

ST. JUDE THE APOSTLE CHURCH
LEWES, DE 19958
BYLAWS OF THE PASTORAL COUNCIL

PREAMBLE

We, the members of St. Jude the Apostle Church Pastoral Council, operating under the auspices of the Roman Catholic Diocese of Wilmington, are committed to living and proclaiming the Gospel of Jesus Christ and following the teachings of the Catholic Church. As members of the Pastoral Council, we are conscious of our membership in the Body of Christ and our responsibility to collaborate with our Pastor by sharing our talents, time, treasure, and wisdom for the sake of the mission of Christ. We gather as a Pastoral Council to advise our Pastor in matters affecting our Parish Mission Statement as follows:

We, the members of St. Jude the Apostle Church, are committed to living and proclaiming the Gospel of Jesus Christ. Our universal call to holiness is guided by faithfully following the teachings of the Catholic Church, being nourished by the Sacraments, especially the Eucharist, and being formed by our desire to be charitable, just and welcoming to all.

ARTICLE I

Name

The name of this body shall be St. Jude the Apostle Church Pastoral Council, hereafter referred to as "the Council".

ARTICLE II

Purpose

Section 1. 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 and to help with the programs initiated for the welfare of the parish.

Section 2. The primary purposes of the Council shall be:

- a. Consultation to the Pastor in prayerfully identifying, planning, and coordinating pastoral activity and initiatives. The Council shall strive to reach consensus on issues that are presented and addressed. The Pastor may act in accord with the recommendations of the Council unless there are overriding reasons which are to be made clear to the Council;
- b. Evaluation and review of Council and Standing Committees' goals at least yearly and adjusting said goals in accordance with the Parish Mission Statement;

c. Collaboration with the Parish Finance Council to assist the Pastor in his role as parish administrator and financial steward. The Council shall review the annual budget submitted by the Parish Finance Council and make recommendations to the Pastor, who is responsible to approve said budget. The Council shall provide input regarding the budgets of all offices and ministries subsidized by parish funds;

d. Communication of the Council's activities and work shall be rendered to the parishioners, from time to time, but not less often than annually.

ARTICLE III

Members

Section 1. Any lay person who is fully initiated, or in the process of becoming fully initiated, and participating member of the Roman Catholic Church, and free of any Canonical impediment affecting full participation in the life of the Church, and who has attained the age of 18 years by the date of appointment, and who is a registered member of the parish is eligible for membership.

Section 2. The Council shall consist of no more than twelve voting members appointed by the Pastor. The Pastor, after consultation with the Council, may name up to seven lay persons as reserve members. Reserve members are non-voting and are required to attend at least two meetings annually. The reserve members will be used to fill vacancies as they arise and may remain in reserve for as long as they choose.

Section 3. A clergy representative other than the Pastor, the Director of Christian Formation, and the Finance Council Liaison shall be an automatic ex-officio non-voting member of the Council.

Section 4. All voting members have non-extendable three-year terms of office. The Pastor may waive this requirement as required. The number of persons appointed to the Council shall provide for staggered terms of office to preserve continuity for the Council.

Section 5. In the event the seat of any Council member becomes vacant for any reason, a reserve member will be appointed to fill the vacancy for the un-expired term and will be allowed one full additional term.

ARTICLE IV

Officers' Duties

Section 1. The Council Officers shall serve as the primary leadership of the Council. The Council Officers shall consist of the Chairperson, the Executive Officer, at least one, but no more than two Secretaries, and at least one but no more than three Members at Large. The Executive Officer, Secretaries, and Members at Large Officers shall serve for a term of two years. The Officers may succeed themselves for one year; however, the Pastor may waive this requirement. Upon conclusion of said term, the Council members shall nominate and elect Officers at the first meeting after the Council membership appointments. Before assuming

office, the Pastor must approve each Officer nomination and appointment. The Council Officers shall meet monthly prior to the scheduled Council meeting. It shall be the responsibility of the Council Officers to: (a) collaborate in preparing the Council agenda and (b) conduct its assigned business.

Section 2. The Chairperson, who by Canon Law is the Pastor, is the designated presiding officer of the Council. The Pastor may choose to chair the regular Council meetings or may delegate this role to the Executive Officer or other designee as appropriate. The Pastor may call special Council meetings as needed for the welfare of the parish.

Section 3. The Executive Officer may preside at Council meetings as delegated by the Pastor. The Executive Officer shall assist in coordinating the ministry of the Council and shall ensure that the parish community is informed of the work of the Council. The Executive Officer shall perform other related duties as may be delegated by the Pastor.

