

336St. Magdalen de Pazzi Parish Pastoral Council By-Laws
Flemington New Jersey
Approved February 15, 2012

*The Roman Catholic Church of St. Magdalen de Pazzi exists to echo Jesus' call to all:
"Come and follow me"*

The Parish Pastoral Council is a consultative group that asks the question, "What does this mission mean in this place and in this time? How are we to discern Gods will for our parish? How is the Holy Spirit moving among us?" [Norms for Parish Pastoral Councils, Diocese of Metuchen]

Based upon the document, The Constitution of the Church in the Modern World, of Vatican Council II, the Parish Pastoral Council offers a means through which parishioners of the Parish may actively participate in matters which concern the good of the parish. In addition, and more importantly, it is intended to aid the pastor in building a true Christian community through administration, both spiritual and material.

The Parish Pastoral Council of St. Magdalen de Pazzi was established by the Pastor on June 25, 2008. These By-Laws of the Parish Pastoral Council are intended to serve as the rules of procedure of this body and are subject to change as circumstances may require. The Parish Pastoral Council is consultative body made up of the Pastor and members of the parish through which every parishioner may have a voice in the affairs of the parish.

ARTICLE I – NAME

SECTION 1 ORGANIZATION NAME

This organization shall be known as the ST. MAGADALEN DE PAZZI PARISH PASTORAL COUNCIL, hereafter referred to as the "PASTORAL COUNCIL".

ARTICLE II - ADOPTION AND AMENDMENT

SECTION 1 Adoption: The By-Laws of Pastoral Council shall be adopted when approved by the Pastor after consultation with the Pastoral Council.

SECTION 2 Amendment: All amendments to this document must be approved by the Pastor after consultation with the Pastoral Council.

ARTICLE III – ROLES AND RESPONSIBILITIES

SECTION 1 ROLE OF THE PASTOR

By virtue of his office, the Pastor presides over the Pastoral Council and fully participates in its deliberations, planning and policy development. Decisions affecting the mission of the Parish and its goals and objectives are made through a sharing of common concerns and a drawing of collective wisdom. Such decisions are made by the Pastor in consultation with the Pastoral Council.

Parochial Vicars serve to assist the Pastor in his role as leader of the Pastoral Council.

SECTION 2 ROLE OF THE PASTORAL COUNCIL

The Pastoral Council is a consultative body to the Pastor and the coordinating and unifying structure of the Roman Catholic Church of St. Magdalen de Pazzi. The Pastoral Council is the means of achieving the full participation of the whole parish in its mission by giving a voice in guiding, and directing the various aspects of Parish Life. It gathers together the visions, hopes and needs of the community, reflects upon them and translates them into parish planning. The Pastor establishes goals and objectives for the parish and communicates these with the Pastoral Council through the Parish Commissions.

SECTION 3 RESPONSIBILITIES OF THE PASTORAL COUNCIL

The responsibilities of the Pastoral Council, as a representative body of the Parish, are to

- advise, assist and support the Pastor and his staff in articulating a vision,
- participate in the implementation of the Mission and Vision Statements to the parishioners
- identify pastoral needs of the Parish and strategic planning,
- plan, evaluate, improve and/or eliminate pastoral programs,
- bring the ideas, requests, concerns and questions of the parishioners to the attention of the Pastor,
- promote the active participation of the Parish community.

ARTICLE IV – MEMBERSHIP, TENURE AND QUALIFICATIONS

SECTION 1 The St. Magdalen de Pazzi Parish Pastoral Council shall be composed of the Pastor, the Pastoral Vicars, the Parish Administrator, the Co-Chairs of the Council, the Chairs of each of the seven Parish Commissions, Parish Deacons, staff members of St, Magdalen de Pazzi as the Pastor chooses and four Regular members who the Pastor may choose from the parish community.

SECTION 2 The Regular Members are chosen by the Pastor for a three-year term. At the time of their selection, they must be at least 18 years of age, practicing Catholics who assent to the teachings of the Church, contributors of record, and members of this Parish for at least two years.

