

OUR LADY QUEEN OF PEACE CATHOLIC CHURCH

PASTORAL COUNCIL

Our Lady Queen of Peace Catholic Church, Diocese of St. Petersburg, Florida has formulated Our Lady Queen of Peace Pastoral Council By-laws in accordance with the rule of Canon #536 and pertinent Vatican and Diocesan documents. When the appointment of a new Pastor occurs, the Council and this document are suspended until ratified by the incoming Pastor.

MISSION STATEMENT

Formed by the Word of God, and nourished by the Sacraments, we the servant community of Our Lady Queen of Peace Catholic Church, blessed by our diversities, are bound in the Spirit by love, to reach out, respect, and embrace all people.

PURPOSE

The parish Pastoral Council works with the Pastor to carry out the mission of Christ through a welcoming, grateful, spiritual and service oriented environment for all. In doing so the Council:

- serves as a consultative body to the pastor,
- enables active and purposeful communication among the clergy, staff, ministries/organizations and parishioners,
- assists in the apostolic work of the church through its sanctifying, charitable, social, educational and financial roles,
- assesses the needs of the parish community and proposes programs aimed at fulfilling those needs, and
- fosters the mission of the parish

DUTIES OF MEMBERS OF THE PASTORAL COUNCIL

The members shall:

1. prepare for each meeting by reviewing the minutes of the previous meeting, examining the agenda for the coming meeting, and preparing any material specified for the meeting,
2. be assigned as a liaison, to a few parish ministries/organizations,
3. communicate on a regular basis with the head of those ministries/organizations, which enables every ministry/organization to be represented on the Council.
 - The communication with the heads of ministries/organizations shall consist of two parts:
 - a. information presented at the council meetings that needs to be widely disseminated to parishioners,
 - b. information or concerns that the ministries/organizations wish to bring before the Council.
4. give a report on the activities of the ministries/organizations that the liaison represents at each meeting.

TERMS OF OFFICE

The members of the parish Pastoral Council serve for a three-year term and may be re-elected for two additional terms. The term begins July 1 and runs to June 30. Meetings occur every two months.

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OUR LADY QUEEN OF PEACE CATHOLIC CHURCH

PARISH PASTORAL COUNCIL BY-LAWS

Article I – Preamble

Our Lady Queen of Peace Catholic Church, New Port Richey, Florida, in order to assist in the evangelizing mission of the parish, to facilitate collaboration in decision making and widespread lay participation herein present these By-laws.

Article II – Purpose

The Council is established to work with the Pastor to carry out the mission of Christ through a welcoming, grateful, spiritual and service oriented environment for all. In doing so the Council will:

be a consultative body to the Pastor,

enable active and purposeful communication among the clergy, staff, ministries/organizations and parishioners for the improvement of the Church,

assist in the apostolic work of the Church through its sanctifying, charitable, social, educational and financial roles,

assess the needs of the parish community and establish programs aimed at fulfilling those needs, and

foster the mission of the parish: Formed by the Word of God, and nourished by the Sacraments, we the servant community of Our Lady Queen of Peace Catholic Church, blessed by our diversities, are bound in the Spirit by love, to reach out, respect, and embrace all people.

Article III – Authority

Section 1 – The Council makes recommendations for the parish to the Pastor. These recommendations are consistent with the teachings and laws of the Catholic Church.

Section 2 – The Pastor participates in council discussions and provides the council with information that may be helpful in making good recommendations. The Pastor makes parish decisions in light of these recommendations and other information he possesses during the course of the meeting or after reflection and discernment.

Section 3 – The Pastor may reject recommendations of the Council and make decisions independent of the Council.

Article IV – Membership

Section 1 – the membership of the Pastoral Council shall be constituted in the following way:

Eleven (11) to fourteen (14) members from the parish at large. Eight (8) shall be elected by the parishioners, three (3) shall be selected by the Pastor. All elected representative must be confirmed by the Pastor. These numbers may be adjusted according to the needs of the times.

1. As much as possible the Council shall reflect all groups in the parish, e.g., young and elderly, women and men, racial and ethnic groups, recent parishioners and long-term parishioners, etc.

Section 2 – The clergy and staff members appointed by the Pastor are non-voting ex-officio members.

Section 3 – Membership on the Council is a special ministry. To qualify for this ministry a person must be a fully initiated Roman Catholic and a registered member of Our Lady Queen of Peace Catholic Church.

Section 4 – All elected/selected members shall serve for a term of three (3) years and no elected/selected member shall serve more than three (3) consecutive three-year terms.

Section 5 – No parish employee will be a voting member of the Council. This applies to all parish personnel, salaried, part- or full-time.

Section 6 – The term of office is from July 1 to June 30.

Article V – Nominations, Election and Selection of Members

Section 1 – the Council shall in March appoint a Search Committee. Its responsibility shall be to seek from within the parish community potential nominees. (The Search Committee shall consist of at least three Council members.) Additional committee members can be chosen from the Parish at large.

Section 2 –In April the committee shall present the names of the nominees who have shown a willingness to serve. Additional names can be added prior to the closing of nominations. The number of names should exceed the number of available seats.

