

**PASTORAL COUNCIL  
BYLAWS  
February 3, 2019**

**CHRIST OUR REDEEMER CATHOLIC PARISH  
DIOCESE OF PENSACOLA-TALLAHASSEE  
OKALOOSA COUNTY FLORIDA  
NICEVILLE, FLORIDA**

**PREAMBLE**

1. We, the members of Christ Our Redeemer, are a community of believers as expressed in the Catechism of the Catholic Church. At the heart of this community is our Lord Jesus Christ whose love we passionately strive to reflect in our worship and in our educational, pastoral and social outreach ministries.
2. We recognize and affirm our obedience to the Holy Father and the Bishop of our Diocese. We dedicate ourselves to work in harmony with our Pastor and our parish community in building the Body of Christ, coming together so that our parish members are informed on what is happening in the committees and ministries of our parish, and offering a forum where, through discussion, we can form a consensus on goals and objectives that will make our parish a better community grounded in faith and love.
3. Based on the Gospel mandate of Christ, we take upon ourselves the mission and challenge as a parish community by uniting to form a Pastoral Council in the spirit of Vatican II.

The Pastoral Council shall serve as representatives of the Christ Our Redeemer Catholic Parish. It shall organize, coordinate, evaluate, unify, and support activities within the Parish insuring the extension of Christ's mission. It will present all members of the Parish with the opportunity to participate in the apostolic effort of bringing unity to the mission of the church through encouraging, guiding, and directing parish life. In accordance with Pensacola-Tallahassee Diocesan Norms, the Pastoral Council possesses a consultative vote only.

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**ARTICLE I-NAME AND DOMICILE**

1. The name of this body shall be the Pastoral Council of Christ our Redeemer Catholic Church, Niceville, Florida.
2. The Pastoral Council's business address is Christ our Redeemer Catholic Church, 1028 White Point Road Niceville, Florida 32578.

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**ARTICLE II-PURPOSE AND SCOPE**

1. The Council will unite the local people of God in a community of prayer, leadership,

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- service, and pastoral action.
2. The Council will provide a vehicle for shared responsibility and decision making for the betterment of the Christ Our Redeemer Community.
  3. The Council will engage in a continuous process of planning and policy formation that responds to the needs of the parishioners, diocese, and universal church.
  4. The Council will recognize the Pastor as chief administrator of the parish. All actions proposed and approved by the Council are considered as recommendations to the Pastor to assist him in final decisions for the common good of the parish. In the case of Pastoral Council/Pastor conflict, the Council has the right to appeal to the Bishop.
  5. The Council will strive for consensus on all voting matters. The Council's policy decisions are to be consistent with faith and morals, civil and church laws, diocesan policy, and Gospel values.

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### **ARTICLE III-FUNCTIONS**

1. Communicating ideas and activities to and from ministries or the parish-at-large.
2. Planning and guidance to the Pastor on policy formation; with consideration of the needs of our parish, diocese, and broader community.
3. Implementing plans through the appropriate ministry or individuals.
4. Engaging the people of God in connecting the Gospel with life experiences.

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### **ARTICLE IV-MEMBERSHIP AND QUALIFICATIONS**

#### **SECTION 1-Size and Composition:**

1. Pastor
2. Pastoral Associate and/or Parish Administrator
3. Deacons
4. Elected and appointed Pastoral Council members
  - a. The Council members will consist of twelve elected members, and others as appointed by the Pastor. Elected members will be elected by the parish-at-large from nominations presented to the parish.
  - b. The Council members shall have a term of three years.
  - c. The Council members serving a full term may not succeed themselves on the Council. There shall be an interim period of one year before such a member may serve on the Pastoral Council again.
  - d. All Council members must:
    - (1) be at least 18 years of age
    - (2) be a registered and active member of the parish
    - (3) have received the Sacrament of Confirmation
  - e. The total number of Council members shall never be less than twelve individuals and shall be reviewed on an annual basis.
  - f. Four new Council members shall be elected each calendar year to preclude the entire Council being replaced at one time.
5. Staff Liaison (Optional)

- a. Non-voting position appointed by the Pastor
6. Finance Council Representative (Optional)
  - a. Non-voting position appointed by the Pastor

### **SECTION 2-Election of New Members:**

1. Nominations for four new Council members will be submitted in September for an election conducted the first Sunday in October.
2. Any registered member of the parish, excluding Parish employees, 18 years or older, is an eligible candidate for election. Voting eligibility is based on confirmation in the church and active membership in the parish.
3. The Pastoral Council Nominating Committee will advertise in the bulletin and should contact people who are willing to serve.
4. The Nominating Committee shall submit these names to the Parish at least one week before the October voting.
5. The Nominating Committee will arrange for publicizing the candidates and for printing, distribution and tallying of the ballots.
6. The term of Council membership will begin at the November meeting.
7. The pastor has the final deciding authority on voting and may tailor the process at his discretion.

