

BYLAWS OF THE PASTORAL COUNCIL  
OF  
SAINTS PETER AND PAUL  
ROMAN CATHOLIC CHURCH  
OF

Hamburg, New York



Adopted November 16, 1992  
Revised October 2020  
Posted at [sspeterandpaulhamburg.org](http://sspeterandpaulhamburg.org)

### Article I - NAME

This organization shall be known as the Pastoral Council of Saints Peter and Paul Roman Catholic Church of Hamburg, New York.

### Article II - PURPOSE

In bringing together the Pastor, Parochial Vicar(s) and representatives of the parish community, the purpose of the Parish Council is:

- To spread the Faith and promote the love of God and neighbor;
- To serve as an open forum where parish related information, ideas, suggestions and concerns can be discussed and acted upon;
- To serve in an advisory capacity, counseling the Pastor and Parochial Vicar(s) in the planning and operation of our parish;
- To act as responsive representatives of the community of SS. Peter and Paul;
- To promote effective communications among the members of the parish and between the parish community and the community at large; and
- To serve in a leadership role in the ongoing development of the parish.

### Article III - PARLIAMENTARY RULING

Except as otherwise provided in the Bylaws, any question of parliamentary order arising during the course of special or regular Council meetings shall be resolved pursuant to the latest revised edition of Robert's Rules of Order.

### Article IV - MEMBERSHIP

#### Section 1 - Ex-Officio/Non-Voting Members

- A. The following shall serve as non-voting members of the Pastoral Council by virtue of their office:
- The Pastor
  - The Parochial Vicar(s)
  - The Appointed Parish Deacon(s)
  - The Principal of Saints Peter and Paul School
  - The Religious Education Coordinator(s)
  - The Outreach Coordinator
  - The Coordinator of Youth Ministry
  - The Parish Trustees
- B. As the President of the Pastoral Council completes his/her term and is not seated on the Pastoral Council, he/she shall automatically become an ex-officio non-voting member of the Pastoral Council for a term of one (1) year.

## Section 2 - Appointed / Voting Members

- A. As they are elected each year by the membership of their respective Organizations, the Presidents of the following parish organizations or their designated representatives shall serve as voting members of the Pastoral Council for the tenure of their office as president of the respective organization:
- One of the Co-Presidents of the Parents Guild
  - The President of the St. Vincent de Paul Society
  - The President of the Altar and Rosary Society
- B. In the event that a person selected to the Pastoral Council is or becomes the President of an organization represented on the Pastoral Council in a voting capacity, another delegate from that organization must be designated.
- C. The Pastor in consultation with the Director of Youth Ministry may appoint a Youth Representative to the Council. This representative must be an active member of the parish and at least sixteen years of age. This person will be appointed for a one-year term and shall serve as a voting member.

## Section 3 - Elected / Voting Members

- A. Twelve (12) members of the Pastoral Council, each with voting privileges, shall be selected by the Pastor of Saints Peter and Paul Roman Catholic Church on Pentecost Sunday or the third weekend in May, whichever comes first and who are sixteen years of age or older.
- B. The terms of membership for these selected positions will be three (3) years, with four (4) members being elected each year.
- C. No selected member of the Pastoral Council may serve as a selected member for more than two (2) complete, consecutive three (3) year terms.
- D. If a selected member cannot complete his/her term, the next nominee available who was selected by the Pastor or his designee in the last selection process shall complete the term. If no nominees from the last selection process are available, the Council may select new members to complete the remainder of the terms of the vacated positions.

## Section 4 - Membership Responsibilities

- A. All members of the Pastoral Council, whether appointed or selected (with the exception of the Parents' Guild Co-President or his or her designee) must be registered members of the Parish and must be sixteen years of age or older.
- B. Members of this Council agree to actively serve on one (1) or more parish ministries/ committees and support Council activities as a condition of membership.

