

Saint Timothy Pastoral Council Bylaws

Church Vision

The command to “Stir into Flame the Gift of God” (II Timothy 1:6) is taken from Paul’s letter to Timothy, the namesake of our parish. In adopting it as our vision, we connect ourselves to St. Timothy as we call upon the Holy Spirit to guide us toward greater communion with God and with each other. Take the gift of God in your life and use it as you show Christ’s love to each other.

Our four pillars, Worship, Service, Faith Formation, and Community Gathering, bring us together in our ministries. Our ministries would not be possible without the dedication of our parishioners. Please prayerfully discern your call to live out your baptismal vows through one or more of our ministries

Church Mission

We are St. Timothy Parish, a Catholic community, committed to the call of Jesus Christ. We are Christ’s disciples, and we join in the Holy Spirit’s work to make life holy. With grateful hearts, we come together in worship, service, faith formation, and community to share and celebrate God’s many gifts.

Article I - Name

Section 1. This organization shall be known as the Saint Timothy Parish Pastoral Council.

Article II - Authority and Confidentiality

Section 1. All authority of the Pastoral Council is derived from the Pastor. Thus, no action of the Pastoral Council, nor any provision contained in these Bylaws, shall abridge the authority of the Pastor.

Section 2. To protect the usefulness of the Pastoral Council to the Pastor, Pastoral Council members shall not openly discuss matters raised at Pastoral Council meetings that are designated by the Pastor as confidential.

Article III - Purposes

Section 1. The purposes of the Pastoral Council include the following:

1. To serve as a consulting body to the Pastor. In this regard, Pastoral Council discusses major parish decisions with the Pastor and makes recommendations for the Pastor’s consideration.
2. To provide an opportunity for the clergy, religious order and the laity to collaborate in the service of Christ and the operation of the parish.
3. To identify and assist in meeting the spiritual and temporal needs of the parish and the community.
4. To help oversee the business and financial needs of the parish.
5. To perform such other functions as designated by the Pastor.

Article IV - Committees

Section 1. Membership is ad hoc with the Pastor, Associate pastor, School Principal as non-voting members.

Part A. Executive Committee

Section 1. The Executive Committee is comprised of the Pastor or his representative, Associate Pastor, the Pastoral Council Chairperson, Vice Chairperson, and Secretary.

Section 2. The Executive Committee shall have the responsibility of directing and unifying the work of the Pastoral Council.

Section 3. The Executive Committee will meet with the Pastor prior to the regularly scheduled Pastoral Council meeting to establish the agenda.

Section 4. Should the Chairperson resign or be unable to serve, the unexpired term shall be completed by the Vice Chairperson. Unexpired terms of the other officers shall be filled by the designated alternate from the discernment meeting or by the Pastor's choice.

Section 5. Executive Committee members will be selected through the yearly discernment process. They are discerned to one 3-year term, however, they can be asked to serve a second consecutive 3-year term. Typically, their first year will be as Vice Chairperson. The second year they will assume the role of Secretary. The third year they will assume the role as Chairperson of the Pastoral Council.

Section 6. The duties of Executive Committee members are as follows:

- 1) Chairperson
 - a) Prepare the Pastoral Council meeting agenda with Pastor
 - b) Conduct all regular and special meetings of the Pastoral Council
 - c) Handle the basic functions of the Pastoral Council according to these bylaws
 - d) Oversee the candidate discernment process and new member orientation
 - e) Perform such matters as delegated by the Pastor, and aid with the overall responsibility associated with the functions of the Pastoral Council
- 2) Vice Chairperson
 - a) Act as Chairperson in the Chairperson's absence
 - b) Performs such matters as delegated by the Pastor or the Chairperson, and to aid in the overall responsibility associated with the functions of the Pastoral Council.
- 3) Secretary
 - a) Record and prepare the minutes of all meetings for approval by the Pastoral Council
 - b) Record attendance at meetings
 - c) Perform such matters as delegated by the Pastor or the chairperson, and to aid in the overall responsibility associated with the functions of the Pastoral Council

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- 1) This person is selected by the pastor and is a voting member.

