



BY-LAWS FOR THE PASTORAL COUNCIL OF EPIPHANY OF THE LORD PARISH

Canon 536 §1. A Pastoral Council is to be established in each parish, over which the Pastor presides and in which the Christian faithful, together with those who share in Pastoral care by virtue of their office in the parish, assist in fostering Pastoral activity...A Pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop.”

ARTICLE I ~ NAME

The name of this council shall be the Pastoral Council of Epiphany of the Lord Parish.

ARTICLE II ~ OBJECTIVES

The Pastoral Council of Epiphany of the Lord Parish is an advisory, brain-storming, recommending and executing/implementing body in support of the ministry of the Pastor, Pastoral Staff, and the entire Epiphany of the Lord Parish as a whole. The Council assists in fostering the vision, mission and pastoral activity of the parish through idea-generation, counsel, support, follow-through, and providing recommendations to the Pastor regarding activities and pastoral endeavors of Epiphany of the Lord Parish. In simple terms, the Pastoral Council is an active, faithful, and dedicated group of parishioners who will be both “thinkers and doers”.

ARTICLE III ~ MEMBERSHIP

- A. The Council shall be composed of the following “ex-officio” members: 1) the Pastor, who presides over the Council, unless this responsibility is delegated to the Chairperson, 2) the Associate Pastor/Parochial Vicar, if one is assigned to Epiphany of the Lord Parish, 3) the Pastoral Associate, if one is currently on the Pastoral Staff, and, 4) the Deacons, if there are any assigned to Epiphany of the Lord Parish; and nine (9) members of the parish selected accordingly, each having voice and vote, each representing a comprehensive cross-section and diversity of parishioners. New members shall be surfaced by the Pastoral Council and/or through a general query to the parish, and discussed at the April/May meetings, and will be subject to final approval of the Pastor.
- B. Each member of the Council shall be at least 16 years old, fully initiated into the Catholic Church, and an active, registered member of Epiphany of the Lord Parish.
- C. Unless otherwise clarified by the Pastor, each member of the Council shall serve in such capacity for a term of three (3) years. Terms for each member should be staggered so far as possible, with approximately 1/3 of the Council expiring June 30 of each year. Each member and his or her term is listed on the attached (Exhibit A), and all members shall hold office until their successors have been appointed except in cases of resignation, death, or absence as set forth in paragraph D below. Each member can serve two consecutive terms before rotating off the Council for at least two years.

- D. Any member of the Council, other than an ex-officio member, who fails to attend four (4) regular meetings of the Council within one (1) year, unless excused by action of the Council, may be removed from the Council by a simple majority vote and approval by the Pastor. Such vacancies shall be filled by the Council and approved by the Pastor for unexpired terms.
- E. The nomination and selection of new members will be accomplished sometime in the months of April/May. New members shall take office in time for the September meeting. The Chairperson, in consultation with the Vice-Chairperson and Secretary and under the guidance of the Pastor, will coordinate, publicize, and oversee the selection of new members at this time.

ARTICLE IV ~ OFFICERS

- A. The Pastor of Epiphany of the Lord Parish presides over the Pastoral Council, but is an “ex-officio” member. The Pastor may choose to delegate facilitation duties to the Council Chairperson (see B. and C. below). As indicated in Article III, A, other “ex-officio” members of the Pastoral Council include the Associate Pastor/Parochial Vicar if there is one assigned to Epiphany of the Lord Parish, any Deacons assigned to Epiphany of the Lord Parish, and also a Pastoral Associate if one serves on the Pastoral Staff.
- B. The officers of the Council shall be a Chairperson, Vice-Chairperson, and a Secretary. The officers are nominated by the Council and approved by the Pastor.
- C. The Chairperson and Vice-Chairperson shall each serve a (1) year term in their duties as Chairperson and Vice-Chairperson. The Vice-Chairperson normally succeed the Chairperson in that office. If the Chairperson and/or the Vice-Chairperson’s three year council membership term expires while they still hold their officer position, their term on the Council is automatically extended until they have completed their terms as Chairperson. The Secretary shall serve a one year term, with no limit on additional consecutive terms.
- D. At the Pastor’s discretion, the Chairperson will facilitate all Council meetings. The Chairperson, in consultation with the Pastor and assisted by the Secretary if needed, will prepare the meeting agenda and distribute it to Council members prior to each meeting.
- E. The Vice-Chairperson or the Pastor shall assume the duties of the Chairperson in the absence or unavailability of the Chairperson.
- F. The Secretary shall keep the minutes of the meetings of the Council. Records of all meetings shall be kept in the office files of Epiphany of the Lord Parish.
- G. The Pastor may at any time, with proper courtesy of notification to the Chairperson, decide to preside/facilitate over a meeting. This may be helpful at the first meeting of new Pastoral Council year, or when the Pastoral Council is discerning and discussing a sensitive topic.

ARTICLE V ~ MEETINGS

- A. The Pastoral Council shall meet monthly, from September through June (not in December, July, or August) unless a request for a meeting cancellation has been made and approved by the Pastor. Special meetings of the Council may be called by the Pastor. The June meeting will be a working dinner meeting/celebration compliments of the Pastor. The Pastoral Council may not call or conduct a meeting without the knowledge of or against the wishes of the Pastor. All members of the Council shall receive a written reminder, by electronic means or otherwise, of the time, location and agenda of any regular or special meeting prior to the meeting. The Chairperson, after consulting the Pastor, will set the year’s meeting schedule by the beginning of September, with the “council year” running from September through June.
- B. Five (5) members of the Council, plus the pastor or his approved representative, shall constitute a quorum for a Council meeting.
- C. While the Council often works by consensus, at certain times a vote may be taken to decide and make a recommendation on an issue. In all such cases, a simple majority of the voting members present constitute an affirmative vote. The minutes will record the results.
- D. Prayer shall be an important part of each Council meeting. Further, an annual retreat experience for Pastoral Council members is a priority. The Pastor and Chairperson have the responsibility of arranging this annual retreat occasion, which may count as one of the monthly meetings.

ARTICLE VI ~ COMMITTEES

The Pastor, in consultation with the Chairperson, shall establish and appoint committees or sub committees as needed, or as the Council recommends.

ARTICLE VII ~ AMENDMENTS

Recommendations for revision of these By-Laws may be made by members of the Pastoral Council and/or the Pastor prior to the September meeting of a start of a Pastoral Council “year”. It is recommended that these by-laws be reviewed together as a Pastoral Council at the September meeting of every year, and be reviewed periodically for updates and revisions. The Pastor must approve and promulgate any and all revisions to the By-Laws.

Approval of the By-Laws of the Pastoral Council of Epiphany of the Lord Parish:

Pastor

Chairperson

Date