

St. Pius X Pastoral Advisory Council

Constitution and Bylaws

Preamble

The pastor of the parish church is the representative of the bishop at the local level. As the bishop's representative, his role is to lead the people in worship, to instruct them in the faith and to administer the parish.

The pastor is also responsible for recognizing the individual talents and abilities of those entrusted to his care, and for calling upon those possessed of these talents and abilities to assist in the administration of the parish. As *Lumen Gentium*, the dogmatic Constitution of the Church of the Second Vatican Council, says:

Pastors...know that they themselves were not meant by Christ to shoulder alone the entire saving mission of the Church toward the world. On the contrary, they know that it is their noble duty so to Shepherd the faithful and recognize their services and charismatic gifts that all according to their proper roles may cooperate in this common undertaking with one heart (30).

It is by the virtue of their Baptism and Confirmation into the Catholic Faith, of their membership in the "royal priesthood" ¹of believers, and of their membership in Christ's One Body, the Church² that the laity shares responsibility with their pastor. This responsibility implies a unity of purpose and ministry that transcends the distinction between the laity and the priesthood of Order.

Article I — Definition and Purpose

Aware of this responsibility the laity share, the pastor, associate pastor(s) and people of Saint Pius X Parish shall establish a Parish Council whose members' primary purpose is to serve ethically and in faith as an apostolate of this parish, and whose function is to discern the present and future needs of the parish it serves, and to direct responsibly the resources at hand to fulfillment of those needs.

Article II — Membership

A. Number of Members

The Council shall have a total membership of not less than thirteen (13) nor more than twenty (20) members, including the pastor.

B. Kinds of Membership

1. Parish Representatives: Twelve (12) Council members shall be selected from within the parish boundaries for three (3) year terms of office. They must be confirmed, registered parishioners, eighteen (18) years of age or older.
2. Appointed Representatives
 - a. Two (2) people from the parish shall be appointed by the Pastor, with the advice of the Executive Committee, to serve on the Deanery Pastoral Council, but only when the Council is active in the diocese.
 - b. The pastor, with the advice of the Executive Committee, can appoint an additional two (2) people to represent such specialized parish groups as senior citizens and youth members.
3. Other members: The other members of the Council shall be composed of ex-officio members — the pastor and associates.

C. Terms of Membership

1. Selected members: As many members as deemed necessary by the Council, which will not exceed the total of twenty (20) members (see II. A.) shall be selected every year. Existing Council members, whose

¹ 1 Pt. 2:5

² Eph. 1:22-23; Rom. 12:3-8, 1 Cor. 12

initial three (3) year term is expiring, may extend Council membership in one (1) year increments, not to exceed three (3) consecutive one (1) year extensions. The Council year is July 1 to June 30.

2. Appointed members
 - a. Deanery members shall serve a two (2) year term. The term shall alternate with one (1) person appointed each year. There are no restrictions on re-appointments.
 - b. Pastor-appointed members of the senior citizens' and youth members shall serve one-year terms with no restrictions on re-appointment.
- D. Vacancies, Termination of Membership
 1. Vacancies in unexpired terms of selected members shall be filled when they occur by being appointed by the pastor with consultation of the Executive Committee. First consideration will be given to other candidates of the last selection process.
 2. Any member of the Council absent from three (3) consecutive regular meetings without having notified a member of the Executive Committee in advance of such absence automatically excludes themselves from Council membership. Such vacancies shall be filled in accordance with the above paragraph.

Article III — The Executive Committee

- A. An Executive Committee of the Council shall be established, which is composed of the pastor, associate pastor(s) and the Council officers. This committee shall serve as a leadership team for the Council with the responsibility of reviewing Council activity, planning Council activities (including the agenda for meetings), making administrative decisions on behalf of the Council and serving as an interim consultation group for the pastor between Council meetings.
- B. A record shall be kept of the Executive Committee's activity; that record shall be available to the Council and reported to the Council. Council members shall have the opportunity to ask that the full Council reconsider the Executive Committee's decisions.
- C. The Executive Committee shall meet whenever planning for Council activities, or a meeting is called, or when the pastor or president calls for a meeting.

