

By-Laws of the Parish Pastoral Council Of St. Thomas the Apostle the Apostle Parish

Article 1:

Name of Organization

The name of the organization is "The Parish Pastoral Council of St. Thomas the Apostle Parish" and is located in Lenoir City, Tennessee. It will be referred to as the Parish Pastoral Council (PPC).

Article 2:

Purpose and Aim

The purpose and aim of the Parish Pastoral Council is to advise the Pastor for the growth and betterment of the parish and to assist the Pastor in formulating programs and policies. The members of the Council should be a praying community and by their example lead the parish to a fuller life of prayer. They should be sensitive to the movement of the Spirit among the people of God in the parish and be truly representative of all members of the parish in their advice. They are to support the pastor in his role as shepherd of the parish. They should foster unity in the parish, encourage full participation of parishioners in parish life, and promote on-going dialogue among the staff, parishioners, and the various parish organizations.

Article 3:

Membership

A. Number and Status

- a. *Ex-officio* the Pastor (whose advisory Council this is), Parochial Vicar(s), Deacon(s), and Finance Council Chairperson are members of the Parish Pastoral Council.
- b. Six members shall be appointed who represent the parish community. ✓
- c. The members of the Council will be appointed to a three year term. In order to fulfill the requirement of section [g] below, the Pastor may appoint members to a term less than three years. This must be made clear to the appointee.
- d. An additional member, or members, may be appointed by the Pastor to represent the parish as a whole or an additional group not already represented by a member, or a parish demographic lacking representation on the Parish Pastoral Council.
- e. The number of appointed members of the Parish Pastoral Council shall not exceed a total of eight, all of whom will be appointed by the Pastor.
- f. No paid staff, Finance Council members (with the exception of the Finance Council Chairperson), or immediate family members of either shall be a member of the Parish Pastoral Council.
- g. Annually, one-third of the Council members shall be appointed to fill vacancies created by members whose terms are due to expire.

h. Members of the council receive no compensation for their service. They are reimbursed only for expenses directly related to carrying out their council service.

B. Qualifications

- a. Any registered parishioner who has reached his/her 18th birthday by the day of installation and is a confirmed Catholic in good standing, may be appointed and serve as a member of the Parish Pastoral Council.
- b. Nominees for membership on the Parish Pastoral Council will have had VIRTUS training and a background check before their names are considered by the Pastor.
- c. Members are chosen for the talents and gifts they can contribute to enable the Parish Pastoral Council to accomplish its purpose and aim.
- d. Members must be practicing members of the Catholic faith, who embrace the teachings of the Magisterium.
- e. Members should be team players, discreet, even-tempered, open-minded, and should reflect the parish's various social and demographic backgrounds.
- f. Members should be deeply committed to the Lord and be willing to commit to their responsibility.

Article 4:

Appointments, Vacancies, Resignations, and Removals

A. Nominations are made each year in May.

- a. During the month preceding appointments, an announcement requesting nominations shall be placed in the parish bulletin.
- b. Each person submitting his/her name, or submitting the name of another, shall write a brief letter to the Pastor stating qualifications for serving on the Council.
- c. Appointments are made by the pastor, who may employ the help of anyone he deems appropriate.

B. Vacancies occurring outside the scheduled term will be filled by appointment of the Pastor.

C. Resignations

- a. Any member of the Council may resign by filing a written resignation with the Pastor with a copy to the chairman. If the Chairman wishes to resign, a copy of the resignation letter will be given to the Vice-Chair.
- b. It is expected that a three-month notice of resignation will be given except in extraordinary circumstances.

D. Removals

- a. Any member who misses four (4) consecutive meetings of the Council will be automatically removed from the Council.
- b. The Pastor has the power to remove Council members for just cause without consultation with the other members of the Council.
- c. At any meeting of the Council, a member may be removed for good cause by consensus, or by an affirmative vote of three-fourths of the Council. The Pastor has the final say in all proposed removals from the Council.

- d. Any member whose removal has been proposed shall be given written notice of same and an opportunity to attend the meeting where discussion of such proposal will take place. Good cause includes, but is not limited to, physical or mental incapacity, or failure to perform duties as a Council member.