- C. On an annual basis, voting members of the Council agree to actively serve on at least one (1) Pastoral Council Sub-committee identified below.
- Pastoral Council Fellowship Sub-committee
  - Pastoral Council Discipleship Sub-committee
  - Pastoral Council Procedures and Facilities Sub-committee
  - Pastoral Council Ministry Support Sub-committee

Non-voting members of the Pastoral Council are also welcome to serve on one (1) or more of the above sub-committee(s) Members of sub-committees will be identified during the first meeting of the Pastoral Council year at the September Retreat or the October meeting. Chairpersons for each committee will be decided upon by the members of each sub-committee.

- D. See Article V – Council Nominations and Election Procedures for further Member Responsibilities.
- E. The names and phone numbers of all members of the Pastoral Council shall be listed on the Parish website and in a fall bulletin.
- F. Contact information of the Executive Board members will be listed in the weekly parish bulletin.
- G. All voting members (selected or appointed) are required to attend an orientation conducted by the leadership of the council prior to the September meeting of their first term.

#### Article V - COUNCIL NOMINATION AND SELECTION PROCEDURES

- A. A Selection Committee, consisting of at least four (4) Council members, shall be established at the January Pastoral Council meeting. The Selection Committee will consist of one member from each subcommittee. The committee will include one person who was involved in the selection process the previous year, has knowledge of the bylaws and is well versed in how to organize the selection process. The Selection Committee will not include any candidates seeking selection to the Council.
- B. The Selection Committee shall be responsible for:
- Soliciting nominations and producing a slate of candidates consisting of a minimum of eight (8) candidates for the four (4) open positions. If eight (8) candidates cannot be found, six (6) candidates will be accepted.
  - Collecting a biography and picture from each candidate after confirming potential candidates are seeking appointment to the Council.

- Presenting candidates' information to the Pastor who will review and approve each candidate at his discretion.
  - Conducting the selection process in a fair and judicious manner
  - Reporting the results in a timely manner.
- C. Selection of the candidates will take place on Pentecost Sunday (the seventh Sunday after Easter) or the third weekend in May, whichever comes first, at the 10:45 a.m. Mass.
- D. Candidates will be selected from a basket and the names of those selected will be shared during Mass by the Pastor or his designee. If a Pastoral Council seat has less than three years remaining on the term the person selected last will serve the remainder of that term.
- E. Candidates' names, biographies and pictures of the newly selected Council members will be published in the next available Parish bulletin.
- F. The newly selected Council members will be seated at the June Pastoral Council meeting.

#### Section 5 - Resignations/ Absences

- A. Any member of the Pastoral Council may resign by submitting a written letter of resignation to the Council President.
- B. A vacancy is automatically created if a member of the Pastoral Council leaves the Parish.
- C. Any selected or appointed member of the Council shall notify the President or Secretary prior to the meeting, of any absence. The Pastoral Council President determines what constitutes an excused absence.
- D. Any selected or appointed member who reaches three (3) unexcused absences per operational year (September through June) shall be deemed to have resigned.
- E. In the event that an appointed member has been deemed to have resigned based on non-attendance as described above, the respective organization shall be asked to designate a new representative.

### Article VI - OFFICERS AND DUTIES

#### Section 1 – Officers

- A. The following Pastoral Council officers shall be elected by a majority of the voting members present at the June meeting after the seating of the new members:
- President

- Vice President
- Secretary

### Section 2 - Terms

- A. Officers shall hold office for a term of one (1) year, from June to June of the following year.
- B. The President shall not serve more than three (3) consecutive one-year terms.

### Section 3 - President

The President shall:

- A. Conduct all the meetings of the Council.
- B. Appoint committees and designate Chairs.
- C. Serve as an ex-officio member of all committees except the Selection Committee.
- D. Have the privilege to appoint a Parliamentarian.
- E. Be the responsible signatory for the Council.
- F. Notify members who have been deemed to have resigned from the Council because of the failure to meet attendance requirements (See Article IV, Section 5).

