

BY-LAWS

ST. AUGUSTINE CATHEDRAL PARISH PASTORAL COUNCIL

Vision: Love, Inspire, Engage

The vision of the St. Augustine Cathedral Parish Pastoral Council is to foster Christ's **love** within our parish community through the support of our Rector, to **inspire** individuals to grow in their faith, **engage** in parish life and worship in a joyful and vibrant liturgy that reflects a reverence for Catholic tradition.

Mission:

The Parish Pastoral Council (PPC) will prayerfully advise our Rector regarding the direction and culture of our parish life. The PPC seeks the guidance of the Holy Spirit to counsel our Rector with open and honest dialogue and serve our parish to achieve our vision of building our community through strengthened faith formation, active parish participation, and vibrant worship.

Manner of Operation

Ordinarily, the PPC will seek a communal discernment which includes prayerful reflection, gathering information, respectful dialogue, and drawing conclusions. If there is not a consensus, the PPC may be asked by the Rector to indicate its thoughts by a non-binding vote.

The PPC normally operates as a committee of the whole. However, in consultation with the Rector, the Chairperson may create an *ad hoc* committee, which may also include participants who are not PPC members.

The PPC operates collaboratively with parishioners and parish groups. This is especially true for its interaction with the Finance Council; mutual understanding and support are vital in order for each Council to fulfill its responsibilities.

Membership

The PPC is composed of the Rector and 9 lay members of the parish. Each member must:

- be a baptized practicing Catholic;
- be at least eighteen (18) years old;
- be a registered member of St. Augustine Cathedral;
- be a regular participant in the parish worship life, especially Mass and the sacraments.
- A member of the Parish Finance Council may attend *ex officio* by invitation or as the need arises; this is optional at each meeting.

In addition to the basic requirements listed above, it is desirable that members possess or aspire to the following attributes:

- desire to spiritual growth in oneself and in the parish;
- enthusiasm about the present and future directions of the parish;
- eagerness to participate in parish decisions about its direction;
- willingness to listen, speak honestly, and work toward consensus;

- integrity in articulating what one has heard and what one believes;
- ability to inspire and empower other;
- cooperation, flexibility, and openness with people and ideas.

Selection of Members and Term of Office

1. PPC members serve a two-year term. Members may not serve more than 4 consecutive terms.
2. The Chairperson will ask current members whether they want to be nominated for another term on the PPC.
3. The Rector will solicit nominations for the PPC from the parish at-large, as well as from the PPC.
4. The Selection Committee, consisting of the PPC's Chairperson, Vice-Chairperson, and Secretary, in consultation with the Rector, will prayerfully consider each of the nominees.
5. Every effort shall be made by the Selection Committee to ensure that those selected represent the full diversity of the parish.
6. The Rector appoints member of the Council. With the permission of the PPC, the Rector may choose to appoint additional members to the PPC outside of the nomination/discernment process. The Rector may also appoint a member to serve the remainder of a term vacated by the resignation or inability of a member to serve his/her full term.

Officers

The Officers are elected by the PPC members during the last meeting of the calendar year. The term of office is two (2) years starting January 1 following election. Officers shall serve no more than four (4) consecutive terms.

The officers are as follows:

1. The Chairperson shall preside at PPC meetings and, in consultation with the Rector, prepare the agenda for each PPC meeting and ensure the agenda is distributed to PPC members before the meeting.
2. The Vice-Chairperson represents the Chairperson and performs all the duties of the Chairperson in his/her absence. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson will serve as Chairperson until that position is filled by an election of the PPC.
3. The Secretary takes minutes of the PPC meetings and ensures that minutes are made available to PPC members, as well as to any parishioner that requests them. The parish secretary/porter will keep copies on hand to distribute to any parishioner that wants them.

Meetings

1. Meetings shall be held monthly.
2. A simple majority of the PPC members will constitute a quorum for all PPC meetings.
3. The Chairperson may convene a special meeting when requested by a majority of PPC members or by the Rector. Only the business specified for such meeting will be discussed or voted upon at that meeting.
4. The order of business for PPC meetings will include, but not exclusively, the following:
 - Opening Prayer;

- Review, correction and approval of the Minutes of the previous meeting;
 - Old business;
 - New business;
 - Other business;
 - Closing Prayer.
5. PPC meetings are sixty (60) minutes in length, but may be extended up to ninety (90) minutes if voted upon by a majority of the PPC members.
 6. Parishioner Heads of apostolates or outreach are welcome to address the PPC. A signed written request or email must be submitted to the Chairperson to do so, specifying the purpose of said address. Requests must be submitted at least seven (7) days in advance of the PPC meeting and will be placed on the agenda at the Rector's discretion.

Team Norms

1. Members will actively participate and listen respectfully
2. The Chairperson will be responsible for keeping meetings flowing and on-task
3. Active communication outside of meetings is often required to advance the goals and needs of the PPC and the parish. This includes notification of absences from meetings and planned activities.
4. Members perceiving a conflict or breach in values should first approach the individual before involving the entire group. Those involved in the conflict must be willing to discuss the problem, reflect on their role in the conflict and take on responsibility for resolving it.

Amendments

Proposed amendments to this document will be presented in writing to each PPC member and the Rector at least seven (7) days prior to the meeting at which time it will be introduced for discussion. Passage of an amendment will require a 2/3 vote of PPC members.