

ARCHDIOCESE OF WASHINGTON
BYLAWS
OF
THE PASTORAL COUNCIL OF SAINT BARTHOLOMEW'S
CATHOLIC CHURCH

PREAMBLE

WE, THE PARISHIONERS of St. Bartholomew's Catholic Church, in support of our community's mission to nourish our love of God through Jesus Christ under the inspiration of the Holy Spirit, strive to advise, assist and support the Pastor in achieving the parish goals.

IN ORDER TO HELP US FULFILL our role, we hereby establish these Bylaws for the Pastoral Council of Saint Bartholomew's Catholic Church, in the Archdiocese of Washington.

ARTICLE I - Name

The name of this organization is "The Pastoral Council of Saint Bartholomew's Catholic Church," hereinafter called the "Pastoral Council."

ARTICLE II - Purposes

The purposes of the Pastoral Council are:

1. To support the mission of the parish;
2. To provide advice and recommendations to the pastor based on the analysis of information gathered from the parish community;
and
3. To serve as instruments of communication to share information with parishioners.

ARTICLE III - Membership

1. Composition

The Pastoral Council is a body that provides advice and assistance to the pastor in the pastoral care of the parish. It shall be composed of

members in three categories: Ex-Officio Members, Appointed Members, and Elected Members. Membership on the Pastoral Council is open to all practicing Roman Catholics duly registered at Saint Bartholomew's Catholic Church and who have passed their eighteenth (18th) birthday.

2. Ex-Officio, Appointed and Elected Members

a). Ex-Officio members will automatically hold office based on the position they hold in the parish and will be non-voting members of the Pastoral Council. Ex-Officio members are the pastor, parochial vicar and permanent deacons, and any additional members as determined by the pastor.

b). The pastor shall appoint seven (7) members to the Pastoral Council in the following areas, who shall have voting rights:

- Administration Representative
- Community Representative
- Education Representative
- Finance Representative
- Hispanic Ministry Representative
- Service Representative
- Worship Representative

c). There shall be three (3) members-at-large elected by the congregation.

d). The term of office for each voting member shall be for a duration of three (3) years, renewable once at the option of the particular council member. Terms of a shorter duration may be used in limited cases for transition purposes, at the discretion of the pastor.

e). The rotation of the at-large council members will occur on a cyclical basis, with one-third of the positions appointed or elected annually, to ensure continuity of council activities.

3. Elections

Elections for members-at-large shall be held annually in the spring. The Pastoral Council shall appoint an ad hoc election committee to

coordinate and administer the election. Nominations for available positions shall be solicited in February and March, and elections shall be held over 2 Sundays in April. The candidate(s) with the highest number of votes shall become member(s). New members shall attend the June meeting and participate in the election of officers for the following activity year.

4. Rite of Installation

During a Mass in June, the incoming Pastoral council shall be introduced to the parish and shall participate in the Rite of Installation.

5. Resignations

The office of a member shall be deemed vacated when such a member ceases to be a member of the parish or a written notice is delivered to the pastor that such member resigned.

6. Removal

Any member may be removed from office for cause by a two-thirds (2/3) affirmative vote of the council members present and voting. A member shall not vote upon his/her own proposed removal. Seven (7) days written notice must be given to the involved council member of such intended action.

7. Vacancies

The pastor shall fill the vacancy of any member who is unable or prevented from serving for the duration of his or her term.

ARTICLE IV - Council Meetings

1. Activity Year

The Council shall meet in an activity year which will extend from September 1 through the following June 30.

2. Regular Meetings

Regular meetings of the council shall be held at least four (4) times in

each activity year, as determined by the Pastoral Council. The pastor may invite representatives of parish organizations to attend and participate in the regular meetings. The council shall also hold an annual retreat, as needed.

3. Special Meetings

A special meeting of the Pastoral Council may be held at any time at the call of the pastor, the chairperson, or by petition of any five (5) members. A notice specifying clearly the business to be transacted at such meeting shall be sent to all members.

4. Notice of Meetings

Notices of all regular and special meetings shall be sent electronically to each member of the Pastoral Council at least three (3) days prior to the date of the meeting.

5. Votes

All matters proposed for consideration at a meeting of the Pastoral Council shall be determined by a two-thirds (2/3) vote of those present and voting.

6. Quorum

Fifty (50) percent of all voting members shall constitute a quorum at any meeting of the Pastoral Council.

7. Open Meetings

Pastoral Council meetings are open to all parishioners, although a portion of the meeting may be closed to all but council members, at the discretion of the chairperson. Parishioners' comments and questions are restricted to the open discussion portion of the meeting.

ARTICLE V - Officers

1. President

The pastor shall serve as president of the Pastoral Council. He shall

guide the council policies, plans and activities in accordance with parish needs, circumstances, resources and goals.

2. Chairperson

The Pastoral Council shall, by simple majority vote, elect one of its members annually to help the pastor by serving as chairperson. The chairperson shall see to the good working of the council and, together with the pastor, strive to make it active and concerned about its responsibilities. He or she shall, in conjunction with a steering committee appointed by the chairperson, propose the agenda to the president. The president may add items to the agenda.

The chairperson shall chair all council meetings. He or she shall sign all documents and instruments which require the signature of the chairperson and shall have the powers and the duties usually vested in the office of chairperson and shall have such other powers and duties as may from time to time be assigned to him/her by the pastor.

3. Secretary

The Pastoral Council shall, by simple majority vote, elect a secretary, who shall issue or cause to be issued notices for all meetings of the council and its committees; have charge of the minutes of the meetings and the minute books of the council; sign with the chairperson or other signing officer or officers of the council such documents and instruments requiring the signature of the secretary; and shall perform such other duties as the pastor may from time to time properly require of the secretary.

4. Consecutive Terms of Office

The chairperson and secretary shall serve no more than two (2) consecutive years in one office.

ARTICLE VI - Committees

The pastor or Pastoral Council may establish and appoint committees with such duties and for such length of time as he or it shall determine.

ARTICLE VII – Scope of Activities

The Pastoral Council's role and responsibilities, as defined by these Bylaws, are subject to the final approval of the pastor, and the Pastoral Council cannot set policy independent of the pastor. The pastor shall seek the opinion and views of the council in establishing new parish policies.

ARTICLE VIII - Amendments

1. Amendments of Bylaws

These Bylaws may be amended at any given meeting of the council by a two-thirds (2/3) vote of those present and voting, provided due notice detailing the proposed changes or amendment(s) was given at the preceding regular meeting and a quorum is present.

2. Interpretation

For all questions of interpretation or construction of the Bylaws, the decision of the council once made shall be final and binding until rescinded by the pastor or the council.

3. Effective Date

THESE BYLAWS SHALL BE EFFECTIVE IMMEDIATELY.

APPROVED:

/s/ Rev. Fr. Joseph Sileo
REV. FR. JOSEPH SILEO
Pastor

Date: April 16, 2012