- SECTION 3 Regular members shall serve no more than two consecutive, three-year terms.
- SECTION 4 Resignations from the Parish Pastoral Council must be made in writing and submitted to the Pastor, who will formally acknowledge the resignation on behalf of the Pastoral Council.
- SECTION 5 A RESOURCE COMMITTEE is established to assist the Pastor with a nomination process to identify and recommend for his consideration candidates for a position on the Pastoral Council.
- Further, the Resource Committee will work with the new members to orient them to the Pastoral Council, its structure and workings to ensure a smooth transition. The Committee will also announce new members.
- SECTION 6 A vacancy on the Pastoral Council, either by resignation or otherwise, shall be filled by appointment of the Pastor. In this case, the Appointee shall serve the remainder of the term vacated and this period does not count toward the time limits specified in Section 3 above.
- SECTION 7 Any member of the Pastoral Council may be removed for reasons of either absence or misconduct. Absence from three consecutive regular meetings of the Pastoral Council, without just cause, shall be sufficient reason for removal of a member from the Pastoral Council. Removal is at the discretion of the Pastor.
- SECTION 8 The Pastor may discern that the Council business would be aided by a temporary PASTORAL COUNCIL DELEGATE who would bring unique skills or abilities to address a defined need. The Pastor may appoint such delegate(s) for a specific period of time. This Delegate may later be elevated to a Regular Member at the Pastor's discretion. As with all regular members the Delegate shall at the time of their selection, be at least 18 years of age, practicing Catholics who assent to the teachings of the Church, contributors of record.

ARTICLE V - OFFICERS

- SECTION 1 The officers of the Council shall be the Pastor, Parish Administrator, Co-Chairs of the Council, and a Secretary. Together they form the Executive Committee. As a committee, their responsibilities are to coordinate and prepare the agenda for all meetings and to make such agenda available to members prior to the meeting.
- SECTION 2 The Co-Chairs of the Council shall confer with the Pastor, formulate meeting agendas and facilitate other preparations for the meetings. They shall also advise the Pastor on meeting management and facilitate Pastoral Council meeting topics as assigned.
- SECTION 3 The Co-Chairs may select a Prep Team from the members of the Pastoral Council to form a Committee who will assist the Co-Chairs on the meeting agenda and

preparations. This Committee will meet at least two weeks prior to the Pastoral Council Meeting.

- SECTION 4 The Pastor shall: (a) preside at all Council meetings; (b) have authority to call special meetings deemed necessary; (c) render periodic reports on completed or projected work to the parish community; and (d) perform all other duties that are customary for the office.
- SECTION 5 The Parish Administrator shall coordinate work and reporting of all committees and liaisons; and perform such other duties assigned by the Pastor.
- SECTION 6 The Secretary shall: (a) take minutes at all meetings, reduce such minutes to writing, and preserve them in a permanent record; (b) send copies of preceding meeting minutes to all Pastoral Council members prior to the next upcoming meeting; (c) prepare and send out all correspondence necessitated by the work of the Pastoral Council and maintain permanent files of such correspondence; and (d) perform other such duties assigned by the Pastor.
- SECTION 7 The Pastoral Council may establish such other Committees as from time to time it may consider necessary. Reports of each Committee shall be made to the Council at their regular meetings.

ARTICLE VI – COMMISSIONS

- SECTION 1 The numerous ministries and organizations of St. Magdalen de Pazzi Parish will be divided into groups of related purpose or activities. The Pastor, with the advice of the Pastoral Council, shall designate ministries or organizations that will be assigned to the following Commissions:

Commission for Sacred Liturgy and Worship
Commission for Evangelization and Catechesis for Adults
Commission for Evangelization and Catechesis for Youth
Commission for Social Justice
Commission for Business Administration
Commission for Parish Life
Commission for Hispanic Ministries

- SECTION 2 Each Commission will have a Commission Chair designated by the Pastor.
- SECTION 3 Each Commission Chair is a member of the Pastoral Council.
- SECTION 4 The Commission Chair may be required to report to the Pastoral Council as requested.

ARTICLE VII - Meetings

SECTION 1 Regular meetings of the Council shall be held at least every six (6) weeks.

SECTION 2 The September meeting shall be known as the Annual Meeting and shall have as its purpose the welcoming of newly appointed members, and the setting of the Agenda for the coming year.

SECTION 3 Special meetings may be called by the Pastor. These may take the form of Pastoral Council Retreats to consider important topics for consideration or to address specific issues.