

BYLAWS OF THE ST. THOMAS MORE PARISH PASTORAL COUNCIL

Article I. Ex Officio Non-Voting Members of the Council

Regina Board of Education representatives, if not elected Council members, shall be *ex-officio*, non-voting members of the Council

Article II. Nomination and Election of New Members

Section 1: At each annual election in May, one-third of the Council members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire. In addition, one member of the Regina Board of Education whose term is due to expire will also be selected for a term of three years. Two youth representatives are recommended by the Director of the Youth Ministry and appointed by the Council annually as voting members for a one-year term. Council terms run from the June transition meeting after the member is elected to the June transition meeting following the election replacing that member.

Section 2: The Council shall appoint an *ad hoc* Nomination and Election committee. The Nomination and Election Committee's responsibility is to coordinate all aspects of the election process including:

- A. Education of Parishioners:** Prior to the designated weekend for nominations, parishioners shall be educated through announcements about Council and Regina Board of Education representation, and the election process. They shall be asked to give prayerful consideration to nominating parishioners or themselves for the Council or the Regina Board of Education.
- B. Nominations:** The committee shall be responsible for ensuring that the slate of the candidates is representative of the Parish community and that there are more nominees than the number to be chosen. If Section 2 A does not yield sufficient nominees, the Committee shall seek out others who are well-suited to serve the Parish.
- C. Notification:** The committee will confirm with those chosen by the process outlined above that they are being asked to serve.
- D. Acceptance:** Those who feel called to serve as Council members or Regina Board of Education representatives or who accept nomination shall be included on the final slate of nominees. In no event shall any

person be deemed nominated unless an expression of willingness to serve is received by the Nomination and Election Committee.

- E. Final Slate of Nominees:** Nominees shall submit biographical information and their statement of Parish vision to the Nomination and Election Committee to be shared with the Parish through a public posting and/or in the Parish bulletin and website at least two weeks prior to the election of new members.
- F. Facilitation:** The Nomination and Election Committee shall facilitate the actual election process and inform the Parish of the results. The official records of the election will be filed with the Council Secretary. The Nomination and Election Committee shall administer, supervise, tabulate and keep records of the election. A tie vote is resolved by lot.

Article III. Conflict of Interest/Preclusion to Council Membership

Section 1: The Council members owe the Parish a duty of loyalty. The duty of loyalty requires a Pastoral Council member to act in the interest of the Parish rather than in the personal interest of the member or some other person or organization. In particular, the duty of loyalty requires a Pastoral Council member to avoid conflicts of interest that are detrimental to the Parish.

Section 2: Any person who may have a conflict of interest in view of other services, either paid or unpaid, rendered to the Parish by the Pastoral Council member, the member's family or the member's business is ineligible to serve as a member of the Pastoral Council.

Article IV. Officers

Section 1: Offices shall be filled in the following order from and among the Council members at the annual transition meeting in June: President, Vice-President, and Secretary.

Section 2: The President:

- A. Ensures an open channel of communication between the Pastor, the Parish and the Council members so that Parish concerns are brought before the Council.
- B. Disseminates meeting agendas, minutes, reports and related policies prepared in consultation with the Pastor to Council members and parishioners at least one week in advance of the Council meeting.
- C. Informs parishioners of Council minutes and related policies.
- D. Provides a process for self-evaluation of Council effectiveness at the end of each term of office.
- E. Appoints the committee, if needed, to initiate the process for selection of new members.

- F. Provides orientation of the new members and committee chairs.
- G. Follows Roberts' Rule of Order if issues are brought forward that is not on the agenda.

Section 3: The Vice-President:

- A. Conducts meetings in the absence of the President.
- B. Becomes President in the event of a vacancy.
- C. Assists the next Vice-President in understanding the Council's history, responsibilities and resources.
- D. Performs duties consistent with the office as the President or as the Council may direct.

Section 4: The Secretary:

- A. Oversees the accurate recording of the minutes of each meeting and assures that the minutes and the agenda are made available to the Council members, Ministry chairpersons, and the Parish. Provides a condensed report of the meeting for publication in the Parish bulletin, website, or using another appropriate medium.
- B. Takes attendance at Council meetings and records absences.
- C. Retains the official list of all Council and standing ministry chairpersons and of all *ad hoc* committee chairpersons, keeping these lists current with regard to addresses, emails, phone numbers and their terms of service.
- D. Retains official records of annual and special elections.
- E. Handles correspondence for the Council, including agendas, minutes, notifications of regular and special meetings, notes of thanks, etc.
- F. Assists the next Secretary in understanding the Council's history, responsibilities and resources.
- G. Performs such duties consistent with the office as the President or as the Council may direct.

