

CONSTITUTION AND BYLAWS OF ST. MARY STAR OF THE SEA PASTORAL COUNCIL

PREAMBLE

We, as representatives of St. Mary Star of the Sea Catholic Church and Holy Savior Mission Church, in union with our Pastor and with all members of the Apostolic Church founded by Christ, do hereby unite to form a Pastoral Council.

With the awareness that our role is to act in an advisory capacity to the Pastor, we pledge ourselves as council members to assist him in defining parish needs, to suggest the establishment of policies based on identified needs, and to monitor the effectiveness of programs initiated for the welfare of the parish.

We acknowledge our responsibilities to the parish, to our Pastor, and to each other, and are dedicated to the planning, encouragement, and direction of all aspects of parish life. Recognizing that “there are different gifts but the same spirit (and) different ministries but the same Lord” (I Corinthians 12:4-5), we will use our individual gifts and talents in working toward the fulfillment of parish goals.

As loving witnesses of Christ, we define our mission as identical to that of the Holy Church: namely, the Proclamation of the Word; the celebration of the Eucharist; the growth of God’s people as a community of love; and the dedication to service for the community at large.

During our service as members of the Pastoral Council, we ask for the guidance of the Holy Spirit so that our efforts and our achievements may contribute to the growth of God’s Holy Kingdom.

ARTICLE I -- NAME

Section 1. This group shall be known as the Parish Pastoral Council of St. Mary Star of the Sea Church, hereinafter referred to as “the Council”.

ARTICLE II -- MEMBERSHIP

Section 1. The Council shall consist of twelve (12) members from the parish, with the membership criteria specified in Article III – ELECTIONS, Section 1. At least half of the membership of the Council is elected according the procedures specified in Article III – ELECTIONS.

Section 2. The Council shall have three types of membership; ex-officio, elected, and appointed. The Pastor of St. Mary Star of the Sea Church shall take an active part in the Council’s work but shall have no vote. All Associate Pastors assigned to the Parish and permanent deacons shall be an automatic ex-officio member of the Council.

Section 3. To ensure that this will be a representative body, the Pastor may appoint a member from an area or church-affiliated group when he deems this necessary.

Section 4. All Council members shall have a full voice in its deliberations and voting rights.

Section 5. If any member of this Council shall at any time do any act deemed prejudicial to the Council or to the purpose for which it is formed, or if any member has two consecutive unauthorized absences, after a resolution by the Council, such member shall be notified by the Secretary to appear personally before the Executive Committee of the Council at a designated time not less than thirty days after such notification and at such time be given a hearing. By simple majority of the entire Executive Committee, membership of such person on the Council may be terminated.

ARTICLE III -- ELECTIONS

Section 1. Any person is eligible for election to the Council who is a fully initiated, practicing member of the Catholic Church, is a registered member of St. Mary Star of the Sea Church, and has attained the age of sixteen (16) years.

Section 2. A member of the Council shall be designated to oversee the pastoral council election process, including, but not limited to, the qualification of nominees, parish notification of the election, the design of election materials and ballots, and the actual voting and counting procedures. That designated member shall certify the election results in writing to the Pastoral Council in the month following the election.

Section 3. One-third of the Council members shall be elected annually in the month of May.

Section 4. No elected member of the Council may serve more than two full terms (i.e. a full three-year term). After one year has passed, he/she shall again be eligible for membership on the Council.

Section 5. In the event that a vacancy occurs during the council year, the Pastor shall appoint a replacement for the rest of the year. This allows the Pastor to provide for diversity of representation.

ARTICLE IV --OFFICERS

Section 1. There shall be three (3) officers, as follows: The Pastor shall be the President and he shall recommend an Executive Officer and a Secretary to be voted upon by the Council. The Executive Officer shall be an elected member of the Council. The Secretary may be elected or appointed.

Section 2. The term of the Executive Officer and the Secretary is for two (2) years and they shall serve until their successors are duly appointed or elected to office.

Section 3. In the event the seat of the Executive Officer or the Secretary becomes vacant for any reason, the Pastor may appoint a Member of the Council to fill the vacancy for the unexpired term.

