**St. Eugene Parish Pastoral Council By-Laws**

**Asheville, North Carolina**

**(Effective June 12, 2022)**

**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 St. Eugene Parish Pastoral Council of the Parish of St. Eugene (the "Pastoral Council") and shall be conducted in accordance with the Diocese of Charlotte Guidelines for Parish Pastoral Councils.

**ARTICLE II**

**Purpose**

The Pastoral Council, as representatives of the Parish community, is an advisory body to the Pastor,

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. Recommendation methods for new members 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. The Parish Council best performs its function of pastoral planning by listening to its Parish community and its Pastor, reflecting on the strengths, gifts, opportunities, needs and challenges of the Parish and from this, formulates broad priorities, goals and objectives which articulate and foster the Parish’s mission.

Additional responsibilities include:

1. Assessing the Parish’s needs.
2. Collaborating with the Pastor in giving concrete direction to implement his vision for the Parish
3. Providing a model of dialogue, collaboration, and shared decision making in its attempts to further the mission of the Church.
4. Calling the people of the Parish to action the pastoral plan.
5. Providing assistance to laity, religious & the Pastor to coordinate, encourage, promote and participate in the spiritual work of the Parish.
6. Ensuring that the pastoral plan is properly updated in a routine and timely fashion
7. Coordinating and collaborating, if necessary, with the various Commissions’ ministries
8. within our Parish.
9. Facilitating the implementation of the pastoral plan in a cooperative and coordinated manner with the Commissions (see Article X), including:
10. Serving as a direct liaison with at least one (1) of the Parish Commissions.
11. Working with the Pastor to introduce and coordinate new initiatives proposed by the pastoral plan.
12. Setting priorities and timelines to act on the pastoral plan.
13. Mobilizing the support of the Parish, school, and other organizations of the Parish.
14. Advocating for funds with the Finance Council.
15. Monitoring and evaluating progress to implement the plan.

**ARTICLE IV**

**Nomination and Selection of Members**

Membership of the Pastoral Council shall include the Pastor, Deacon(s) and at least twelve (12) selected and/or appointed lay member(s) of the Parish and will reflect the diversity of the Parish.

The Pastoral Council will follow the Diocese of Charlotte Guidelines for Parish Pastoral Councils and each member shall:

1. Obtain the Volunteer Handbook from the Parish office
2. Consent to a background check
3. Have completed Protecting God's Children Program (VIRTUS training) or complete such training within forty-five (45) days of appointment to the Council.
4. Be baptized and confirmed Roman Catholics in good standing with the Church
5. Be registered and supporting members of the Parish
6. Participate in Parish life.
7. Possess an understanding of and commitment to the Church in accord with the principles of Vatican II
8. Be committed to prayer, study, listening and dialogue
9. Be committed to giving the time needed for participation.

**Section 1. Nomination of Members through the Pastoral Council:** Nominations for qualified eligible candidates shall be received 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). Each nominee shall complete and submit a nomination form to the parish office no later than two (2) business days after April 30th. The Chairperson and the Pastor will conduct an initial review of all nomination forms.

**Section 2. Nomination of Members through the Parish:** Requests for self-nominations or parishioner nominations of adult members will be included in announcements and bulletins each weekend during the month of April. Each nominee shall submit a nomination form to the parish office no later than two (2) business days after April 30th. The Chairperson and/or the Pastor will conduct an initial review of all nomination forms and may conduct an interview.

**Section 3. Selection Process**: In order to reflect the diversity of its parishioners, the Pastoral 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. Pastoral Council members will be provided copies of all nomination forms prior to the May meeting. Following any discussion of the nominees, the Pastoral Council will vote by secret ballot for nominees under consideration and the results will be submitted to the Pastor for final approval. The Pastor will contact the newly selected members and alternates. The Chairperson will contact the non-chosen nominee(s).

Section 4. **Appointment:** Per Diocesan Guidelines, the Pastor reserves the right to appoint nominees to serve on the Pastoral Council.

**ARTICLE V**

**Membership**

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

**Section 2:** **Selected Members**: The selected members shall be at least twelve (12) 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 are eligible to serve one additional three-year term while they remain members of St. Eugene Parish.

**Section 5.** **Vacancy:** A vacancy or removal from office may occur by death, resignation, termination of membership in the Parish. A council member may be removed by the Pastor for three (3) unexcused absences, from Pastoral Council meetings during a 12-month period, or incurrence 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 Pastoral Council or by the alternate(s) 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 June meeting. All Pastoral Council members including the Chairperson, Vice Chairperson and Secretary shall be voting members.

**Section 7. Orientation:** Prior to the Pastoral Council meeting held in June, the incoming Chairperson should provide an orientation for all new members. New members will be provided a copy of the Bylaws, contact information and an overview of the roles and responsibilities of Pastoral Council members.

**ARTICLE VI**

**Officers**

At the June meeting following orientation of new members, new and continuing members shall elect a Chair, Vice Chair and Secretary. These three (3) elected officers shall serve a term of one (1) year and may be reelected, in accordance with the Selection Process in Article IV, Section 3, 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; shall inform the Pastoral Council of the needs of the Parish; shall serve as ex-officio member of the executive committee, (consisting of the Chairperson, Vice-Chairperson and Secretary) 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 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; train and provide Pastoral Council literature to new members; appoint someone to record meeting minutes if the Secretary is absent; 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.

**Section 4. The Secretary**: The Secretary shall record the proceedings of all Pastoral Council meetings, notify 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 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. In the event he is unavailable, the Pastor may designate a Deacon to serve in his role. Per Diocesan Guidelines, the Pastor retains the right of final approval for any items discussed during the meeting. 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 nine (9) 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 (9) 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**

The Pastor shall appoint Members of a Parish Finance Council. 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 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 consider its recommendations. The two Councils will then meet for their final recommendation to the Pastor.

**ARTICLE X**

**Commissions**

Per the Diocese of Charlotte directives, there are six (6) Commissions at the Parish of St. Eugene:

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, hospitality ministers, cantors, 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 and improving Christian life in the community of the faith.
3. **Outreach (Ecumenism**): Promotes projects in the areas of economics, international life, outreach programs with emphasis on social services, pro­life, social justice and community ministries, co-operating with other churches and organizations for community improvement.
4. **Evangelization and Communication**: Helps share the Good News among members of the Parish family and with people of other faiths, foreign or domestic, and with Catholics who no longer participate in Church life.
5. **Education and Formation:** Develops policies and supports programs in religious education, catechesis, young adult ministry, youth ministry, and the Rite of Christian Initiation of Adults, and the Asheville Catholic School.
6. **Buildings and Facilities**: Inspects and inventories all Parish properties, equipment, furnishings, and facilities; reviews and recommends needed additions, repairs, replacements and servicing; and, promoting Parish talent where safety and performance do not require the use of professional services.

**ARTICLE XI**

**Amendments**

Bylaw ~~a~~mendments 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 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

EFFECTIVE THIS 21st DAY OF March, 2022

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PASTOR DATE CHAIRPERSON DATE