Article V. Meetings

Section 1: Regular meetings of the Council shall be held as such time, place and date as the Council designates. Time shall be spent in prayer, reflection and study for the purposes of planning, operating, and maintaining and financing the Parish. The Council cannot meet without the Pastor's consent.

Section 2: The President shall compile an agenda in consultation with the Pastor. Portions of the meeting involving personnel issues may be conducted in a closed session. Minutes of the closed session are recorded and dated, but are not available to the Parish.

Section 3: Advance notice of the time and place of Council meetings are published in the Parish bulletin and website. All members of the Parish are entitled and welcome to

attend as observers. The Council may open any meeting to discussion by Parish members on such subjects and under such rules as the Council may announce.

Section 4: A majority of voting members constitute a quorum for all meetings of the Council in regard to business transactions.

Article VI. Standing Commissions

Section 1:

Purpose: Each of the standing Commission implements the Council's priorities and goals in its own areas of responsibility in a collaborative spirit to accomplish the Parish's stated mission. All Commission work leads to the building of a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

Scope: All Commissions are accountable to the Council, except the Finance Council. Commissions make decisions in their areas of responsibility following the principle of subsidiarity, which means making decisions at the most appropriate level to the Parish structure. The basic function of each Commission is to:

1. Identify needs of the Parish within its areas of responsibility and in keeping with the Parish mission.
2. Establish priorities among the needs and communicate these needs to the Council, discerning with them which can realistically be addressed and where inter-ministry/commission collaboration might be effective.
3. Formulate short-term and long-range goals and objectives.
4. Research and investigate options to implement goals.
5. Submit the proposed programs to the Council for support.
6. Communicate with the Pastor and Pastoral staff about the implementation.
7. Maintain communication with the Parish concerning programs, encouraging active support and involvement.
8. Maintain communication with the respective diocesan offices and agencies for guidelines and resources.
9. Determine budget priorities in the areas of the Commission's responsibility and make recommendations to the Council.
10. Periodically evaluate existing programs and activities.

Section 2: The Commissions for which the Council has responsibility are:

- A. Church and Family Life:** Areas of focus include, but are not limited to, the church pictorial directory, confirmation reception, funeral meals, health and safety clinics, coffee and donut distribution, knitting ministry, marriage preparation, Sunday afternoon teas, Stephen Ministry and the welcome committee.
- B. Finance and Administration:** Areas of focus include, but are not limited to supporting the work of the Parish Finance Council, and

assisting with fundraising for the Parish such as through Scrip sales or Parish campaigns.

- C. Religious Education and Faith Formation:** Areas of focus include, but are not limited to, organizing Bible studies, adult faith formation, Christian Experience Weekend (CEW), Confirmation preparation, First Eucharist and Reconciliation, volunteering for the library, Rite of the Christian Initiation of Adult (RCIA) team and sponsors, religious education catechist, Rite of Christian Initiation of Children (RCIC) and Youth Ministry.
- D. Evangelization and Stewardship:** This commission is currently inactive.
- E. Social Justice/Action:** Areas of focus include, but are not limited to, the clothing and food distribution, CROP walk, domestic violence project, free lunch, holiday gift project, Oakdale prison ministry, shelter house volunteers, Pax Christi (Peace of Christ) organization and tithing grants.
- F. Worship and Spirituality:** Areas of focus include, but are not limited to, the acolytes/altar servers, altar linen care and cleaning, arts and environment work group, hospitality activities, care and service to the homebound and Lantern Park Care Center, Liturgy of the Word for Children and the group involved with liturgy preparation, ushers, sacristans, Eucharistic ministers and our music ministry.

Section 3: The chairperson of each Commission shall meet with the Council in the fall to present an agenda for the year. Minutes of the meetings and reports of activities shall be provided to the Council. The official list of Commission officers and members are retained with the Council Secretary.

Article VII. Amendments to the Bylaws

The Bylaws shall be reviewed every two years. The Bylaws may be amended by consensus or a two-thirds vote of the Council at any regular meeting or at any special meeting called for the purpose of amending the Bylaws.

Adopted by consensus of the Council, September 11, 2003

Adopted by the consensus of the Pastoral Council, Date: March 10, 2016

Presented to the Parish on May 14 and 15, 2016

Next review date: March 2018; Updated to March 2017 for Article VIII, Amendment I.

Adopted by the two-thirds majority of the Pastoral Council Members: March 9, 2017

Article VIII. Amendment to Regina Board of Education (BOE) nominee election process

To align St. Thomas More election processes with current Regina BOE election processes (June 2016), all new nominees for the Regina BOE membership or current

members wishing to be re-elected to a second term, express their intention to the Pastor and are interviewed by the Pastor of St. Thomas More prior to announcing their candidacy to the parish.

Reference: *Policies relating to Parish Councils and Parish Finance Councils*, accessed online at www.davenportdiocese.org, September 2015.