

St. Pius X Parish

Portland, Maine

Parish Council **Bylaws**

March 25, 1979

Amended: 1986/1987

Newly Revised: March 3, 2005 & Accepted May 5th, 2005

In Tune with the Infinite

My son, to my words be attentive.
To my sayings incline your ear;
Let them not slip out of your sight,
Keep them within your heart.
For they are life to those who find them,
To man's whole being they are health.

With closest custody guard your heart
For in it are the sources of life.
Put away from your dishonest talk,
Deceitful speech put far from you.
Let your eyes look straight ahead
And your glance be directly forward.

Survey the path for your feet
And let all your ways be sure
Turn neither to right nor to left
Keep your feet far from evil.

PROVERBS 4: 20-27

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PREAMBLE

On March 25th, 1995, Pope Pius John Paul II released his encyclical, THE GOSPEL OF LIFE. His vision and philosophy on the value of human life is perhaps the most profound of all his teachings regarding the rights of human life, born and unborn.

We the members of St. Pius X Parish Council, declare and commit our support for moral values and to promote and respect the dignity of all human life, born and unborn, from its beginning to its end.

In making our declaration, we submit to the authority directing our Church, the Holy Father, our Bishops, our Pastor and delegated Councils, and will act in accordance with future legislation by the Church.

We further declare, that in full knowledge, we wish to aid our Pastor and every member of our parish with responsible, advisory, and beneficial work to further the mission of Christ among us in a coordinated and unified manner.

We provide for needed activities, counsel, a growing program, and designate these in the articles **that** follow. Our pledge is to Christ, His Mystical members, for the good of all souls.

Our motto is that of our patron St. Pius X, “To restore all things in Christ so that Christ may be all in all”.

ARTICLE I – Name

Section I:

The name of this body shall be St. Pius X Parish Council, Portland, Maine, hereinafter referred to as “The Council”.

ARTICLE II – Purposes

Section I:

The purposes of the Parish Council shall be:

- a) To determine priorities and plan with vision for the future
- b) To encourage a more prominent lay involvement in the life of the Parish
- c) To establish and serve as a medium of communication between the priest and the laity in the spiritual and material needs of the Parish.
- d) To advise and assist the Pastor in the administration of financial and spiritual matters in the Parish.
- e) To cooperate with diocesan departments and through the Deanery Council with other parishes and to carry out its work according to the Priorities of the Diocese and under its guidance.
- f) To contribute to the formulation of Diocesan goals and programs.

ARTICLE III – Membership

Section I:

Categories:

- a) Any registered member of the parish, eighteen years of age or older, is eligible to be a member of the Council.
- b) AT LARGE MEMBERS: (member elected by the parishioners or one appointed to fulfill the unexpired term of an elected member) **9** members of the Council shall be elected by the parish, one-third of these being elected each year.
- c) A youth representative, may be elected by the Youth Group (if there is such an existing organization) to hold a one year term, with full voting privileges.
- d) EX-OFFICIO MEMBERS: of the Council are as follows:
 - Associate Pastors
 - Pastoral Associates
 - Deacons,
 - Directors of Religious Education
 - Directors of Worship, and Youth Ministers

OTHER EX-OFFICIO MEMBERS INCLUDE:

An appointed member from each Parish organization (Sodality, Holy Name, C.Y.O., C.C. D.), and any member of a Committee who is not a member of the Council, including the Chairperson, if he/she is not a member.

Ex-Officio members do not have voting rights.

- e) HONORARY MEMBERS: (Those appointed by the Pastor with the right to vote, and being governed by the same rules regarding tenure of office as members at large). Up to four persons may be appointed by the Pastor to the Council, in order to ensure a balanced representation from all groups in the Parish, especially youth.
- f) The minimum number of membership on the Council will not be less than 18.

Section II:

Tenure:

- a) The term of office for elected or honorary members shall last for three years. **The term of office will start on July 1st to coincide with the fiscal year of the parish.**
- b) No elected or honorary member shall serve more than two consecutive full terms, after which the member will be ineligible for one year.
- c) A person who has served for more than half a term (18 months – elected or appointed) shall be considered to have served a full three year term.
- d) Any elected or appointed member absent for two regular meetings without having notified a Chairperson in advance of the meeting shall lose his or her membership on the Council. Moreover, if a member misses more than three of the regular meetings for the Council's fiscal year, even with proper notification, he/she may be asked to resign upon recommendation of the Council.
- e) Should a Council member become a registered member of another parish, he/she will immediately vacate his/her seat.

