***The Church of the Annunciation PASTORAL COUNCIL BYLAWS***

1. **MEMBERSHIP**

**A.  OFFICERS**

1. Chairperson

1. Is an official representative member of the Pastoral Council

of the Archdiocese of Louisville.

1. Calls and chairs all meetings of the council.

1. Oversees all activities of the council.

1. Convenes executive committee to prepare council

meeting agenda.

1. Ensures communication between pastoral council and

Parishioners.

1. Vice-Chairperson-(optional)

1. Chairs meetings in the absence of the chairperson.

1. Assists the chairperson in overseeing the activities of the

Council.

1. Succeeds the chairperson in case of resignation or

disqualification.

1. Secretary

1. Maintains written records of minutes of council meetings.

1. Maintains attendance records of council members.

1. Maintains current records of names, addresses, date of entry and termination on pastoral council and telephone numbers of council members.

1. Distributes minutes of council meetings and agendum of

upcoming meetings to council members.

1. **SELECTED**

1. Each pastoral council representative is designated to serve

on one of the three coordinating committees of the Pastoral

Council. If a Pastoral Council representative assumes a second

term, then a new committee should be assigned to that representative and he/she will be then co-chair of that coordinating committee the first year.

1. Attend Council meetings and participate in council discussions

and decisions.

1. Give periodic reports concerning the status and needs of

Constituency.

1. Ensure communication between and among all aspects of the parish.

1. **EX-OFFICIO, APPOINTED**

Attend council meetings and participate in council discussions and

              decisions.

1. **COORDINATING COMMITTEE CHAIRPERSONS**

1. Acquaint committee members with scope and responsibilities of

Committee; provide formation/education for members, utilizing

Parish and archdiocesan resources.

1. Prepare and distribute agenda for committee meetings.

1. Conduct meetings; assist members in working together

effectively and using consensus decisions-making methods.

1. Plan with the committee annual objectives and programs; report

to the parish pastoral council for acceptance or modification.

1. Monitor implementation of all committee.

1. Coordinate all activities of the committee.

1. Develop committee budget in cooperation with the finance council.

1. Perform duties which the council or committee considers appropriate.

1. The term of service as chairperson is no longer than one consecutive year.

1. **PASTOR**

1. The pastor presides at the council by:

1. Making sure that the scope of the council’s concerns reflects

the mission of the church.

1. Working with the council to build an atmosphere of trust

and a community of faith.

1. Ensuring that council members have adequate training.

1. Assisting in formulating the council agenda.

1. Sharing in dialogue that leads to formulation of policy.

1. Serving as chief administrative officer of the parish.

1. Executing the policies formulated by the council.

1. The pastor or administrator does not chair council meetings.

1. **COMMITTEES**

1. **EXECUTIVE COMMITTEE**

1. Consists of Chairperson, Vice-Chairperson, Pastor, & appropriate chair coordinator.

1. Prepares agenda of council meetings

1. Provides orientation of new members.

1. Distributes update pastoral council organizational and operational guidelines.

1. Provides formational/educational opportunities for council members

1. Facilitates evaluation of council’s effectiveness.

1. **COORDINATING COMMITTEES**

1. Purpose

Each coordinating committee implements the pastoral council’s

goals and priorities in its own area of responsibility. Council and

Committees work together to accomplish the parish’s mission,

Especially in the areas of worshipping God in word and sacrament, teaching and sharing faith, serving human needs, and building faith community.

1. Responsibilities

1. Administration:

Equipping and caring for physical and human resources.

Areas of responsibility: property, buildings, and grounds, personnel.

Over-see money counters, Catholic Service Appeal, coordinator of parish Fund-raising range (strategic) planning. Committees of the Pastoral Council to continually evaluate the management of the parish resources of time, talent, and treasure.

1. Parish Faith

Formation: Role is to coordinate all efforts that pertain to the whole Christian person. Committee is advisory in the design, implementation, and evaluation of Educational/Formational programs of the parish, which include: Religious Education: sacramental preparation, RCIA, adult and family formation, bible studies, youth, and young adult ministry.

Worship: Role is to foster growth by providing the faith community with prayer and liturgical experience, and to nourish and deepen a fruitful liturgical life of the parish, which include Eucharistic Minister, Lectors, Music Ministry, Hospitality, and Acolytes (Servers).

c.   Parish Life

Service: Role is to coordinate physical, social and services within and beyond the parish, which includes Centro Latino

Stewardship: Role is to concern itself with stewardship in all the facets of parish life and working with other standing committees of the pastoral council to continually evaluate the management of parish resources of time, talent and treasure, which includes: Parish Picnic, Fish Fry, Our Lady of Guadalupe Committee, Christmas Parish Dinner, ACTS, Men’s Club, and St. Ann’s Altar Society.

 3. **MEETINGS**

1. Meetings of the pastoral council will be a minimum of 10 months (August-July) with December and January off. Meetings will be held on the last Tuesday of every month. Prayer, reflection, and study will be part of the council’s regular agenda.

1. The agenda will be determined before the

meeting based on written committee reports

and needs and concerns of the parish. Parishioners may submit items for consideration.

1. Only business which is listed on the agenda

for a special meeting of the council will be discussed at that time.

1. Notice of council meetings will be published

in the bulletin. All parishioners are welcome

to attend meetings as observers. When confidential matters need to be discussed, guests can be dismissed.

1. Proposals by any member of the parish may be

submitted to the council by presenting the proposal in writing to the executive committee at least one week in advance of the regular council meeting. Consideration of the proposal follows the normal procedure for new business.

1. Consensus is the preferred decision-making

process for the parish pastoral council in major matters.

**4.  AMENDMENTS**

Operational  Guidelines (by-laws) may be amended by the council by consensus or a vote to two-thirds of all members of the council.

**DATE OF APPROVAL:** August 20, 2020

**DATE OF NEXT REVIEW:** August, 2021