

Annunciation Parish Pastoral Council Bylaws

3010 E. Chandler Ave.
Evansville, Indiana 47714

Article I – Our Mission

Annunciation of the Lord Parish is a Catholic family of believers that offers a home for the local community to grow in familiarity with Christ and one another by proposing a life of prayer, education, and service.

Article II – Goals

The Annunciation Parish Pastoral Council shall act with the Pastor as an advisory body for the stewardship of the parish community, including time, talent, and treasure, in carrying out its mission in unity with the Diocese of Evansville and the universal Church. The goals of the Parish Pastoral Council are to respond to the movement of the Holy Spirit within the parish; to work for a unified mission among its members; and to help parish leadership plan, coordinate, and evaluate the pastoral goals of the parish.

Article III – Objectives

The objectives of Annunciation Parish are:

1. To provide an open, honest, and representative forum for full and free discussion of pastoral matters so that consensus among the parish community may be achieved.
2. To act as representatives of the parish community, making known their needs and aspirations.
3. To assist the Pastor to plan and set pastoral goals and priorities in response to the expressed needs and aspirations of the parish community.
4. To call upon appropriate parish committees, ministry groups and organizations to implement pastoral goals and priorities.
5. To coordinate and evaluate the direction of all parish organizations in light of the parish pastoral goals.
6. To provide the Pastor with a Council consensus regarding the annual parish budget prepared by the Finance Council, in light of the stated goals and priorities.
7. To seek consensus of the Council in contemporary religious, ethical and social justice issues and form a united voice with the Bishop and Pastor in speaking about them in the public forum.
8. To collaborate with the Diocesan Pastoral Council by initiating and supporting positive actions for the common good of the Church.
9. To initiate and support, with the Bishop and Pastor, positive action for the common good of the Church, other religious bodies and the broader community.
10. To meet on a regular schedule, normally monthly.

Article IV – Scope of Authority

The Parish Pastoral Council is consultative to the Pastor as provided for in Canon 536.1.

The Parish Pastoral Council receives its formal mandate from the Bishop of the Diocese of Evansville. The Pastor has responsibility for the administration and the ministry of the parish and is counseled by the Parish Pastoral Council. This responsibility is given by the Bishop of Evansville and the Canon Law of the Church.

The Pastor shares his responsibility for achieving the pastoral mission of Annunciation Parish in accordance with Diocesan guidelines. Although a member of the Council, the Pastor has, by reason of office, the unique responsibility and authority to ratify all that is done by the Council.

Article V – Membership

Section 1:

Because of his role of pastoral leadership, the Pastor of Annunciation Parish serves as President of the Parish Council, a separate and distinct office from the Chairperson. Lay members of Annunciation Parish Pastoral Council are elected by the parish or are appointed in cases of necessity.

Section 2:

Parish Pastoral Council members exercise a unique and special ministry to the parish community. Members of Annunciation Parish Pastoral Council must be registered members of the parish who demonstrate a commitment to parish life by their regular Sunday Mass attendance and by their contribution of time, talent, and financial support. More specifically, they are to be:

1. At least seventeen years of age.
2. Baptized and confirmed Roman Catholics in good standing in the Church.
3. Persons who support and enable parish life.
4. Persons willing to participate in ongoing formation.
5. Persons willing to commit their time to Parish Pastoral Council functions.
6. Persons of prayer trying to understand and live God's will.
7. Not employed by the parish.
8. The only member of their household seated on the Parish Pastoral Council.

Article VI – Nomination and Selection of Parish Pastoral Council Members

Section 1 – Parish Pastoral Council Membership and Officers

The Parish Pastoral Council will consist of nine (9) to fifteen (15) members, the specific number of members at any given time to be determined by the Parish Pastoral Council. Parish Pastoral Council Officers will consist of the Pastor as President, a Chairperson, Vice-Chairperson, and Secretary.

Section 2 – Nomination and Selection of Parish Pastoral Council Members

A Selection Committee consisting of three to five members will be appointed by the Parish Pastoral Council. The Chairperson of the Selection Committee must be a member of the Parish Pastoral Council who is not seeking nomination at the time. Parish Pastoral Council members who are seeking to continue service should not be on the Selection Committee. The Selection

Committee shall be responsible for all matters concerning Parish Pastoral Council nominations and elections, subject to the approval of the Parish Pastoral Council.

A liaison from each Vision Committee will serve on the Parish Pastoral Council; each liaison will be chosen every two years by each Vision Committee. In addition, five at-large members will be chosen through an election, as guided by the Selection Committee. A liaison may serve no more than two successive terms, followed by at least two years off the Parish Pastoral Council.

Section 3 – Nomination and Selection of Parish Pastoral Council Officers

The Chairperson, Vice-Chairperson, and Secretary of the Parish Pastoral Council will be selected annually prior to June 1 and serve for a term of one year beginning August 1. They may be selected for a second term. All Parish Pastoral Council members are eligible for the offices of Chairperson, Vice-Chairperson, or Secretary.