Section III:

Vacancies:

To fill a vacancy on the Council, the Chairperson of the Council selects the candidate who received the next highest number of votes (but was not elected) in the most recent Council election.

ARTICLE IV – Elections

Section I:

Nominating Committee:

- a) At the regular meeting held in November, the Council shall appoint three or five persons to serve as a Nominating Committee.
- b) The duties of this committee are:
 - 1). To obtain the consent of registered parishioners, 18 years of age or over who would be possible candidates to run for the council.

- 2). To prepare a slate of candidates to be voted on by the entire parish.
- 3). To inform candidates of what the Council is and how it operates.
- 4). The ideal number of candidates shall be at least twice the number of vacancies, and every effort should be made to reach that goal.
- 5). To conduct the election according to Council policy.

Section II:

Voting:

- a) Voting will take place by secret ballot of the entire parish on the fourth Sunday of April or to be determined by the Council.
- b) Any registered member of the parish eighteen years of age or older shall be entitled to vote.
- c) Provision will be made on the ballot for write-in candidates.

ARTICLE V – The Pastor on the Council

Section I:

As one of the People of God, the Pastor joins with the other members to make the Council a special family of persons bound together in friendship and support, personal sharing and mutual respect.

Section II:

As the spiritual guide of the parish, the Pastor calls for the work of the Council to grow from the action of the Holy Spirit. Through common prayer with the other members and a tone of gentle presence to the Spirit, he helps the Council see all their work as a spiritual service.

Section III:

As the leader of the parish, the Pastor brings a sense of vision and direction to the Council. He calls for professionalism in the planning and conduct of programs, affirms the gifts parishioners have received for the common good of the church, and by his enthusiasm and care motivates people to be involved and responsible.

ARTICLE VI - Officers

Section I:

The officers of the Council shall be a President, Chairperson, Vice-Chairperson, and Secretary.

Section II:

The election of officers shall take place at the regular meeting of the Council immediately following the annual election of new members. If there is more than one nominee for an office, voting shall be by secret ballot. The majority vote of members present shall determine the winners.

The term of the office shall be for one year starting on July 1st to coincide with the fiscal year of the Parish.

Three-fourths of the members of the Council must be present for the elections of the offices.

Section III:

In case of a vacancy in any office for any cause, the members of the Council, by election procedure provided in Section II of Article VI, may elect a successor to the unexpired term of the vacant office.

Section IV:

The duties of the President are:

- a) In accordance with Cannon Law 536, the Pastor is to be known as the President of the Parish Council.
- b) As President of the Parish Council, the Pastor should:
 - 1) Work closely with the Chairperson of the Parish Council in the preparation of the agenda.
 - 2) Contribute to the deliberation of the Council by offering his own views, as well as his pastoral and theological insights.
 - 3) Since he has an overview of the parish, keep the members informed of conditions within the parish and of its needs.
 - 4) Rely upon the Chairperson of the Parish Council to conduct the meetings and to maintain contact with each of the commissions.

Section V:

The duties of the Chairperson are:

- a) to preside at all meetings
- b) to work closely with the pastor in discharging the following responsibilities
 - 1) to call special meetings

- 2) to appoint, in consultation with the President, the Chairperson of Parish Council Commissions and the members of special committees.
 - 3) To develop the agenda for all Council meetings.
- c) to monitor the progress of programs being carried out through the Commissions.
 - d) To ensure that each council member is serving on a Commission. All Council members will be placed at the discretion of the Chairperson after consultation with the President.

Section VI:

The duties of the Vice-Chairperson are:

- a) to assume the duties of the Chairperson in his/her absence or at his/her request.
- b) To work with the Chairperson in monitoring the work of the Commissions.
- c) To perform such duties as the Chairperson shall delegate.

Section VII:

The duties of the Secretary are:

- a) to keep accurate minutes of the Council Meetings
- b) a week prior to the next Council meeting, to mail the following materials to the members:
 - 1) minutes of the last Council meeting
 - 2) agenda for the next meeting
 - 3) any pertinent background information
 - 4) to call roll of members of each meeting and keep such records as necessary to fulfill the requirements of Article III, Section 2, subsection c, responsibility of members to attend meetings.
- c) to be responsible for all correspondence of the Council
- d) to publish notice of meetings and agenda in the bulletin
- e) to submit summary of meeting to parish secretary for the parish bulletin the week after the meeting.
- f) To maintain record book(s) in which the by-laws, special rules of order, standing rules, and minutes are entered, with amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

ARTICLE VII – Commissions

Section I: (Titles)

The standing Commissions of the Parish Council shall be:

Church Life
 Worship and Spirituality
 Religious Education
 Social Justice and Peace
 Family Life
 Finance Council

Section II: (Responsibilities)

The responsibilities of the Commission will be in accordance with those listed in “The Parish Council” (the brown book).