Article IV — Selection of Council Members

- A. Candidate Submissions
 1. At the February meeting, Council will address the needs of the parish and how it can best accomplish those needs through chosen candidates.
 2. The President-Elect will manage the selection process of new Council members by placing timely advertisements in the bulletin, complete with pertinent information to the application process, and will compile submitted applications.
 3. The President-Elect shall contact each candidate to assure his or her willingness to serve on the Council if selected.
- B. Selection: The discernment process shall be used to select Parish Council members. This process shall be conducted at the April Council meeting.
- C. Installation: Newly selected Council members will take office at the May meeting. The June meeting shall be the last meeting for outgoing members. An informal installation of the new members will take place at the May meeting, with a formal installation in the fall. However, elected officers of the council shall continue to execute the duties of their office until the June meeting.

Article V — Officers

- A. The pastor shall not be eligible to serve as President since he already serves in a presiding role with the Council.

- B. The President-Elect and Secretary shall be elected by the eligible membership of the Council at the May meeting. Members must be present to be nominated. In order to be considered for these positions, a member must have one (1) year of continuous membership.
- C. All officers shall serve until the end of the organizational year and may be eligible to serve more than one (1) consecutive term in their respective office.
- D. Offices shall include:
 - 1. President, who is responsible for chairing all business meetings and overseeing all business activity of the Council:
 - 2. The President-Elect assumes the role of President in his/her absence and assists in overseeing Council activity. The President-Elect shall succeed as President the following year, and must be willing to serve two (2) more years' on Council once taken on the role of President Elect and the final year as President. The Secretary retains the Council's permanent records and completes the membership of the Executive Committee. The Council is empowered to employ a professional secretary to type the minutes if this is necessary for the good order of record keeping.

Article VI — Meetings, Processes and Procedures

- A. The Council shall have regular meetings to build and preserve its unity and fellowship. The Executive Committee shall determine the process and content of the meetings, as well as the need for special meetings.
- B. Members of the Council shall be assigned to each of the following recognized standing committees of the parish. Members shall attend the organization's meetings and report back to the Council.

<ul style="list-style-type: none"> 1. Spiritual Life Committee 2. School Board 3. Home and School Association 4. Finance Committee 5. Athletic Association 6. Young Adult Ministry 	<ul style="list-style-type: none"> 7. Deanery (when active) 8. Senior Fellowship 9. Youth Ministry 10. Saint Vincent DePaul Society 11. Festival Committee 12. Stewardship Committee
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- C. A Council member shall be assigned to represent St. Pius X in support of the Joseph's Coat outreach ministry. This member shall attend necessary meetings, report back to the Council, aid in the coordination of parish volunteers, and keep the council informed of specific program needs/donation requests.
- D. Parishioners' address to Parish Council
 - 1. Any parishioner wishing to bring an item before the Council may do so by informing the Parish Council President of his intentions in writing no less than one week before the next meeting.
 - 2. The parishioner may address the Council during the Public Comment portion of Council meeting (to be held before official Council business begins).
 - 3. The Council President shall inform the Parish community of this policy by placing a notice at the end of the summary of the Council's approved minutes placed on the parish website.
 - 4. The Council President may, with the approval of the pastor, deny a request for a parishioner to address the Council.
- E. The minutes of the Council shall be considered a matter of public record and all Council decisions shall be part of the record. All Council members will receive a copy of the minutes before the next scheduled meeting.
- F. Presentation of the agenda shall be the responsibility of the Executive Committee and shall be done sufficiently in advance of the meeting so that members may know the issues to be considered.

- G. Business shall be conducted only if a quorum is present. A quorum shall consist of one-half of the voting membership.
- H. The President shall establish and clearly state the procedure to be followed in dealing with each item of business, and particularly the voting procedure. Generally, Roberts' Rules of Order (revised) are followed.
- I. Members shall have the right to ask for a secret ballot.

Article VII — Amendment of the Constitution

The Council shall have the power to amend this constitution by a two-thirds majority vote of the Council present at a regular meeting, after written notice containing the resolution has been mailed to all Council members by postal mail, electronic mail or other written form.

