoral Council may direct.
- E. Approves, along with the Pastor, an agenda for each meeting of the Pastoral Council
- F. **Provides** an annual budget proposal to the Finance Council.
- G. Oversees the budget.
- H. Approves all requests for reimbursement and payment for Pastoral Council activities.
- I. Plans and coordinates the July Team-Building Retreat.
- J. Ensures Pastoral Council members complete required Archdiocesan trainings.

Section 2: Vice-Chairperson

- A. Presides in the absence of the Chairperson.
- B. Performs any additional duties as the Pastoral Council may direct.
- C. Serves as Committee Head to plan and coordinate the annual Winter Retreat of the Pastoral Council.
- D. Writes monthly updates to the Parish, coordinates review by the Chairperson and Pastor distributes to appropriate Pastoral Council members and Assistant Secretary.
- E. **Serve** as a "clearing house" to review requests sent from organizations outside the Parish for help or support. Requests are typically sent to the Pastor, who will forward

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them to the Vice-Chairperson. The Vice-Chairperson will review the request and submit a recommendation to the Pastor. If the request is deemed not appropriate for action by the Pastoral Council, the Pastor will notify the requesting organization. If the request is deemed worthy of consideration by the Pastoral Council, the Pastor and Vice-Chair will bring it to the Executive Committee for inclusion in the Pastoral Council agenda.

Section 3: Secretary

- A. Records minutes of all meetings of the Pastoral Council.
- B. No more than 10 days following a meeting of the Pastoral Council, prepares and distributes copies of the minutes of that meeting. Distributes the agenda and pertinent reports for the upcoming meeting to all Pastoral Council members prior to the meeting.
- C. Transmits corrected and approved minutes of the Pastoral Council meetings to the staff member who is responsible for archiving the Parish minutes and furnishes minutes for publication on the web site.
- D. Provides updated content for the Pastoral Council web page.
- E. Maintains a file of the agendas and minutes of the Pastoral Council meetings.
- F. As directed by the Chairperson, conducts correspondence on behalf of the Pastoral Council and keeps a file of correspondence.
- G. Maintains a roster of officers of the Pastoral Council, their terms of office, all elected officers and members of the Pastoral Council and the head of each designated committee.
- H. Distributes written copies of any proposed amendment to the Bylaws to Pastoral Council members.
- I. Prepares information sheets of candidates for positions on the Pastoral Council and notifies each candidate of the date, time and location of his/her interview.
- J. Notifies Pastoral Council members of the date, time and location of interviews of candidates for positions on the Pastoral Council and distributes their information sheets.
- K. Maintains the most current version of the Bylaws electronically, including both a pdf of the signed and approved Bylaws and an editable version, and ensures that they are provided to the succeeding Secretary.
- L. Performs duties otherwise prescribed in these Bylaws and any other duties as the Pastoral Council may direct

Section 4: Assistant Secretary

- A. In the absence of the Secretary, the Assistant Secretary performs the duties of that office.
- B. Assists the Secretary in preparation of the information sheets of candidates for the Pastoral Council, notification of candidates and Pastoral Council members of the date, time and location of interviews and preparation of the ballots.
- C. Provides current list of parish ministries to the Pastoral Council as maintained by Parish Office Staff. Schedules the ministry reports to the Pastoral Council, notifies the ministries of the date, time and location for their verbal report to the Pastor and the Pastoral Council and distributes their written report to the Pastor and Pastoral Council members prior to the meeting when the verbal report is scheduled to be given.
- D. Creates slide presentations for Parish updates, in coordination with the Vice Chairperson. Maintains "electronic notebook" with templates, documents, Bylaws, etc. required of the Pastoral Council. This does not include documents specific to the committees.