Section 4 – Terms of Membership

The term of membership for at-large Parish Pastoral Council members will be three years, with each term beginning on August 1. At-large members of the Parish Pastoral Council may serve no more than two successive terms, followed by at least three years off the Parish Pastoral Council.

Section 5 – Premature Termination of Council Membership

If a member of the Parish Pastoral Council is unable to fulfill duties fully and completely or no longer meets the qualifications for Parish Pastoral Council Membership as defined in Article V, Section 2, the member's membership on the Parish Council may be terminated prior to the end of the member's term of office.

Section 6 – Vacancies

Vacancies on the Parish Pastoral Council will be filled by the Pastor and will serve out the term.

In the event of the vacancy of the Chairperson of the Council, the Vice-Chairperson will fill the position for the duration of the term. In the case of the vacancy of the Vice-Chairperson or Secretary of the Parish Pastoral Council, a replacement will be discerned at the next scheduled meeting of the Council.

Article VII – Officers' Roles and Responsibilities

President - Pastor:

- Participates in Parish Pastoral Council discussions and decisions. Parish Pastoral Council meetings may not be held in the absence of the Pastor.
- May call Special Meetings as necessary.
- Gives a "Pastor's Report" at each meeting, including relevant internal or Diocesan developments affecting the parish.
- Is an "ex officio" member of any or all Standing and Special Committees of the Parish Pastoral Council.
- Ratifies or declines to ratify all decisions of the Council in writing.
- Officially promulgates all ratified actions of the Council.

Chairperson:

- Conducts all regular and special meetings of the Parish Pastoral Council.
- Participates as an individual in Parish Pastoral Council discussions and decisions.
- Makes special appointments as authorized by the Bylaws.
- May be an “ex officio” member of any and all Commissions and Special Committees of the Parish Pastoral Council.
- Contacts members who have two consecutive unexcused absences and informs the Parish Pastoral Council of their status.

Vice-Chairperson:

- Assumes the duties of the Chairperson in his/her absence.
- Participates as an individual in Parish Pastoral Council discussions and decisions.

Council Secretary:

- Maintains an attendance record of all Parish Pastoral Council meetings, noting those absent and bringing to the Chairperson’s attention those members missing.
- Keeps an accurate record of all minutes of the Parish Pastoral Council at the regular and special meetings or sessions.
- Sends the minutes of the Parish Pastoral Council to the parish secretary in a timely manner for publishing on the parish website and provides secretarial assistance to the Council as deemed appropriate.
- Participates as an individual in Parish Pastoral Council discussions and decisions.

Article VIII – Rules Governing Parish Pastoral Council Action

Section 1 – Two-thirds of the Parish Pastoral Council members shall constitute a quorum necessary for the transaction of Parish Pastoral Council business. The Parish Pastoral Council should strive for the greatest degree of consensus on all of its recommendations and decisions. If a decision cannot be reached through consensus, then, a simple majority vote may pass any resolutions before the Parish Pastoral Council with the exception of changes to the Bylaws which shall require a two-thirds vote of the members of the Parish Pastoral Council.

Section 2 – Any member of the parish may present proposals and recommendations to the Pastor or Parish Pastoral Council members. Proposals should be in writing with the author’s signature attached. The author of any proposal may be invited to make his/her presentation to a regular or special meeting of the Parish Pastoral Council.

Section 3 – The Pastor has the unique responsibility and authority to ratify all that is done by the Parish Pastoral Council. In rare instances and for serious reasons, the Pastor may reach a decision different from the Parish Pastoral Council and may ask the Parish Pastoral Council to reconsider its action. The final decision on all matters shall be made by the Pastor.

Article IX – Committees

The Parish Pastoral Council may form committees from time to time as needed. The Parish Pastoral Council may appoint committee leaders and/or members to perform various committee functions.

The Parish Pastoral Council may require the committees to prepare and submit periodic financial budgets, written activities updates, or other relevant information to the Parish Pastoral Council. The Parish Pastoral Council may require committee decisions and activities to be approved in advance by the Parish Pastoral Council, if such decisions and activities involve fundamental policies outlined in the Parish Mission and Vision.

Article X – Amendments

Amendments to the Bylaws may be submitted by Parish Pastoral Council members in writing. Each amendment to the Bylaws will require a two-thirds vote of the Parish Pastoral Council in order to be adopted. Proposed amendments will be presented at one meeting and voted on at the following meeting. Members of the Parish Pastoral Council who are unable to be physically present for the meeting may vote by written proxy or may participate by telephone or videoconference. The parish community will be informed of any changes in the Bylaws and the rationale for such changes.

These Bylaws of the Annunciation Parish Pastoral Council will be reviewed at least every three years.