

# Bylaws of Christ the King Parish of Old Lyme Pastoral Council

## Article I – Membership and Eligibility

### Section 1 – Membership

The Council shall be comprised of twelve at-large members, pastoral team members, Chairperson of the Finance Council or his/her designee from the Finance Council, and other ex-officio members.

- (a) At-large Members – Twelve parishioners chosen as described in Article III.
- (b) Members of the Pastoral Team (the parochial vicar, permanent deacon and/or pastoral associate, Director of Religious Education) shall be non-voting members of the council.
- (c) Ex-officio members - the Chairperson of the Finance Council and the Director of Music Ministries shall be non-voting members of the Council.

### Section 2 – Eligibility

All members of the Council will be registered members of the parish and meet the following norms:

- (a) Be at least 16 years of age on the date of the election.
- (b) Have expressed a commitment to the church through reception of the Sacrament of Confirmation.
- (c) Upon nomination, a member shall attend an information session in preparation for Council membership.

### Section 3 – Attendance

A member who misses three meetings during a twelve month period without notifying the Chairperson will forfeit membership on the Council, and a vacancy will be declared by the Chairperson.

### Section 4 – Retreats

The members of the Council shall attend a retreat or day of recollection as a body each year.

## Article II – Relationship of Pastor to Council

### Section 1

The Pastor, as chief administrative officer of the parish exercises his authority in service to the Council:

- (a) By making certain that the scope of the concerns reflects the entire mission of the Church;
- (b) By enabling the Council to build a community of faith and an atmosphere of trust among Council members, making certain that they have adequate training;
- (c) By assisting in formulating the Council agenda;
- (d) By sharing in dialogue that leads to the formulation of policy; and,
- (e) By acting on the recommendations of the Council.

## Article III –Biennial Election Process

### Section 1 – Schedule

The Council shall schedule the election process every 2 years to assure seating the new members by the first Council meeting in September.

### Section 2 – Nomination

Each member of the parish may nominate up to seven persons including himself/herself for the Council.

- (a) The Council shall determine the number of seats that will be available when terms end at the end of the current council cycle. Those people with the highest number of nominations shall be eligible for election. Normally, twelve people with the highest number of nominations shall be available for election. If the number of vacancies is more than six, the number of nominees would be double the number of seats available.
- (b) The names and pictures of the nominees eligible for election shall be published in the parish bulletin and on the parish website for consideration by parishioners.

### Section 3 – Selection of At-Large Members

- (a) In subsequent elections, from the twelve nominees published in the bulletin, parishioners shall vote for six. The six nominees with the most votes will be seated at the next Council meeting. Names of nominees not elected shall remain on record for one year, and shall be used to fill at-large vacancies.
- (b) Nominees selected in the voting process shall serve four-year terms and be seated at the next Council meeting. If nominees are selected to fill unexpired terms, they will serve for the period until the term would have expired.

### Section 4 – Filling Vacancies

Vacancies of at-large members are filled by selection from the persons who were eligible nominees but who were not selected in the most recent election, or by the pastor at his discretion. The term of a filled vacancy expires as that of the original at-large member vacancy. In the event that there are no eligible nominees, the Executive Committee shall nominate a parish member for Council membership and the nominee shall be selected at the next regular meeting of the Council.

## Article IV – Terms of Office and Representation

### Section 1 – Terms of Office

Term shall be for four years and begin on the first day of September.

### Section 2 – Committee Representation

Council members will be appointed by the chairperson, to serve as liaison to the various standing committees.

## Article V – Officers

### Section 1 – General

Upon seating of the new Council at the September meeting the Council shall elect a Chairperson and Vice Chairperson from the Council at-large members. A member must have served a minimum of (1) year on the Council to be eligible to hold the office of the Chairperson. The term of the office is one year or until their successors are duly selected.

### Section 2 – Duties

- (a) The Chairperson shall conduct all meetings of the Council and perform all other duties pertinent to the office.
- (b) The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

## Article VI – Council Secretary

### Section 1 – General

The Council Secretary is a non-voting, council appointed position for performing secretarial duties on behalf of the Council. At the discretion of the Council, the Secretary may be selected from the Council at-large members, in which case the Secretary retains voting privileges.

### Section 2 – Duties

The Council Secretary shall be responsible for:

- (a) Recording minutes of all regular and special meetings of the Council.
- (b) Preparing and distributing notices and agenda for all Council meetings.
- (c) Maintaining records pertaining to Council communications and membership.
- (d) Submitting meeting notices for publication in the parish bulletin.
- (e) Provide the parish office copies of agendas and minutes to be retained in a permanent file. Copies to be made available to parishioners upon request.

### Section 3 – Selection of Council Secretary

At the first meeting of the new Council, review candidates and appoint a secretary.

### Section 4 – Term of Position

The term of the Council Secretary is for one year, subject to review and reappointment for the next year. There is no limit on the number of reappointments.

## Article VII – Meetings of the Council

### Section 1 – Regular Meetings

- (a) Regular meetings of the Council shall be held monthly or as otherwise determined by the Council.
- (b) Each regular meeting shall have components of prayer, reflection, and education-formation in addition to the regular business items on the agenda.

