

**BYLAWS: The Parish Pastoral Council (updated November 6, 2019)**  
**The Parish of St. Eugene**  
**Asheville, North Carolina**

**Mission Statement**

As Catholic Christians, we come together to form an intergenerational parish community that is diverse, hospitable and inclusive; assumes its baptismal call to ministry and service within the parish and beyond its boundaries; values music, art and education; embraces Christ's teachings of peace, faith, hope and love; and respects the Eucharist as the source and summit of parish life.

**ARTICLE I**

**Name**

This organization shall be known as the Parish Pastoral Council of the Parish of St. Eugene (the "Pastoral Council").

**ARTICLE II**

**Purpose**

The Pastoral Council is an advisory body to the Pastor, and nominated by members of the Council, self-nominated or recommended by members of the Parish, and appointed by the Pastor.

**ARTICLE III**

**Duties, Authority and Consensus**  
**Role and Responsibilities**

The Pastoral Council shall act as an advisory body to the Pastor. The method of recommendation (s) shall be by simple majority. Further, it shall assist in evangelical, social, and charitable efforts to utilize the time, talent and treasure of all members of the parish.

The Pastoral Council shall bring concerns that affect the whole parish to the attention of the Pastor. The main focus is the implementation of the pastoral plan and its maintenance.

Additional responsibilities include:

1. Collaborating with the Pastor in giving concrete direction in the implementation of his vision for the parish
2. Providing a model of dialogue, collaboration, and shared decision making in its attempts to further the mission of the Church
3. Calling the people of the parish to action in relation to the pastoral plan.
4. Insuring that the pastoral plan is properly updated in a routine and timely fashion
5. Coordinating with the various lay associations recognized by the Church
6. Facilitating the implementation of the pastoral plan in a cooperative and coordinated manner with the commissions, including:
  - a. Working with the Pastor in introducing and coordinating new initiatives proposed by the pastoral plan

- b. Recommending to the Pastor a set of priorities and time lines for action for the pastoral plan
- c. Mobilizing the support of the parish, school and other organizations of the parish
- d. Advocating for funds with the finance council
- e. Monitoring and evaluating progress in the implementation of the plan.

## **ARTICLE IV**

### **Nomination and Selection of Members**

Membership of the Pastoral Council will reflect the diversity of the Parish. Parishioners eligible to serve on the Pastoral Council must be:

1. In accordance with the diocesan guidelines and/or requirements for volunteers
  - a. Obtain Volunteer Handbook from the parish office
  - b. Consent to a background check
  - c. Complete Protecting God's Children Program if ministry has contact with children
2. Baptized and confirmed Roman Catholics in good standing with the Church
3. Registered and supporting members of the parish
4. Participants in parish life
5. In possession of an understanding of and commitment to the Church in accord with the principles of Vatican II
6. Committed to prayer, study, listening and dialogue
7. Committed to giving the time needed for participation.

**Section 1. Nomination of Members through the Pastoral Council:** Nominations for qualified eligible candidates shall be held during the month of April. Each member of the Pastoral Council shall nominate adult members of the parish, after discussing interest and eligibility with the candidate(s).

**Section 2. Nomination of Members through the Parish:** Requests for self-nominations of adult members should be included in announcements and bulletins each weekend during the month of April. Deadlines for self-nominations shall be April 30. Those interested should contact the Chairperson or the Pastor.

**Section 3. Selection Process:** The Council and the pastor will identify categories of representation of the Parish (including, but not limited to, gender, ethnicity, length of membership in the Parish, and age). The Council and Pastor will assign nominees to categories. If more than one nominee exists for a category, the Council will recommend the selection of a nominee by majority vote, with final approval resting in the Pastor. The Pastor will contact the newly selected members and alternates. The Pastoral Council members shall be responsible for contacting each nominee they recommended who was not chosen. Self-nominated parishioners not chosen shall be contacted by either the Pastor or the Chairperson.

## **ARTICLE V**

### **Membership**

**Section 1. Members:** The Members of the Pastoral Council shall be the Pastor, Deacon and the lay selected or appointed, members of the parish.

**Section 2. Selected Members:** The selected Members shall be at least nine (9) Members of the parish who are registered parishioners having attained the age of 18.

**Section 3. Pastoral Appointees:** Pastoral appointees shall have an active voice and may include, but not be limited to:

- a) chairpersons of commissions of the Parish and
- b) whomever the Pastor chooses to appoint

**Section 4. Terms of Office:** Each selected and appointed Member (s) shall serve a term of three years. Terms of all members shall begin with the next meeting following their selection. Selected Members may serve no more than two consecutive terms.

**Section 5. Vacancy:** A vacancy or removal from office may occur by death, by resignation, by termination of membership in the Parish, by absence from three consecutive regular meetings, or by incurrance of a penalty which renders a person ineligible for office by ecclesiastical law. The Pastor may also remove a Member for cause, such as the Member's arrest or conviction of a serious crime or act of moral turpitude. The unexpired term shall be served out by an individual selected by the Pastor after consultation with the council or by the alternates chosen at the previous selection process.

**Section 6. Seating of Members:** Members who have been selected in any regularly scheduled selection process shall be seated at the June meeting. Retiring members of the Pastoral Council shall be considered to have completed their terms at the conclusion of the meeting held in June.