Article VI. B., C. 3. & D. Amended 8/20/2011

Article II. C.1. Amended 5/2/2011

Article VI. Added C, Ranking Updated; VII. Amended 6/5/2012

Article IV. C. Amended 4/8/2013

Organizational Responsibilities

Responsibilities of a Pastoral Advisory Council Representative:

1. Be the liaison with the selected organization or ministry and attend and participate in all of their Board meetings.
2. Understand the mission, purpose, goals and objectives of the organization/ministry; to know how it supports Parish life and where it fits on the Parish organizational chart.
3. Read and understand the organization/ministry's Constitution and Bylaws, mission or purpose statement.
4. Obtain and keep current a list of the organization/ministry's board and to provide a copy to the Pastoral Advisory Council's secretary and to the St. Pius X's business manager for maintenance in the Parish binder.
5. Provide a copy of any changes (amendments) in the organization/ministry's Constitution and Bylaws for the Parish binder.
6. Use your knowledge, skills and experiences to help the organization.
7. Provide the organization with information regarding the Pastoral Advisory Council's goals, action plans and activities.
8. **Provide a report to the Pastoral Advisory Council President about the organization/ministry one week prior to the next Council meeting.** The report is to include the meeting minutes, reports, newsletters, agenda and/or personal notes.
9. Identify the desired results and current reality of the organization/ministry and the plan to achieve the desired results and share information between the organization/ministry and Pastoral Advisory Council.
10. As a voting member of an organization/ministry, you are to wisely use your vote to help the organization/ministry accomplish its goals.
11. Have fun and enjoy learning about the Parish organization/ministry!

**Organizations and Outreach Ministry Having
Pastoral Advisory Council Representation
2017 – 2018**

*“As each has received a gift, use it to serve one another, as good stewards of God’s varied grace.”
1Peter 4:10*

Appointed by the St. Pius X Pastor	
Columbus Diocesan Eastside Deanery	Gervase Ngalia
Senior Fellowship	Rose Crane
Youth Ministry	Andrew Berger
Appointed by the Pastoral Advisory Council	
Athletic Association	Brian Sauer
Festival	John Swisher
Finance	
Home and School Association	Ariana Grossman
Joseph's Coat Outreach Ministry	Denise Colucci
Saint Vincent de Paul Society	
School Board	
Spiritual Life	Cyndi Williams
Stewardship Committee	Jeannie Swisher
Young Adult Ministry	William Black

The following members of Pastoral Council do not serve as a liaison to parish organizations:

- President
- President-Elect
- Secretary
- Parish Administrator
- Pastor



The Secretary, Pastor and Parish Administrator do not have to participate on a goal committee

Organization	COLUMBUS DIOCESAN EASTSIDE DEANERY
Contact	Dan Eisenhauer (Chair)
Email	Dte1@att.net
Phone	614-561-1656
Meetings	Every other month
Preferred contact method	Attendance at the meetings
Reports to Pastoral Advisory Council	Every other month
Time commitment	Meetings every other month are 2-3 hours
PAC Liaison	Gervase Ngalia is representative from St. Pius X.
Note #1	Gervase Ngalia is responsible for preparing a written parish report prior to each meeting and submitting it to the Eastside Deanery Secretary prior to Deanery meetings.
Note #2	The structure of the meetings is set by the Chair, Dean and Bishop.
Note #3	The Pastor appoints a St. Pius X Council Representative to represent the parish on the Eastside Deanery.

Organization	SENIOR FELLOWSHIP
Contact	Mary Parker, President Martha Terry, Vice-President Patricia Rolwing, Secretary Irene Hrivnak, Treasurer
Email	-----
Phone	Secretary Patricia at 866-5704
Meetings	1 st Wednesday of Month
Preferred contact method	Phone
PAC Liaison	Rose Crane
Time commitment	The Senior meeting is 1-1.5 hours each month.
Note #1	The Senior meeting is held the first Wednesday of each month, except July, with lunch provided by members. Each member provides food 3 times a year. The schedule for the year is established annually.
Note #2	There is a picnic in July at the home of Irene Hrivnak at 103 Shadymere Lane, Columbus.
Note #3	The seniors gather for a restaurant lunch the 3 rd Wednesday of every month, except July.

