

Holy Family Catholic Church

Pastoral Council By-Laws

I. Purpose of the Pastoral Council

The Pastoral Council shall be a pre-eminent consultative body of the Parish.

The Pastoral Council of the Holy Family exists, consistent with the policy of the Catholic Diocese of Arlington to:

- Provide advice and consultation to the Pastor in carrying out the mission of the Parish and is responsible for the effective planning and oversight of the Parish goals;
- Foster communication between the Parish community and the Pastor and among the different parts of the Parish community; and
- Be responsible for inviting, supporting and encouraging, parishioners to carry out the pastoral plan.

II. Function of the Pastoral Council

- Assists the Pastor in planning for the future of the parish, reviewing the needs of the parish and implementing programs that cover these needs;
- Provides an effective means of communication throughout the parish community regarding issues of concern and recommendations for response
- Makes recommendations to the pastor concerning pastoral priority
- Promotes worship and service throughout the parish, identifying, prioritizing and evaluating the pastoral initiatives.

III. Membership

- All members of the Pastoral Council shall be practicing Catholics and registered members of the Parish for at least one year. Active and consistent attendance is required for membership of the Pastoral Council. Habitual absence will be evaluated by the Executive Committee of the Council.
- There shall be up to thirteen (13) members of the Pastoral Council, who are men and women representing a cross section of the ethnic, gender, and generational diversity within the Parish.

IV. Nomination, Selection of the members and terms of office

Members of the Pastoral Council shall serve one four-year term, to begin on July 1 and to expire on June 30, unless a shorter term is set at the time of appointment. Terms of office shall be staggered, so that the terms of one-fourth of the members shall expire on June 30 of each year. No individual member of the Pastoral Council shall serve more than two (2) consecutive terms except at the pastor's invitation. At each annual selection, one-fourth of the members shall be selected for a four-year term to fill the vacancies caused by the members whose terms are due to expire.

All parish members are encouraged to submit nominations for persons who meet the criteria. Council members are encouraged to work together with the Pastor to identify potential candidates. Individuals may also nominate themselves.

At least 60 days before the annual selection of the new members the Chairperson shall appoint a Selection Committee of at least three members. The Selection Committee's responsibility is to manage all aspects of the selection process including:

- Inform Parishioners through bulletin, parish website and pulpit announcements about the Council and the selection process, asking them to give prayerful consideration to nominating parishioners or themselves for the Council.
- Distribute nomination forms at all liturgies on a designated weekend.
- The Selection Committee contacts persons whose names were submitted to inform them of their nomination.

A. Timeline for Nomination

Two weeks before the last weekend of April, there shall be a pulpit announcement at each mass concerning Pastoral Council Elections.

One weekend before the last weekend of April, a document will be distributed at each mass, comprised of a summary of the nomination/selection process and a nominations form. Forms are to be filled out completely and dropped into a receptacle provided, or turned into the church office by 2:00 p.m. on the following Sunday.

The last weekend in April, nominations will be closed and the nomination forms turned over to the Selection Committee for review.

The Monday following the close of nominations, or as soon as practicable, the Selection Committee will review the nominations provided by the community and make a numerically ranked selection based on the number of nominations received. That is, should there be more than 25, the committee shall narrow down the list of candidates to one-fourth of the total, but no less than 12, and provide the pastor with a group of nominations from which he shall select the three new members.

Mid-May: The Selection Committee makes recommendations to the Pastor.

End of May: The Pastor makes final selection of the new Pastoral Council Members.

June 15: The Pastor notifies new members telephonically or by e-mail of their appointment.

The first meeting of the newly formed Pastoral Council shall occur prior to June 30th.

B. Vacancies

Any member of the Pastoral Council may resign by submitting a written resignation to the pastor, with a copy to the Chairperson.

A vacancy shall be filled by appointment to serve the remainder of the term. The Chairperson will make the appointment, with approval of the Pastor and council. Consideration should be given to previous nominees.

V. Meetings

The Pastoral Council shall meet at least quarterly, and a quorum shall consist of the majority of the members of the council.

Notice of all meetings of the Pastoral Council shall be posted in the Parish bulletin and website two weeks in advance of the meeting.

All meetings of the Pastoral Council shall be open to any registered member of the Parish, with prior notification to the Chair. Members of the Parish who are not members of the Pastoral Council may be recognized by the Chair to address a specific agenda item. Agenda items must be submitted in writing a minimum of 3 days prior to the meeting and approved by the Pastor.

Committee members may request items to be included on the meeting agenda by submitting their comments in writing to the council Chairperson no later than one week prior to the Executive Committee meeting. The executive Committee shall meet at least once before each scheduled council meeting. The Chairperson or designee shall e-mail an agenda to the Council members one week in advance of each meeting.

Minutes of meetings of the Pastoral Council will be approved at the next meeting and, once approved, published for members of the parish on the website. Minutes will also be available in hard copy in the church office. A notice will be posted in the bulletin when minutes are available.

The Pastor may call special meetings of the Pastoral Council. Members must receive at least 72 hours' notice.

The Pastoral Council shall seek to reach decisions by consensus.

VI. Officers

Selection of officers of the council shall be by election, from among and by the Council members present at the transition meeting. Officers should be filled in the following order: Chairperson, Vice-Chairperson and Secretary. No Council officer may serve more than two consecutive 1-year term in any one office except at the request of the Pastor.

At the June Pastoral Council meeting, there will be a chance to re-evaluate and/or renew the composition of the officers at the discretion of the Council and the Pastor.

Election of officers will occur at the June meeting.

The Chair shall preside at all meetings of the Council, and perform such other duties as may be assigned by the Pastor.

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.

The Secretary shall provide notice of all meetings of the Pastoral Council, maintain a written record of all meetings and acts of the Council, and perform such other duties as may be assigned by the Pastor or the Council.

VII. Committees

The Executive Committee comprised of the Chairperson Vice-Chairperson, and Secretary, shall be formed to address issues as necessary.

The Pastor may meet with the Executive Committee to address immediate concern that may arise.

The Executive Committee shall act on behalf of the entire Pastoral council in the event of unexpected situations requiring immediate action or attention, as directed by the Pastor.

Committees of the Pastoral Council may be established to address specific needs or objectives of the Parish as needed. Such committee(s) shall submit a progress and final report to the Council as appropriate.

VIII. Amendment

These By-Laws may be amended by the vote of two-third (2/3) of the members of the Pastoral Council and upon the approval of the Pastor.

IX. Re-evaluation of the Council

At the June Meeting of each year, the Council will review the year past and evaluate its performance and accomplishments with an eye to planning for the next year.

Revised June 22, 2016

Approved August 31, 2016

Amended and Approved March 22, 2017

Amended and Approved August 23, 2017

Amended and Approved October 25, 2018