Section 4. The recording and corresponding duties of the Secretary may be shared by two Officers. The Secretary shall record the minutes at all regular and special meetings of the Council and shall communicate these minutes to the Council members prior to the next scheduled meeting. The Secretary shall ensure that the approved minutes of the Council are saved as a permanent record in coordination with the parish office. Additionally, the Secretary shall manage official Council correspondence that may include giving and receiving notices, countersigning documents, and other related duties as may be delegated by the Executive Officer.

Section 5. The Members at Large shall share in guiding the vision and agenda for the Council. In the absence of the Pastor and the Executive Officer, a Member at Large shall be delegated to preside at the Council meeting. The Members at Large shall perform other related duties as delegated by the Council Officers.

Section 6. If a Council Officer vacancy occurs specific to the Executive Officer, Secretary, or Member at Large prior to the conclusion of the term of service, the Council shall appoint from its own membership to fill the office. Before assuming office, the Pastor must approve the appointed Officer.

Section 7. At the conclusion of the term of service, Officers shall submit all information, records, papers, and property specific to the office and help their successor in transitioning in a prompt manner.

ARTICLE V

Functions of the Council

Section 1. In ordinary matters, the Council shall submit its recommendations to the Pastor in the form of conclusions or motions duly made, seconded, and passed by a majority vote. In more serious pastoral and spiritual matters, the Council shall attempt to reach a consensus through study, discussion, and prayer.

Section 2. While not a voting member, the Pastor shall take an active part in the work of the Council. The Pastor must authorize the Council's recommendations before they become parish policy.

Section 3. If the Pastor, for serious reasons of fidelity to the Gospel, obedience to Church or Civil Law, or other serious financial, administrative, or pastoral considerations, feels the Council's recommendations are not in the best interest of the parish, he shall fully and honestly discuss his reservations with the Council.

Section 4. If the Council is unable to reach consensus with the Pastor, the Council may pursue a resolution through the Catholic Diocese of Wilmington.

Section 5. The Council will recruit those in our parish community to prayerfully consider service by sharing their time and talents on the Council and/or other parish ministries. The Council will educate the parish community about the ministry of serving on the Council. The Council will inform the parish community of the candidates and their desire to serve on the Council. It is also the responsibility of the Council to assist in the orientation of new Council members.

ARTICLE VI

Meetings

Section 1. Regular meetings shall be held monthly, at least ten times each fiscal year, except July. The day of the month for regular meetings should be determined at the June Council meeting for the following Council year.

Section 2. Special meetings may be called by the Pastor or at the request of one-third of the Council members. Adequate notice of said meetings shall be given to the Council with the purpose stated in the notification.

Section 3. Council members shall be notified of the time and place of all regular and special Council meetings through the parish bulletin and other appropriate means.

Section 4. Regular monthly meetings are open to all parishioners and staff members and Committee members as observers unless the Pastor has determined otherwise prior to a particular meeting.

Section 5. If no Secretary is present, secretarial duties may be assigned to a parish staff person or the Council may select a secretary. Council meeting minutes shall be sent to Council members at least 3 days prior to the Council Officer's meeting. A summary of issues discussed at the Council meetings shall be presented monthly in the parish bulletin.

Section 6. *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Council in cases where they are not in conflict with any special rules of order that the Council may adopt.

Section 7. A majority of the voting members of the Council shall constitute a quorum for the transaction of business at regular meetings.

Section 8. If a Council member misses three consecutive unexcused meetings or has a consistent attendance problem, the member shall be removed from the Council.

Section 9. An orientation meeting for new Council members will be held after their appointment and before the September Council meeting.

ARTICLE VII

Committees

Section 1. The Council Standing Committees shall be Liturgy, Parish and Family Life, Social Concerns, and Building and Maintenance. All Standing Committees shall always act in accordance with the provisions of Civil and Canon law. Basic duties of the committees shall be:

a. The Liturgy Committee shall be responsible to provide for the dignified and reverent celebration of the Sacred Liturgy in accordance with the General Instruction of the Roman Missal, Ceremonial of Bishops, and any other Vatican, Diocesan, or local directives. It shall implement specific programs directed toward the proper celebration of the Sacred Liturgy. The committee shall recruit and sponsor training sessions for all the ministers of the altar.

b. The Parish and Family Life Committee shall develop programs to meet and welcome new members in the parish, foster a sense of community among all parishioners, and enable them to draw strength from each other as they witness to the faith in our time and culture.

c. The Social Concerns Committee shall be responsible for assessing and meeting the temporal needs of parishioners as well as the community. The committee acts as a resource for promoting and implementing works of charity and social justice. Its ministries are grounded in the Biblical and theological foundations of Catholic Social Teaching.

d. The Building and Maintenance Committee shall assist the Building Facility Manager with suggestions for maintenance and improvements to the parish buildings and property, which are deemed necessary.