Part B. Committees

Section 1. The Pastoral Council shall appoint, replace or eliminate Committees as needed. These Committees are intended to assist the Pastoral Council in fulfilling its purposes.

Section 2. Each Committee serves at the pleasure of the Pastoral Council and the Pastor, and will have such responsibilities, functions and membership requirements as approved by the Pastoral Council and the Pastor.

Section 3. Each of the Committees must provide on an annual basis to the Pastoral Council stated goals and objectives of the Committee, as well as monthly reports in writing prior to and summarized at the Pastoral Council Meeting.

Section 4. Each Committee will discern one member [and one alternate] to serve as a voting member of the Parish Council. The selection process will be determined by each Committee.

Article V - Discernment of At-Large Pastoral Council Members

Section 1. Nominations from the Parish for at-large members of Pastoral Council will be received in April. A discernment process will take place in May. Parishioners selected to serve on Pastoral Council will assume their terms of office as members of the Pastoral Council at the end of the June meeting.

Section 2. One (1) member [and an Alternate] from the Parish will be selected each year for a three (3) year term on the Pastoral Council as a **voting** member of the Executive Committee for no more than two (2) consecutive terms. The Pastor, **Associate Pastor(s) or Parochial Vicar(s) and the school principal** shall be considered permanent members of the Pastoral Council and Executive Committee. The Alternate member will be discerned and will complete the term of an elected member should that member be unable to finish their term. The alternate member will serve for a term of one year. If no alternate is available, the Pastor may, after consultation with the Pastoral Council, appoint a replacement member.

Section 3. The At-Large members will serve as **voting** members of the Pastoral Council and will be assigned to serve as officers of the Executive Committee by majority vote of members of the Pastoral Council.

Article VI - Meetings

Section 1. The Pastoral Council shall meet monthly, except in January and July. Meetings may be canceled, or special meetings called, by the Pastor, or, in his absence, by the Chairperson.

Section 2. At least annually, the Pastoral Council will establish long-term goals and objectives.

Section 3. A quorum at any meeting will consist of (1/2) of the voting members of the Pastoral Council.

Section 4. All regular meetings of the Pastoral Council are open to all parishioners, and parishioners may request to address the Pastoral Council at such meetings. The Chairperson may also grant permission for a non-parish member to address the Pastoral Council. Any parishioner who wishes to attend or speak at a meeting, or to have a visitor speak at a meeting, shall submit the request to a member of the Executive Committee at least one (1) week prior to the meeting.

Section 5. Parishioners and invited guests are asked to limit speaking times to ten (10) minutes or as designated by the Pastor or executive committee.

Section 6. The Pastoral Council may hold executive sessions as necessary to consider personnel or confidential matters.

Section 7. Parishioners with urgent needs are encouraged to contact the Pastor or a Pastoral Council member prior to the meeting.

Article VII - Amendments

Section 1. These Bylaws may be amended at any regular meeting of the Pastoral Council where a quorum is present. Such an amendment must receive a two-thirds (2/3) vote of the voting members present at two consecutive meetings of the Pastoral Council. Any proposed amendment is subject to the approval of the Pastor.

ARTICLE VIII - ATTENDANCE

Section 1. Pastoral Council members who miss more three (3) regularly scheduled meetings within a twelve (12) month period, may be deemed to have retired voluntarily. Before a Pastoral Council member is deemed “retired,” the Chairperson and Pastor may invite the member to explain the reasonableness of the absences. The affected member may present information pertinent to the issue of voluntary retirement, if a request is made to continue. A determination will be made at a meeting of the Pastoral Council by a majority vote of the members present.

Section 2. Any member of the Pastoral Council may resign from Pastoral Council by giving written notice to a member of the Executive Committee. A member of the Executive Committee will communicate any resignation to the Pastoral Council.

Approval:

As Amended :

Greg Curtin

David Krenk