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Section 5: Committee Heads

- A. Committee Heads are responsible for the successful execution of their activity or assigned duty.
- B. Develop a plan to identify and include all efforts necessary for success of the activity or assignment.
- C. Ensure all committee members know and complete their assigned tasks.
- D. Plan and monitor spending to ensure the activity does not exceed its budget.
- E. Make at least one update report to the Pastoral Council prior to the activity, outlining the committee's progress and identifying any problem areas that the Pastoral Council, Chairperson or Pastor needs to address. The report shall be in the format described in the Administrative Information and Procedural Guide, and shall include current and proposed expenditures
- F. Submit a final report on the activity, in the format described in the Administrative Information and Procedural Guide, which includes final budget numbers and "Lessons Learned".
- G. For those activities that require long-term planning, identify and schedule facilities and/or presenters for the next year's activity.
- H. Deliver to the Chairperson all reimbursement forms for activity expenditures.
- I. Make a package for the next Committee Head that includes a "checklist of things to be done, directions on small details, (where and when to hang banners, where to locate tables, how to set up for the activity, how to handle tickets and money, etc.) suggestions regarding vendors and best/worst practices, a copy of the final report, and any carry-over items (banners, tickets, posters) and store it in the Pastoral Council locker which is located in the parish offices *orst practicndle ticket banne*

ARTICLE VIII: SELECTION PROCESS

Section 1: The nominating process for members of the Pastoral Council shall begin on March 1 and end on April 30 unless special circumstances exist that make an extension appropriate.

Section 2: Candidates for the Pastoral Council must meet at minimum the following requirements:

- A. **Baptized** Catholic in full communion with the Roman Catholic Church.
- B. Registered in the parish for at least one (1) year.
- C. At least 18 years of age .
- D. Active and involved in the parish.

Section 3: Candidates for membership in the Pastoral Council and members wishing to serve a second term may be self-nominated or nominated by a member of the Parish community.

Section 4: When there are more than ten (10) candidates, the Pastoral Council shall form a committee of at least three (3) members to screen and present a slate of ten or fewer candidates to the Pastoral Council.

Section 5: Members of the Pastoral Council will interview each candidate on the state and ensure that each nominee is willing to devote the time and energy required for service on the Pastoral Council. The required number of positions to make up a Pastoral Council of twelve (12) members will be filled each year.

Section 6: Members of the Pastoral Council are determined by a process of discernment at the June meeting. Alternate members of the Pastoral Council, who may fill a vacancy on the Pastoral Council should one occur, are also selected at this meeting.

Section 7: New members will assume office in July.

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Section 8: Members of the Pastoral Council will be commissioned by the Pastor at Mass following the July Team-Building Pastoral Council retreat.

Section 9: Members of the Pastoral Council will be introduced to the parish at each of the other Masses. The times and dates will be determined at the Executive Committee meeting following commissioning of the new members.

ARTICLE IX: VACANCIES AND APPOINTMENTS

Section 1: A member of the Pastoral Council may resign by submitting a written letter of resignation.

Section 2: Membership on the Pastoral Council will be terminated following three (3) unexcused absences from Pastoral Council meetings.

Section 3: A vacancy occurs when a Pastoral Council member dies, becomes incapacitated or ceases to be a practicing member of the Parish before the term is completed. The Pastor may also remove a Pastoral Council member for cause at the Pastor's discretion.

Section 4: After consultation with the Pastoral Council, the Pastor may appoint a successor to complete the term of the vacated position, giving special consideration to alternates/nominees from the prior selection process. Candidates must meet requirements mandated by Article VIII, Section 2. The Pastor may choose to leave the position vacant until the next selection process.

Section 5: The completed term will be considered one full term.

Section 6: A member's term may be extended when needed. The decision whether to extend a member's term and the length of the extension shall be made by the Pastor, provided however that a member shall not serve longer than two consecutive terms.

ARTICLE X: MEETINGS

Section 1: The Pastoral Council meets monthly, usually on the third (3rd) Monday of the month. The Executive Committee also meets monthly, usually one week before the Pastoral Council meeting. In extraordinary circumstances, the Executive Committee may meet as needed.

Section 2: The Chairperson shall include the date, hour, and location of each meeting in the agenda of the meeting. After consultation with the Executive Committee, the Chairperson may call a special meeting of the Pastoral Council, giving as much advance notice as possible.