Organization	YOUTH MINISTRY
Contact	Andrew Berger and Judie Bryant
Email	amberger1119@gmail.com or judiebryant@insight.rr.com mailto:spx_cia_news@yahoo.com
Meetings	SWAT meetings are held every few months dedicated to plan activities, and every Sunday (6:30- 8:00) the youth group meets.
Preferred contact method	E-Mail
PAC Liaison	Andrew Berger
Time commitment	Every weekend; meetings are scheduled for 1¼ hour.
Note	The youth group meets every Sunday to do service, learn about God, grow deeper in their faith, and hang out with other high school students in the parish and other churches in the Roman Catholic Diocese of Columbus.
	“Girls Night Out” meets the second Saturday of the month to discuss different topics. St. Pius X college girls, Jackie Kuhn and Melanie De Ardo lead these meetings. “Guys Night” was started the spring of 2013.

Organization	ATHLETIC ASSOCIATION (AA)
Contact / Email / Phone	Scott Gallagher 614-778-7150
Other	Doug Muszynski, Treasurer; Katie Halenar, Secretary Jim Matuska, Boys Ad; Scott Gallagher, Girls Ad Bob Mayhan, Communications & Marketing: bobmayhan@hotmail.com
Meetings	Held the 3 rd Thursday of each month. AA meets year round as the sports season runs from mid-July to early June. The council rep. is a Board member and expected to attend these meetings.
Preferred contact method	E-mail and the monthly meeting
PAC Liaison	Brian Sauer
Time commitment	Two to three hours a month.
Note #1	Representative is on the AA agenda to report on the relevant items from Council that pertain to the AA.
Note #2	AA is a partner in the Parish Festival and operates the Silent Auction and Monte Carlo.
Note #3	12 sports are available to youth in the 4 th -8 th grades of the Parish and school and have their own constitution and by-laws.
Note #4	Student athletes compete against other schools within the diocese.

Organization	FESTIVAL of PARISH
Contact	Chris Bailey and Mike Paskiewicz, Co Chairs
Email	Cdbailey1022@yahoo.com mikebmpbjp@wowway.com
Phone	614-348-2250 Chris; 863-7514 Mike
Meetings1	2 nd Wednesday of month starting in late winter/early spring. More meetings in summer as festival gets closer.
Preferred contact method	E-mail and the monthly meeting.
PAC Liaison	John Swisher
Time commitment	Approximately 12 hours monthly beginning in February. Then work during the week and weekend of the Festival.
Note #1	Athletic Association operates the Silent Auction and Monte Carlo. Boy Scouts help with parking.
Note #2	There is a standing group of Festival experts who help determine the Festival's course each year including Vicki Mercer and Beth Antommarchi.

Organization:	HOME AND SCHOOL ASSOC. (H&S) updated 10/2015
Contact/Phone/Email	Mabry Morrow, Co-President 614-571-9491 morrow25@gmail.com
Other Contacts/Phone/Email	Ashleigh Mashenic, Co-President 440-453-4456 Amrn293@aol.com Megan Berger, Treasurer 614-530-6188 maberger@insight.rr.com Kim Donnelly, Secretary 614-419-0979 kfd74@ymail.com
Meetings	2 nd Wednesday of the Month at 6:30pm in the School Library
PAC Liaison	Ariana Grossman
Time commitment	Two hours / month
Note #1	H&S is a voluntary organization created to serve and support St. Pius X School, responsive to the needs of the children. They work closely with the Principal and Pastor. Purpose is to plan wholesome opportunities for social interaction, to raise additional funds for school needs and promote open communication with faculty, parents, administration and students.
Note #2	The H&S Association sponsors, supports and contributes funds to the following activities: <ul style="list-style-type: none"> • Teacher Appreciation Luncheon • Receptions/Confirmation, 8th Grade Graduation Reception • The Used Uniform and School Supply Sale • Enrichment Assemblies • The Fall Fundraiser and 8th Grade Retreat • A Meet the Teachers' Night, Staff Appreciation • 8th Grade Outdoor Education • Book Fairs, New Library Materials • School Directory, Catholic Schools Week • New Desk and Chair Program, New Computer Equipment