**Section 7. Orientation:** Prior to the meeting held in June, the incoming Chair should provide an orientation for all new members. An orientation notebook including a copy of the Bylaws, minutes and agendas from the previous years' council meetings, contact information, and any other pertinent information will be included. After the June meeting but before the July meeting, an officer orientation meeting should be held.

## **ARTICLE VI**

### **Officers**

At the June meeting following orientation of new Members, new and continuing Members shall elect a Vice Chair and Secretary. All officers, elected or appointed, shall serve a term of one (1) year and may be reelected or appointed as determined by the members of the Pastoral Council.

**Section 1. The President:** The Pastor is the president of the Pastoral Council. It is his responsibility to act as the lawful representative of the Bishop in the parish. He shall be present at all meetings but shall not preside; he shall inform the council of the needs of the Parish; he shall

serve as ex-officio member of the executive committee and all commissions of the Parish, shall call special meetings as needed, place matters of concern on the agenda, and represent the parish at each meeting of the Vicariate.

**Section 2. The Chairperson:** The position of Chairperson shall be assumed by the Vice Chairperson of the previous year. The Chairperson shall conduct all meetings, prepare an agenda with the assistance of the Pastor, organize and coordinate the activities and processes of the Pastoral Council, elect, select or appoint Members to chair standing commissions or committees, motivate various members/groups in the Pastoral Council to fulfill their specific responsibilities and shall perform other duties as this office may require.

**Section 3. The Vice Chairperson:** In the absence of the Chairperson, the Vice Chairperson shall conduct all meetings, and prepare an agenda with the assistance of the Pastor. With the advice of the Pastor, he or she may perform other duties as this office may require, such as orientation of new Members. The Vice-Chair will assume the position of Chairperson for the next year.

**Section 4. The Secretary:** The Secretary shall record the proceedings of all Pastoral Council meetings, notify the Members of all meetings, handle correspondence relevant to Pastoral Council activities, file all records, reports, communication etc., send to the Diocesan Office of Planning the name of the Pastoral Council officers and their contact information after selection, publish minutes both electronically and on paper, and make minutes available to parishioners and the general public, and perform other duties as the Chairperson shall prescribe.

## **ARTICLE VII Meetings**

**Section 1. Regular Meetings:** The Pastoral Council shall hold regular monthly meetings. The Pastor must be in attendance. Following the opening prayer, the first order of business at each meeting shall be the review and approval of the minutes of the previous meeting.

**Section 2. Special Meetings:** Special meetings may be called by the Chairperson, or by the Pastor, or by petition to the Pastor or Chairperson by a minimum of six (6) members of the Pastoral Council.

**Section 3. Open Meetings:** All meetings of the Pastoral Council shall be open to all members of the Parish of St. Eugene, unless an executive session is held at the request of at least six (6) members of the Pastoral Council present at any meeting.

**Section 4. Quorum:** A simple majority of the voting members of the Pastoral Council shall constitute a quorum.

## **ARTICLE VIII**

### **Relationship of the Pastoral Council and Finance Council**

Members of a Parish Finance Council shall be appointed by the Pastor. The Pastoral Council may at any time recommend individuals to be members of the Finance Council. A member of the Finance Council will be asked to attend the Pastoral Council meetings.

## **ARTICLE IX**

### **Relationship and Role of the Finance Council to the Pastoral Council**

It is the role of the Finance Council, not of the Pastoral Council, to advise the Pastor in matters pertaining to the financial affairs of the parish. However, the Pastoral Council should review ALL aspects of parish life including finance.

The various commissions should submit their budgets to the Pastoral Council for approval and recommendation and then to the Finance Council for a recommendation to the Pastor. The Pastoral Council may not change any commission budget, but should review and make recommendations to the commission budgets.

The Finance Council will not be bound by the recommendation(s) of the Pastoral Council but must give its recommendations consideration. The two councils will then meet for their final recommendation to the Pastor.

## **ARTICLE X**

### **Commissions**

There are six (6) Commissions at the Parish of St. Eugene, within the Diocese of Charlotte:

1. **Liturgy and Worship**: Oversees discerning, training, developing, scheduling and the renewal of laity in their participation in liturgical celebrations, especially the Extraordinary Ministers of Holy Communion, lectors, servers, ushers, cantors, greeters and those involved in all areas of musical planning and participation.
2. **Parish Life**: Builds the parish community by identifying and coordinating social and recreational needs, improving Christian life in the community of the faith.
3. **Outreach (Ecumenism)**: Promotes projects in the areas of economics, politics, and international life, outreach programs with emphasis on social services, pro-life, social justice and community ministries, co-operating with other churches and organizations aimed at community improvement.
- 4.
5. **Evangelization and Communication**: Helps share the Good News among members of the parish family and also with people of other faiths, foreign or domestic, and with Catholics who no longer participate in church life.
6. **Education and Formation**: Develop policies and support programs in religious education, catechesis, young adult ministry, youth ministry, and the Rite of Christian Initiation of Adults, parish library and school.

7. **Buildings and Facilities**: Inspects and inventories all parish properties, equipment, furnishings and facilities, reviews and recommends needed additions, repairs, replacements and servicing; promoting parish talent where safety and performance do not require the use of professional services.

## **ARTICLE XI Amendments**

Amendments to the Bylaws may be made after formulation and study by the Members of the Pastoral Council. Such amendments may be adopted by a simple majority vote, after being presented to the members of the Pastoral Council prior to the meeting at which the vote is to be taken. All amendments require the approval of the Pastor.

END OF BYLAWS