Section 3: A quorum shall consist of a majority of voting members.

Section 4: Members of the Parish may attend any meeting of the Pastoral Council. However, they will be unable to vote on issues before the Pastoral Council. The Chairperson has the authority to schedule a closed meeting of the Pastoral Council.

Section 5: The Chairperson ensures that all persons attending meetings of the Pastoral Council have an opportunity for free and full discussion of all matters before the Pastoral Council, providing that the attendees' remarks be pertinent to the subject being discussed.

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ARTICLE XI: COMMITTEES

Section 1: The Executive Committee consists of the Pastor, the Chairperson, Vice-Chairperson, Secretary and Assistant Secretary. This group acts for the Pastoral Council on matters that require action between meetings of the Pastoral Council and the special committees established by these Bylaws. It is the responsibility of the Executive Committee to coordinate, prepare and distribute the agenda for the **meetings** of the Pastoral Council, to arrange for the selection of new members and to develop the assignments for **members** of the Pastoral **Council**.

Section 2: Other committees are established as necessary to conduct the activities and fulfill the mission of the Parish. The Pastoral Council shall:

- A. Ensure that the Committee Head and members of the committee understand the committee's goals, authority, and timetable.
- B. Periodically check the progress of any committee and give it such support as may be needed.
- C. Terminate any committee whose activity no longer serves the needs of the parish, or whose activity has been adopted by another ministry or group.

Section 3: Special temporary committees may be established by the Chairperson of the Pastoral Council with instructions/guidance as to the committee's goals, authority, and proposed time in which it should complete its mission. To facilitate the work of the special committee, the Pastoral Council shall:

- A. Ensure that the Committee Head and members of the committee understand the committee's goals, authority, and timetable.
- B. Periodically check the progress of any committee and give it such support as may be needed.
- C. Promptly terminate any special committee when the goal is met, or when the assignment no longer serves the needs of the parish.

ARTICLE XII: MINISTRIES OF THE PARISH

Section 1: When requested, a representative of each Parish ministry is to submit a written and verbal report to the Pastor and Pastoral Council on the purpose, mission, membership, activities, successes/problems and needs of the ministry and how it assists the parish in achieving its mission.

ARTICLE XIV: AMENDMENTS TO THE BYLAWS

Section 1: Any member of the Parish may propose an amendment to the Bylaws, in writing, to any member of the Pastoral Council.

Section 2: The Pastoral Council shall act on the proposal, including any revisions, at its next meeting.

Section 3: The Bylaws may be amended by a vote of two-thirds (2/3's) majority of the voting Pastoral Council members present and voting at a regular business meeting of the Pastoral Council.

Section 4: All previous Constitution and Bylaws are hereby suspended.

Pastor _____ Date _____

Chairperson _____ Date _____

Vice-Chairperson _____ Date _____

Assistant secretary _____ Date _____

Revised and Proposed 1/9/06	Approved by Pastoral Council 2/20/06	Approved by Pastor 2/20/06
Revised and Proposed 3/21/11	Approved by Pastoral Council 4/11/11	Approved by Pastor 4/11/11
Revised and Proposed 7/18/ 11	Approved by Pastoral Council 8/8/11	Approved by Pastor 8/8/11
Revised and Proposed 9/19/11	Approved by Pastoral Council 10/24/11	Approved by Pastor 10/24/11
Revised and Proposed 6/19/12	Approved by Pastoral Council 8/13/12	Approved by Pastor 8/13/12
Revised and Proposed 4/20/13	Approved by Pastoral Council 5/20/13	Approved by Pastor 5/20/13
	Approved by Pastoral council 10/21/14	Approved by Pastor 10/20/14
Revised and Proposed 10/17/16	Approved by Pastoral Council 11/21/16	Approved by Pastor 11/21/16
Revised and Proposed 05/15/17	Approved by Pastoral Council 06/28/17	Approved by Pastor 06/28/17
Revised and Proposed 09/16/19	Approved by Pastoral Council 06/10/20	Approved by Pastor 06/10/20