	<ul style="list-style-type: none"> • Playground Equipment and Mulch, ☑ COSI on Wheels • School programs/Fun Day, Theatre and Musical Shows • Parents Room
Note #3	Other fund raising activities include Market Day, SCRIP, the Tyson Project, A+ Labels, General Mills Box Top For Education, the Target Credit Card, and Ink Jet Cartridge Recycling.

Organization	JOSEPH'S COAT OUTREACH MINISTRY
Contact	Pat Lutz
Email	pghgrill@aol.com
Phone	614-395-2057
Meetings	The member shall attend necessary meetings.
Preferred contact method	E-mail
PAC Liaison	Denise Colucci
Time commitment	Varies
Note #1	Aids in seeking and in the coordination of St. Pius X's parish volunteers.
Note #2	Reviews furniture and waiting lists.
Note #3	Prepared information for grants.

Organization	SAINT VINCENT DE PAUL
Contact	Mike Krolkowski, President
Email	MKROL243068@yahoo.com
Phone	861-2104
Meetings	Tuesday after the SVDP collection which is the second weekend of each month.
Preferred contact method	Phone
PAC Liaison	
Time commitment	1 hour per month
Note #1	In the process of expanding the group's focus.
Note #2	The SVDP collection is typically the 2 nd weekend of the month. The St. Pius X SVDP is a member of the large St. Vincent de Paul Society's national organization. They have recently added new members.

Organization	SCHOOL BOARD
Contact	
Email	
Phone	
Meetings	3 rd Tuesday of every month Aug. through May (except Dec.)
Preferred contact method	E-mail and meeting attendance
PAC Liaison	
Time commitment	Monthly meeting attendance, review of materials, "Meet the Teacher Night", staff appreciation luncheon, new member orientation seminar, liaison reports – total about 3 hours per month
Note #1	School Board is an advisory board and do not make policy or involve themselves with discipline of students, staff etc. Cannon Law does not mandate that parishes have a school board; it is an advisory board to the pastor and principal through the permission of the pastor
Note #2	Pastoral Advisory Council representative is a voting member of School Board. The School board has its own Constitution, last updated (amended) in 2005
Note #3	Board may consist of up to 14 "voting" members, no more than 12 being actually selected through discernment process; up to 9 from St. Pius, and up to 3 from Seton; 1 for Home & School, 1 Pastoral Advisory Council appointed. Pastor and Principal of St. Pius X are non-voting "ex officio" members.

Organization	SPIRITUAL LIFE
Contact	Leah Kelly
Email	lpkelly@insight.rr.com
Phone	614-866-2859, ext. 7
Meetings	No regular schedule
Preferred contact method	None
PAC Liaison	Cyndi Williams
Time commitment	varies
Note #1	Help out as much as you feel necessary or as you feel comfortable.
Note #2	Let others in the Parish know about the Committee and invite them to join. Advises newly registered parishioners.

Organization	STEWARDSHIP
Contact	
Email	
Phone	
Meetings	Second Tuesday of each month at 7pm.
Preferred contact method	Email
PAC Liaison	Jeannie Swisher
Time commitment	1.5 hours per month for meetings
	The committee promotes our parish mission statement and encourages the sharing of time, talent and treasure through education and by example, so the Kingdom of God and St. Pius X Parish may grow and prosper.

Organization:	YOUNG ADULT MINISTRY (YAM) updated 9/2015
Contact	Susan Gilmore
Email	Gilmore11.family@gmail.com
Phone	614-501-7545
Meetings	No regularly scheduled meetings.
Preferred contact method	E-mail
PAC Liaison	William Black
Time commitment	Varies by month.
Note #1	Currently work is being done to assess parish needs.