Section 3 – Nominated information that has been submitted to the parish office shall be published in the parish bulletin at least two weeks prior to the election. Elections shall take place during the **third** weekend of May. Elections will be by simple majority.

Section 4 – Nominated candidates not elected will be eligible for selection. (Selections shall be announced by the Pastor.)

Section 5 – Those elected and selected shall begin their three-year term on July 1.

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Section 6 – If a person deems it necessary to resign from the Pastoral Council, he/she should submit a letter of resignation to the Chairperson prior to the next scheduled meeting.

Section 7 – A vacancy on the Pastoral Council for any other reason than the expiration of a member's term shall be filled by the Council for the unexpired term. It will be done at the first meeting following the vacancy.

Section 8 – If a member is absent for two (2) consecutive meetings whether excused or unexcused in any fiscal year, his/her continuation on the Council shall be discussed with him/her by the Chairperson in consultation with the Pastor and if necessary reviewed by the Council.

Section 9 – In relation to the removal of a member of the Pastoral Council, a written complaint must be submitted to a member of the Executive Committee. The cited person will be notified of the complaint by letter. A special closed door, two-part meeting of the Pastoral Council shall be scheduled to review the complaint. Part of this meeting will consist of the presentation of the information. The cited person shall be invited to part one of the meetings only. After the person leaves, part two will consist of discussion and consensus of the Council. The cited person will be notified of the result of the consensus as soon as possible.

Article VI – Officers

Section 1 –The Pastor of Our Lady Queen of Peace, the Chairperson, Vice-Chairperson and Secretary will comprise the Executive Committee of the Pastoral Council. This committee is responsible for the annual orientation of new members and for the continuing education of all council members.

Section 2 – The Chairperson, in consultation with the Pastor, and/or other officers will prepare the agenda for the Council meetings and preside over Council meetings. The Chairperson will schedule parish town hall meetings as necessary, prepare the agenda and preside over these meetings. The Chair will ensure that Council orientation is conducted for new members prior to the July meeting.

Section 3 – the Vice-chairperson shall preside at all meetings in the absence of the Chairperson and should the chair be unable to finish his/her term, fill the remaining term and duties of the Chair.

Section 4 – The Secretary shall faithfully keep a record of the minutes of all Council meetings and a record of the membership of the Council. He/she shall maintain the Council records and archives and send, receive and file all correspondence, including the distribution of monthly minutes and submit the minutes to the office prior to the next meeting.

Section 5 –The officers shall serve for a three-year term and will be elected at the July meeting. All Pastoral Council members are eligible to hold office. Candidates for officers may be self-nominated or nominated by another member of the Council. Each nominee will be asked to accept or decline. The office of Chairperson will be filled first. Voting for this office shall be by written ballot from the names of those who have accepted nomination. This procedure shall be followed for the offices of Vice-

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chairperson and Secretary. Officers shall take their office during the July meeting for a period of three years. They may be re-elected for more than one term. All Pastoral Council members, both current and newly elected, will have one vote per elected office. A Pastoral Council member shall have the option of not voting in an election.

Article VII – Members of the Pastoral Council

Section 1 – Members shall prepare for each meeting by reviewing the minutes of the previous meeting, examining the agenda for the coming meeting, and preparing any material specified for the meeting.

Section 2 – Each member of the Council shall be assigned as a liaison to a few parish ministries/organizations. The Council member shall regularly communicate with heads of those ministries/organizations. In this way every ministry/organization is represented on the Council.

Section 3 – The communication with the heads of ministries/organizations shall consist of two parts:

1. information presented at the Council meetings that needs to be widely disseminated to parishioners,
2. information or concerns that the ministries/organizations wish to bring before the Council.

Section 4 – At the Council meeting, each member shall give a report on the activities of the ministries/organizations that he/she represents.

Article VIII – Meetings

Section 1 – The Council shall hold regular meetings bi monthly or as necessary due to holidays or holy days. The Executive Committee or Pastor may call special meetings as necessary. A meeting generally is not held in December.

Section 2 – The Executive Committee shall set the place, date and time for all meetings.

Section 3 – The majority of Pastoral Council members shall constitute a quorum.

Section 4 – Meetings of the Pastoral Council shall be conducted according to consensus. If a consensus cannot be reached after prayerful discernment, a decision may be reached using Robert's Rules of Order-with each elected/selected member having one vote.

Section 5 – All Pastoral Council meetings are open to all parishioners, unless a closed-door session is deemed necessary.

Article IX – Commissions and Committees

Section 1 – The Council may establish any commission or committee it deems necessary. These

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committees or commissions may be long standing or ad hoc. Ad Hoc committees of the Pastoral Council may be formed in response to a specific event, question, or concern. The duration of a committee's existence will depend on the matter being considered and the process adopted by the committee and will be dissolved when the purpose is achieved.

Article X – Amendments

The By-laws may be amended at any meeting of the Pastoral Council. The proposed amendment shall be given in writing to each member one month in advance of the meeting at which the amendment shall be considered. A two-thirds vote of the entire Council is necessary.

Article XI – Dissolution of the Pastoral Council can be dissolved by the Pastor. The decision can be appealed to the Bishop of the Diocese of St. Petersburg.

Agreement and Adoption

Agreed and adopted on the Feast of the Immaculate Conception, December 8, 2014.