Section 2. The Pastor in consultation with the Council Officers shall have authority to create any ad hoc committees and to designate the members thereof.

Section 3. Each Council Committee shall have a Chairperson and a Secretary and shall keep a record of its meetings. The Chairperson is responsible for communicating appropriate activities of the committee to the parish and to the Council, including fiscal reporting.

Section 4. The Pastor, upon recommendation of the particular committee, shall approve a Chairperson for each committee. The Chairperson shall have authority to call committee meetings as often and at such times as may be necessary.

Section 5. A liaison will be established between the Council and each Standing Committee. If no Council member volunteers to be the liaison, the Council Officers will appoint a Council member liaison. The Council liaison will facilitate a working relationship between said committee and Council.

ARTICLE VIII

Definitions

Section 1. The definitions provided in this document are descriptive and are intended to explain concepts, roles, and responsibilities of St. Jude the Apostle Church.

- **Amendment:** To change or modify for the better; to alter by modification, deletion, or addition.
- **Chairperson:** The designated presiding officer of the Pastoral Council is the Pastor.
- **Ex-Officio Member:** A member as a result of one's status or position.
- **Finance Council:** Representatives of the parish who assist the Pastor in the prudent planning and administration of all parish financial matters.
- **Liaison:** Pastoral Council members who communicate and cooperate with existing parish committees to build a close working relationship for the purpose of supporting and strengthening the essence of the parish functions.
- **Member:** One of the persons constituting a family, parish, committee, organization, or the like.
- **Mission Statement:** A practical reflection on the question: *What does it mean for this parish, in this time and place, to live Christ and to continue His saving mission?*
- **Nominate:** To name, designate by name, appoint, or propose for an appointment.
- **Officer:** An individual holding a position of trust to be dedicated to the welfare of the entire parish and universal Church.
- **Parish:** A community of the Christian faithful established within a particular church (diocese) who form the essence of evangelization, worship, community fellowship, service, stewardship, and leadership. All elements are interrelated and supportive of each other.
- **Pastor:** The Pastor is the proper shepherd of the parish entrusted to him, exercising pastoral care in the community entrusted to him under the authority of the diocesan Bishop in whose ministry of Christ he has been called to share; in accord with the norm of law, he carries out for his community the duties of teaching, sanctifying, and governing, with the cooperation of other Presbyters or Deacons and the assistance of lay members of the Catholic Christian faithful. (Canon 519)
- **Pastoral Council:** A Pastoral Council may be established by the Pastor. The primary purpose of the Pastoral Council is to assist the Pastor to identify pastoral needs in the parish, help him plan pastoral programs, improve pastoral services, and evaluate the effectiveness of existing programs and services with a view to their improvement, or, at times, their substitution or termination.
- **Pastoral Council Members:** Individuals who are representative of the parish community appointed by the Pastor who share in the pastoral care of the parish.
- **Quorum:** The minimum number of members of a deliberative body who must be present at any of its meetings to make the proceedings of that meeting valid.

- **Secretary:** An individual responsible with the direction and management of keeping records, the official correspondence, giving and receiving notices, countersigning documents, and other related duties as may be delegated.
- **Vision Statement:** An aspirational statement that the parish articulates as what they would like to achieve. The vision statement acts as a guide for the parish to follow.

ARTICLE IX

Ratification and Amendments

Section 1. These Bylaws shall be effective upon approval of the Episcopal Vicar of Administration, Diocese of Wilmington.

Section 2. These Bylaws may be amended at any regular meeting of the Council at which a majority of voting members is in attendance. Proposed amendments must be presented and discussed one month before a vote is taken, also at a meeting attended by a majority of voting members. Amendments must be approved by a two-thirds vote of those in attendance, and do not become effective until approved by the Episcopal Vicar for Administration, Diocese of Wilmington.

Amended August 11, 2005 (Article VII, Section 1)

Amended January 3, 2007 (Article VII, Sections 2 & 3)

Amended May 19, 2015 (Reviewed & Revised in entirety)

Amended November 15, 2022 (Reviewed & Revised in entirety)