Article 5:

Responsibilities of the Pastor and Council Officers

- A. Pastor
 - a. The Pastor must be present at all meetings of the Parish Pastoral Council. He may preside personally or entrust that responsibility to the Chairman.
 - b. The Pastor bears the responsibility to ensure that Parish Pastoral Council recommendations are in accordance with the laws and teachings of the Church and Diocesan policy.
 - c. Recommendations of the Parish Pastoral Council are made to the Pastor. They are not binding on him, however, he is not to act contrary to the recommendation without an overriding reason which should at least be communicated to the Council.
- B. Chairman
 - a. The Chairman, appointed by the Pastor, shall conduct all regular and special meetings of the Parish Pastoral Council at the Pastor's request.
 - b. In consultation with the Pastor, the Chairman shall also be responsible for preparation of the agenda for each Parish Pastoral Council meeting.
 - c. Other duties may be assigned to the Chairman may include, but are not limited to:
 - i. Organizing & coordinating activities and work entrusted the Council by the Pastor;
 - ii. Developing and maintaining an annual Council calendar;
 - iii. Facilitating Council meetings by helping members work together, participate fully in discussions and making recommendations;
 - iv. Advocating before the Pastor all Council recommendations.
 - v. Assisting the incoming Chairman to understand the responsibilities of the office and the resources available.
- C. Vice-Chairman
 - a. The Vice-Chairman, appointed by the Pastor, assumes the responsibilities of the Chairman when he is absent.

- D. Secretary
 - a. The Parish Pastoral Council Secretary, appointed by the Pastor, shall:
 - i. maintain a written record of the minutes of the Parish Pastoral Council and sees that the minutes, after being approved by the Pastor, are available to the Council members.
 - ii. initiate, receive, and respond to all correspondence as necessary.
 - iii. preserve all reports and documents committed to his/her care.
 - iv. write condensed reports regarding recommendations of the Parish Pastoral Council for the parish bulletin. The reports will be approved by the Pastor before submission to the bulletin editor.
 - v. take attendance at meetings and record absences.
 - vi. maintain the official list of all Council members and their terms and keep those lists current with regard to address and phone number.

- vii. file copies of all records with the parish secretary to be preserved in the parish archive.
- viii. Ensure that a copy of the latest version of these by-laws are kept in the parish archives as well as sending a copy to the Office of the Chancellor for the Diocese of Knoxville.

E. Appointment of Officers

- a. All officers will be appointed for a one year term.
- b. They may be appointed consecutively for as long as they are on the council.

**Article 6:
Committees**

- A. The Pastor may establish certain standing committees that address various aspects of the life of the parish which are continual in nature, such as, but not limited to: Liturgy, Social Action, Administration, Religious Education, etc.
- B. The Pastor may appoint special committees as the need arises either of his own accord or in response to a request by the Parish Pastoral Council.
- C. All Committees should recognize that they are to support the PPC in making knowledgeable and informed recommendations to the Pastor about their area of interest.

**Article 7:
Meetings**

- A. Meetings shall be held at such time, place, and date as the Pastor may designate.
 - a. The Council may never meet or act as a Council without the Pastor's presence or at least his consent.
- B. The Council shall meet at least four (4) times a year. Special-called meetings may be considered as part of the minimum requirement.
- C. Notice of Council meetings, provided by the Council Secretary, will be announced in the bulletin. Notice of intended absence from any meeting should be given to the Pastor or any Officer of the Council.
- D. The Pastor may call a meeting at any time for any reason keeping in mind due consideration of those who are to attend.
- E. Meetings are usually not open to the parish at large as certain matters are often discussed which need confidentiality.
 - a. If a parishioner wishes to have a matter presented to the Parish Pastoral Council he should bring it to the Pastor's attention, preferably in writing, who will then present it before the Parish Pastoral Council as he sees fit.
- F. At least once a year a town-hall meeting open to the whole parish and lead by the Pastor and the PPC will be held in which parishioners may make their needs and opinions known.
- G. A quorum shall be a simple majority of the members and is required to conduct a meeting. The quorum is established so as to ensure balanced opinions and advice.

**Article 8:
Dissolution**

- A. When the Pastor leaves the parish through transfer, retirement, or death, the Council is dissolved.

- a. Should an Administrator be named, the PPC will continue to advise him until such time as a pastor is named.
- B. Should the Pastor find the PPC to be in need of dissolution, he is to request permission from the Bishop before he may do so.

Article 9:

Amendments to These By-laws

Amendments may be recommended by a two-thirds vote of the membership of the Parish Pastoral Council. Amendments may be implemented only after approval of the Pastor and the Bishop or his representatives in these matters. A copy of the amended by-laws shall be sent to the Office of the Chancellor of the Diocese of Knoxville for archival purposes.

These by-Laws of the Parish Pastoral Council of St. Sample Parish are hereby approved and adopted as attested by the signatures below.

Bishop

Pastor

Diocesan Chancellor/Chief Operating Officer