### Section 2 – Special Meetings

Special meetings of the Council may be called by the pastor, by the Council Chairperson, or by a majority of the Council voting members.

### Section 3 – Notice and Agenda

- (a) Notice and agenda of all regular meetings shall be provided to members by the Council Secretary at least seven days prior to the date of the meeting.
- (b) Notice of regular meetings and agenda topics shall be submitted by the Council Secretary for publication in the parish bulletin.
- (c) Notices and agenda of all special meetings of the Council shall be provided by the Council Secretary to the Council members at least two days prior to the date of the meeting, and, if time permits, will be published in the parish bulletin.

### Section 4 – Quorum

A majority of the elected Council members shall constitute a quorum for the purpose of all Council meetings.

### Section 5 – Parish Participation

All members of the parish may attend any regular or special meeting of the Council and may be recognized by the presiding officer to speak before the Council. Where special circumstances warrant, the Council, by a majority vote, may designate any meeting, or any portion of a meeting to be in closed session. Only Council members and persons specifically invited by the Council may attend a meeting in closed session.

## Article VIII – Manner of Operation

The Council's manner of operation shall be communal discernment, which includes prayerful reflection, gathering of information, and shared wisdom. The usual method through which the Council implements discernment is consensus. If there is no consensus then there shall be a vote and a majority shall carry.

## Article IX – Executive Committee

### Section 1 – Membership

The Executive Committee shall be composed of the Pastor, Chairperson, Vice Chairperson and one member of the Council, who will be selected at the September meeting.

### Section 2 – Duties

- (a) The Executive Committee shall be responsible for establishing an agenda for each regular meeting.
- (b) The Executive Committee shall receive requests from parishioners for items to be discussed and decided by the Council and will place them on the agenda.
- (c) The Executive Committee shall have such other powers as may be delegated to it by the Council.

## Article X – Committees

### Section 1 – General

The Pastoral Council shall have five standing committees: Liturgy, Spirituality, and Christian Service; Education; Parish Life and Stewardship; Property Management; and Communications. The Council may also establish special committees, as it deems necessary. Standing and special committees may establish sub-committees, which are responsible to the parent committee.

### Section 2 – Purpose and Function of the Standing Committees

- (a) Liturgy, Spirituality, and Christian Service – The committee members share their talents to improve, deepen and strengthen the spiritual life and worship of the parish community. The committee is responsible for developing prayer services and special liturgies, as well as outreach opportunities to those within and beyond our parish community to address issues of social justice and special needs.
- (b) Education – Growth in faith is a life-long process which parish life nurtures and nourishes through study and the living example of its members. Members of this committee work with the Director of Religious Education in developing and supporting present programs and in implementing new programs for different age groups within the faith community.
- (c) Parish Life and Stewardship – The committee generates and coordinates parish community fellowship and social activities to bring about a sense of faith and enjoyment of belonging to our parish community. They also challenge and educate the faith community to share its time, talent, and financial resources in response to God’s blessings. This committee is responsible for the annual stewardship recommitment program.
- (d) Property Management – The committee is responsible for the operation and maintenance of all parish property to ensure that all parish property is safe, clean, properly maintained, and provides an environment for meaningful worship and parish activities.
- (e) Communications – The committee is responsible for timely communications to the parish community and the community at large of parish events and stewardship opportunities. As

such, the committee works closely with all other committees to provide a consistent flow of parish news and information to all interested parties.

### Section 3 – Structure and Operation of Standing Committees

- (a) Structure – Each committee shall establish its internal organization using sub-committees as necessary to fulfill its ministry.
- (b) Members – Each committee of the Pastoral Council shall establish the process for selecting its members and determining its total membership.
- (c) Officers – Each committee shall select at least two officers: a Chairperson and a Vice-Chairperson who are members of the parish.
- (d) Terms of Office – Committee officers shall have a term of office of one year. Rules for self-succession may be established by the committee.
- (e) Meetings – Each committee shall hold as many meetings as necessary for effective operation of the committee with a minimum of at least two per year. Written minutes of each meeting shall be recorded and a copy maintained at the parish office.

### Section 4 – Other Committees

The Council may establish special committees for a specified duration as deemed necessary to meet needs that are not within the responsibilities of any one of the five standing committees. The Council shall determine which sections of Article X will apply to the special committee.

### Section 5 – Finance Council

The members of the Finance Council shall be appointed by the Pastor in accordance with the Diocesan statutes.

## Article XI – Parish Annual Meeting and Report

The Council shall establish an annual meeting at which the Council will present the annual report to the parish community. The purpose of the annual report is to present to the parish community the status of the parish finances and programs along with plans and objectives for the coming year and to solicit comments from the parish.

## Article XII – Amendments and Ratification

### Section 1 – Amendment Notice

Proposed Constitution and Bylaw amendments shall be made available to all parishioners so that if parishioners wish to voice an opinion regarding the amendment, they will have had opportunity to read the proposed amendment and attend a council meeting.

### Section 2 – Ratification of Constitution and Bylaw Amendments

Ratification on amendments shall be by consensus of the Council members.