### **SECTION 3-Council Vacancies:**

1. Any member of the Council may resign by submitting a written request to the chairperson.
2. A Council member will be considered for termination after three unexcused absences in a calendar year. The Pastor will be the final deciding authority.
3. The Pastor may release an individual from the Council if he deems it in the best interest of the parish due to activities or behavior inconsistent with our faith and the goals of the Pastoral Council.
4. In case of a vacancy, the replacement member shall be the one with the next highest total vote from the previous ballot. The new member will only fill the remainder of the term of the member he/she replaced. The Pastor will appoint a new member if there are no more candidates available, or if none of the candidates will accept the position.

### **SECTION 4-Council Officers:**

1. Chairperson
2. Vice-Chairperson
3. Secretary

### **SECTION 5-Election and Terms of Office for Council Officers:**

1. All officers shall be elected by the voting members or appointed by the Pastor annually at the November meeting and shall hold office for a term of one year. Officers may be re-elected or appointed by the Pastor for a second term.

2. Elected officer positions shall be filled by Council members or by Deacons. Candidates are selected via nominations from the floor, with the nominee's consent. Voting will be by secret ballot.

## **SECTION 6-Duties and Functions of the Officers:**

### **A. Chairperson:**

1. Presides at all meetings of the Council and works with the Pastor to set the agenda for the Council meetings.
2. Calls special meetings of the Council when needed.
3. Assures that the constitution and by-laws and all Pastoral Council policies, decisions and resolutions, are strictly complied with and implemented.
4. Convenes, renders reports to, and presides over Parish Assemblies at the request of the Pastor.
5. Performs other duties that the Pastor may assign.

### **B. Vice-Chairperson:**

1. Assumes all the duties and responsibilities of the chairperson when he/she is unable to serve.
2. Encourages maximum attendance at meetings and functions of the Council.
3. Coordinates, directs and supports the various pastoral activities in the parish at the request of the Pastor or Chairperson.
4. Serves as Parliamentarian for the Council.

### **C. Secretary:**

1. Keeps complete and accurate minutes of all council meetings including attendance.
2. Publishes an electronic summary of each meeting to the Council promptly after the meeting and posts an approved copy of the minutes to the Christ Our Redeemer webmaster.
3. Provides proper notification of all meetings, both regular and special, and agenda item requests to Council members prior to the meeting.
4. Maintains an accurate and up-to-date directory of officers and members of the Council and of the recognized ministry chairpersons.
5. Performs all other duties at the request of the Pastor or Chairperson.

## **SECTION 7-Duties of Members:**

1. Attend all Pastoral Council meetings.
2. Assist in the implementation of parish programs.
3. Perform Functional Committee duties as defined in Article V, Section 1.
4. Perform all other duties at the request of the Pastor or Chairperson.

## **SECTION 8-Meetings:**

### **A. Regular Meetings:**

1. The Council shall hold a minimum of six (6) regularly scheduled meetings per

year. The calendar shall be set sufficiently in advance of the parish master calendar planning meeting, so as to allow for incorporation of scheduled Council meetings into the master calendar.

2. Written notice of each meeting shall be given to the Council members not less than five (5) days prior to the meeting. Such notice shall contain the date, time and location of the meeting as well as a proposed agenda. (See Article IV Section 10 for Agenda submission requirements).
3. All regularly scheduled meetings shall be open to all members of the parish with the date and time published in the bulletin. Parishioners may submit agenda items according to Article IV, Section 10.
4. Should conflicts of interest between a Council member and the affairs of the Council be evident, as judged by the involved Council member or by consensus of the Council, it will be the duty of the involved member to excuse him/her self from voting on such affairs.

**B. Special Meetings:**

1. Special meetings to take up urgent matters may be called by the Pastor or Chairperson or upon request of at least five (5) members of the Council.
2. Notice of a special meeting shall be given not less than 24 hours prior to the meeting and the agenda shall be limited to the stated purpose of the meeting. The time, location and purpose of the special meeting will be stated in the notification.

**SECTION 9-Quorum:**

1. A quorum shall be a simple majority of the voting members of the council and shall be necessary for official Pastoral Council decisions.
2. In the absence of a quorum, the members present will deliberate on the items. The member's recommendations shall have top priority at the next scheduled meeting.
3. The Pastor, Deacons, Pastoral Associate and/or Parish Administrator, and Staff Liaison are non-voting members of the Council.
4. When a quorum is present, a majority of the votes cast shall pass a motion.

