

**BY-LAWS
OF THE PARISH PASTORAL COUNCIL
OUR LADY OF THE MOUNTAINS CATHOLIC CHURCH**

SECTION I - PASTOR

By virtue of his office, the Pastor presides over the Pastoral Council. The Pastor is not obliged to follow the recommendations of a Pastoral Council, provided their council does not run contrary to Church Law; it is understood that he would do so unless there is a reason to do otherwise. When this is the case, he makes known the basis for his decision to those concerned (unless confidentiality prevents this.)

SECTION II – OFFICERS

1. The Executive Officers of the Pastoral Council shall consist of the following:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
2. The Chairperson and Vice-Chairperson must be elected to the Council as a Member-at-Large.
3. The Executive Officers shall be elected by the existing Council members at the first meeting in June.
4. The term of office of the officers of the Pastoral Council is for a term of two (2) years, renewable, but not to exceed one (1) year. Each term shall begin on July 1 and end June 30th of the following year.

SECTION III – DUTIES OF THE OFFICERS

1. The Chairperson chairs the meeting, assists in developing the agenda, and assists with meeting logistics. The Chairperson helps to develop unity and stability by promoting an atmosphere of trust and open communication.
2. The Vice-Chairperson chairs the meetings in the Chairperson's absence and attends to other designated responsibilities.
3. The Secretary is responsible for the general secretarial duties of the Council. These duties include taking minutes of each meeting and keeping records of the activities of the Council.

SECTION IV – EXECUTIVE COMMITTEE

The Executive Committee consists of the Pastor, and the Council Executive Officers. This Committee prepares the Council agenda, plans the meeting, and handles meeting logistics. The Executive Committee has the power to act between Council meetings in a special session and the actions taken are to be recorded and conveyed to all Council members at the next Council meeting.

SECTION V – PAROCHIAL ADMINISTRATOR

At the transfer, resignation, incapacity, removal, or death of the Pastor, the Pastoral Council continues to serve the parish community until a new Pastor is appointed by the Bishop. The Pastoral Council acts as a consultative body to the Parochial Administrator when the pastorate is vacant. However, no policy changes may be made until after the new Pastor reconvenes the Council.

SECTION VI – PASTORAL COUNCIL MEETINGS

1. There shall be a minimum of six Council meetings annually. The time and place will be decided by the Executive committee. Each Council member shall receive a copy of the agenda prior to each meeting.

2. Special purpose meetings of the Council may be called by the Chairperson. Three (3) days' notice to each Council member must be given. The notice shall state time, place, and purpose of the meeting. Only matters for which the special purpose meeting is called may be transacted.

3. Quorum: Two-thirds (2/3) of the members of the Parish Pastoral Council in office at the time shall constitute a quorum for all Council meetings.

4. Order of Business:

- a. Call to Order
- b. Opening prayer and Scriptural prayer/reflection
- c. Roll Call
- d. Reading, corrections, and acceptance of the minutes
- e. Old Business
- f. New Business
- g. Adjournment
- h. Closing prayer

This order may be varied by the presiding officer.

5. The agenda for Pastoral Council meetings may be developed by the following means:

- a. Any member of the Council may recommend issues or proposals for consideration.
 - b. Parishioners may ask any Council member to present issues or proposals on their behalf.
 - c. Council members shall be selected as liaisons to Parish ministries and organizations to facilitate communications with those groups and bring their issues or proposals for Council consideration.
 - d. The Council may be pro-active and invite representatives from the ministries and organizations to present their issues and proposals during Council meetings.
6. A registry of potential agenda issues and proposals shall be prioritized by the Council and maintained by the Council Secretary. The registry shall be reviewed periodically and reprioritized when appropriate.
7. Those making proposals or raising issues will receive feedback through appropriate means. The Parish at large will be kept informed on Council activities through reports printed on the Parish Bulletin Board in the Narthex.

ARTICLE VII – AD HOC COMMITTEES

Ad Hoc committees denote a group which assists the Council by developing pastoral plans and policies in a specific area of parish life and then recommends these policies to the Pastoral Council, i.e., Men's Club, Ladies Club, Youth Group.

1. Commissions may be established, dissolved, or combined by the process set forth in the Amendment Section of this Constitution.
2. Commissions would submit their constitutions and any amendments to the Pastoral Council for approval.
3. Such commissions might include: worship, education, social events, etc.

SECTION VIII – BY-LAWS

These by-laws may be amended any Pastoral Council meeting by majority vote of those present and voting provided that:

- a. The proposed amendment has been presented in writing by a Council member at the immediate previous Pastoral Council meeting.
- b. The proposed amendment has been given to all members at the Pastoral Council at least one week before the meeting at which the vote is to be taken.
- c. A quorum is present.