ARTICLE V -- DUTIES OF OFFICERS

Section 1. The Pastor shall be the President of the Council and shall preside over all matters. He shall be an ex-officio member of all standing and special committees except the nominating committee. If the Pastor is unable to be present at the meeting, no meeting may be held.

Section 2. The Executive Officer shall assist the Pastor in preparing for the Council's work and shall ensure an effective means is established for keeping the parish community informed of the Council's work.

Section 3. The Secretary shall be responsible for the custody and maintenance of the Council's books and documents.

ARTICLE VI -- COMMITTEES

Section 1. The Executive Committee of the Council shall be defined as in Article IV – OFFICERS. The President may recommend additional members to the Executive Committee as deemed appropriate.

Section 2. The Standing Committees of the Council shall be: Liturgy, Parish and Family Life, and Social Concerns.

Section 3. The President shall designate the Chairperson of each Committee, and the Chairperson, in consultation with the President, shall be free to name the members of his / her committee who are either members or non-members of the Council.

Section 4. The President, in consultation with the Executive Committee, shall have authority to create any special or temporary committees and to designate the members thereof.

ARTICLE VII -- DUTIES OF STANDING COMMITTEES

Section 1. The Liturgy Committee helps foster the spiritual development of the Parish, by helping coordinate the liturgical life, centered on the Liturgical Calendar, under the guidance of the Pastor, and in accordance with the Liturgical documents of the Church, and approved Diocesan guidelines. This Committee coordinates: Altar Servers, Arts and Environment, Extraordinary Ministers of Holy Communion, Lectors, Music Ministry, Ushers, Wedding Coordinators, Adult Education, R.C.I.A., Religious Educational Programs, Youth Ministries, Sacramental Programs, and Evangelization.

Section 2. The Parish and Family Life Committee (Kitchen Crew) promotes and enriches Catholic social and community family values for all age groups in the parish community. It sponsors various ongoing social and family events for all parishioners, including our Parish breakfasts and dinners.

Section 3. The Parish Social Concerns Committee serves our parishioners and those in need within our community. These services include Right to Life, God's Helping Hands, the St. Vincent de Paul Society and Outreach, and providing gifts and support for local agencies, such as Diakonia, serving the needy.

ARTICLE VIII -- MEETINGS

Section 1. All members of the Council shall be notified of the time and place of Council meetings through the parish bulletin.

Section 2. Meetings will be held during the year at times designated by the President. Meetings of the Council shall be open to all Parishioners and Observers. At the discretion of the President, meetings or portions of them may be closed to non-members.

Section 3. Additional meetings may be called by the President. Adequate notice of such meeting shall be given to each member in writing.

Section 4. The Executive Committee shall, when advisable, meet prior to the regular Council meeting.

Section 5. The minutes of the Council meetings shall be prepared and distributed promptly to the Council members. A copy of the minutes is to be placed on the parish website to inform all parishioners of the Council's activities and progress.

Section 6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Council.

ARTICLE IX -- QUORUM

Section 1. A majority of the members of the Council shall constitute a quorum for the transaction of business.

ARTICLE X -- VOTING

Section 1. All business of the Council must be approved by a majority of those present at a duly noticed and legally constituted meeting of the Council.

ARTICLE XI -- ACCOUNTABILITY

Section 1. The Council shall ensure that parishioners have adequate opportunities to participate in the development of parish goals through programs, activities, and the planning process. A report to the parishioners shall be done on at least an annual basis.

Section 2. The Council, in cooperation and collaboration with the Parish Finance Council, shall periodically review the parish's financial condition and its system of internal controls to ensure that the parish is in sound financial condition. A financial report to the parishioners shall be done on at least an annual basis.

ARTICLE XII -- AMENDMENTS TO THE BYLAWS

Section 1. All proposed amendments to the Bylaws shall be presented to the Secretary who shall have copies of the same forwarded to all members of the Council prior to the next regularly scheduled, duly convened, and legally constituted meeting, informing them that the proposed amendment will be read at that time. Any proposed amendment must be read again at the next meeting and may then be acted upon.

Section 2. All amendments shall be voted upon as provided in ARTICLE X --VOTING

Accepted: 15 September 2022