### Section 4 - Vice President

The Vice-President shall:

- A. Perform all the responsibilities of the President in his/her absence.
- B. Assist the President.
- C. Review the Bylaws on an annual basis and bring proposed changes before the Council for discussion.
- D. Work with the President to prepare an agenda for the Council meetings.
- E. Ensure that the names, telephone numbers and email addresses, if available, of the Council members are published as required by these Bylaws.
- F. Will serve as one of the Parish representatives for the Lay Vicariate Council. The second parish representative to the Lay Vicariate Council will be selected by the Pastor.

### Section 5 - Secretary

The Secretary shall:

- A. Work with the President to prepare an agenda for the Council meetings.
- B. Record minutes of the meetings and keep an official record of the minutes as a history of the Council.
- C. Make the minutes available to the members of the Parish by the second Sunday following the meeting.
- D. Be responsible for Council correspondence in conjunction with the President.
- E. Take attendance at the meetings and maintain a record thereof.
- F. Maintain a Parish Roster for the current year.

## Section 6 - Executive Committee

- A. The Executive Committee shall consist of three (3) elected Council Officers, the Parish Trustees and the Pastor, or in his absence, a Parochial Vicar. The Executive Committee acts in emergency situations.
- B. In the event of an Executive Committee meeting, the Council President shall provide a brief summary of said meeting at the next meeting of the Parish Council.

## Article VII - MEETINGS

### Section 1 - Quorum

A quorum, consisting of one more than half of the voting members, must be present to conduct business at a Council meeting. A quorum is 9.

### Section 2 -Regular Meetings

Regular Pastoral Council meetings shall be held monthly, September through June, at seven (7:00) P.M., on the second Monday of each month. A meeting date or time may be changed by a vote of the Council with due notification given to all members and, if time permits, to all parishioners.

### Section 3 - Special/ Emergency Meetings

Special and/or emergency meetings of the Pastoral Council may be called by the President, Pastor or a majority of Council Members.

### Section 4 - Organizational Meetings

- A. At the June Council meeting, members whose terms are expiring will complete their tenure at an abbreviated business meeting. After that meeting is closed, a new meeting will be convened by the Council President, at which time new Council members will be seated. The election of Council Officers will then take place.
- B. At the September Parish Council meeting, committee appointments will be announced.

### Section 5 - Council Voting

- A. All votes taken in respect to Council decisions, except for amending these Bylaws (as noted in Article IX), shall require a majority of voting members present.
- B. No member of the Pastoral Council shall have more than one vote.

### Section 6 - Parishioner Participation

Parishioners are encouraged to attend Pastoral Council meetings as observers. Any parishioner seeking to address the Council must request the permission of the President. This may be done in writing, via email or orally. The request may be placed on the agenda at the discretion of the Council President.

## Article VIII - COMMITTEES

### Section 1 - Standing Committees

The Pastoral Council shall function through the following committees:

- Finance
- Worship / Faith Formation
- Outreach
- Education
- Building and Grounds
- Youth and Family
- Lay Vicariate
- Parent's Guild

### Section 2 - Ad Hoc Committees

Ad Hoc Committees shall be established by the Council President as the need arises.

### Section 3 - Committee Appointments and Terms

- A. All parishioners are eligible to serve on Pastoral Council committees.
- B. Standing committee appointments will be announced by the Council President at the September Pastoral Council meeting.
- C. Chairs and committee members of the Standing Committees shall serve for a term of one year.

### Section 4 - Committee Meetings

- A. Standing Committees shall meet no less than once per quarter.
- B. The Committee Chair shall preside over committee meetings and shall submit written minutes of committee meetings to the Secretary of the Council before the next regularly scheduled Pastoral Council meeting.

## Article IX - AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) vote of all voting Council members.
- B. Proposed amendments must be submitted in writing and read at one (1) meeting prior to the meeting at which the vote will be taken.