Section III: (Serving)

Each member of the Council except the officers shall serve on one **or more** of the commissions.

Section IV: (Duties of the Chairperson)

- a) Prepare agenda for Commission meetings
- b) Chair commission meeting and involve each member in the work of the commission.
- c) Periodically review at the meeting the Pastoral Plan
- d) Assign to members the responsibility to lead opening prayer
- e) Must attend Council meetings to facilitate two-way communication between the Council and the Commissions. (Must recognize the fact that they are vital to the successful operation of the Council)
- f) when it is not possible for the chairperson to attend a Council meeting, he/she shall select a member of their commission to represent him/her.

Section V: (Recruiting)

The Chairperson of each Commission shall be free to recruit for his or her Commission, parishioners who are not members of the Council. These parishioners shall make up the great majority of each Commission.

Section VI: (Commission Meetings)

Each Commission should meet at least once between the meetings of the Council.

Section VII: (Programs)

All Commissions and committees are accountable to the Council and may work only on programs or areas which have been previously approved by the Council either in the Pastoral Plan or through subsequent action.

Section VIII: (Reports)

For the sake of accuracy, and to assist the Council secretary, written reports of the Commission meetings are to be prepared for the Council.

ARTICE VIII – Council Meetings

Section I:

All meetings of the Council shall be open to the parish. Meetings shall be publicized in advance.

Section II:

Regular meetings of the Council shall be held bimonthly on the first Sunday of the month per the following schedule: September, November, January and March, May and June, excluding July and August or as determined by the Council. In the event of an unscheduled meeting, one week's written notice shall be given all members of the Council.

Section III:

With the agreement of the Pastor, special meetings may be called by the Chairperson or any four members of the Council acting jointly. Written notification in advance should be given to all Council members of any special meetings with an agenda.

Section IV:

Three-fourths of the full voting membership of the Council represents a quorum and must be present for the Council to have a meeting.

Section V:

The order of procedure at Council meetings shall adhere to parliamentary procedure using Roberts Rules of Order as a reference.

Section VI:

Although the Council may pass motions by majority vote, if necessary, the Council should strive to make its decisions through consensus (a decision which all the Council members can at least live with, even a few who do not endorse it fully).

Section VII:

As the Council conducts its business, the Pastor expresses his opinion on the items preferably toward the end of the discussion. He does not, however, vote on the motion.

Section VIII:

All decisions of the Council become authoritative or final only with the assent of the Pastor. This responsibility of the Pastor will usually be carried out informally in the course of the discussion.

ARTICLE IX – Due Process Procedure

In a dispute between the Parish Council and the Pastor, a sincere attempt at resolution through dialogue and prayer must first be attempted with the parish. If the dispute cannot be resolved to the satisfaction of the parties involved, it may be appealed; first to the Dean as mediator, and then if necessary, to the Diocesan Board of Conciliation and Arbitration.

ARTICLE X – Amendment

These bylaws may be amended at any regular meeting of the Council by three-fourths of the voting membership, provided that the proposal to be amended was submitted in writing at the previous regular Council meeting or was sent to all members thirty (30) days in advance of the regular meeting.

STANDING RULES

Rule 1:

The Nominating Committee will “recruit” by asking those who feel the call to service and those who have talents that are needed to come forward as stewards of Christ. Although recruitment is primarily the responsibility of this committee, it should be understood that any parishioner is encouraged to actively recruit for council membership. The recruiting process should be ongoing throughout the year.

Rule 2:

The “recruits” will be asked to attend an informational meeting held the first Sunday of April.

Rule 3:

Within a week of this informational meeting, all willing candidates will be asked to submit a resume and picture, if possible to the election committee.

Rule 4:

All candidates should be notified of the election results as soon as possible.

Rule 5:

Members of the Parish shall be notified of the election results in the following week’s church bulletin.

These Bylaws were accepted and approved May 5, 2005. All previous Bylaws negated.