**SECTION 10-Agenda:**

1. The Chairperson and Pastor will have final approval on all agenda items submitted.
2. The meeting of the Council shall have the following format:
  - a. Opening prayer/scripture readings
  - b. Approval of the minutes of the previous meeting
  - c. Words or message from the Pastor
  - d. Old business
  - e. New business
  - f. Review functional committee reports as determined by the Chairperson
  - g. Financial report
  - h. Other matters
  - i. Closing prayer

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## **ARTICLE V-FUNCTIONAL COMMITTEES**

### **SECTION 1-Rationale for Functional Committees:**

1. In line with the common mission of Christ's faithful to participate in the priestly, prophetic, and kingly functions of Holy Mother Church, the Pastoral Council shall have under it the Functional Committees of Worship, Stewardship, Faith Formation, and Social.
2. Council members not serving as officers will be assigned to a Functional Committee and be responsible for interfacing with the ministries that fall under that Committee. There will be three members assigned to the Stewardship Committee, two members assigned to the Worship Committee, two members assigned to the Faith Formation Committee, and two members assigned to the Social Committee.
3. Each Committee shall be responsible for drawing up guidelines outlining its membership, goals, and operating procedures.
4. A current list of Functional Committees and assigned ministries will be maintained as Attachment 1 of this constitution.

### **SECTION 2-Functional Committee Responsibilities/Objectives:**

1. **STEWARDSHIP:** Concerned with providing a place for the worship of God and loving service to our fellow man by building and maintaining a church and parish buildings, and with sharing our time, talent, and treasure in material and active service to God's people in a spirit of love and charity.
2. **WORSHIP:** Concerned with worship and development of an appreciation of it as an expression of the essential unity of the love of God and neighbor through meaningful, active, and full participation in the liturgy; and to reorient parishioners on the real meaning of liturgical acts.
3. **FAITH FORMATION:** Concerned with bringing God's people closer to Him by education of our children in the Catholic Faith, by preparing candidates for first time reception of the sacraments, by welcoming and educating those seeking to join our Faith, and by strengthening and expanding the knowledge of our Faith for all parishioners.
4. **SOCIAL:** Concerned with encouraging and supporting a family spirit among our parishioners by maintaining a welcoming atmosphere at church services, and by sponsoring social events throughout the year.

### **SECTION 3-Ministries:**

1. The Council shall establish or identify specific ministries for the betterment and well-being of the parish and/or community.
2. Ministries will be categorized under the Functional Committees (see Attachment 1).
3. Each ministry shall be responsible for drawing up guidelines outlining its membership, goals and operating procedures and shall select a ministry chairperson.
4. Each Council member shall be responsible for communication with the ministries assigned within his/her Functional Committee and for representing those ministries at Council meetings.

5. Decisions within the ministry will be made at the ministry level whenever possible.

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## **ARTICLE VI-AMENDMENTS**

### **SECTION 1-Proposed Amendments:**

1. These By-Laws may be amended at any regularly scheduled Pastoral Council meeting, provided that written notice of the proposed amendment has been given to all Council Members at least seven (7) days prior to said meeting. Written notice may be given by email, with delivery confirmation.
2. Upon proposal and after discussion of any noticed amendments to the By-Laws, two-thirds majority affirmative votes of the voting members of the entire Council is required for the amendment to pass. Only votes of those Members present at the meeting will be counted. Absentee or proxy votes may not be considered for purposes of amending these By-Laws.
3. These By-Laws and any future amendments thereto shall be become effective immediately following their adoption.

### **Amendments:**

Article IV. Section 1: #3a, #3b amended on 15 Jan. 2007  
Article IV. Section 1: renumber #2, #3, #4 amended on 15 Jan. 2007 Article IV. Section 2: #2 amended on 15 Jan 2007  
Article IV. Section 9: #3 amended on 15 Jan 2007  
Article VI. Section 1: #1, #2, #3 amended on 5 March 2007  
Article IV. Section 9: #1 amended on 5 March 2007  
Article IV. Section 8: A.I. amended on June 2, 2008  
Preamble, #1 amended on February 14, 2010  
Article IV, Section 4: a amended on February 14, 2010  
Article IV, Section 9: 1 amended on February 14, 2010  
Article IV, Section 10: 3 amended on February 14, 2010  
Article V, Section 1: #1, #2 amended on February 14, 2010  
Title amended on February 5, 2012  
Preamble amended on February 5, 2012  
Article IV, Sections 1, 5, and 10 amended on February 5, 2012  
Article V, Section 2 amended on February 5, 2012  
Article IV, Section 1, 5, and 8 amended on January 6, 2013.  
Article IV, Section 1 and 9 amended on September 7, 2014.  
Article IV, Section 5 amended on December 7, 2014  
Article IV, Sections 2, 3, 6 and 10 amended on January 2, 2019