



Cathedral of St. John the Evangelist Pastoral Council Constitution and Bylaws

Article I: Name of Organization

The name of this organization shall be the Cathedral of St. John the Evangelist Pastoral Council ("Council"). The Council speaks for and in the name of the people of God of the Cathedral of St. John the Evangelist ("Parishioners") in consultation with the Rector.

Article II: Purpose

- A. Members of the Council are to collaborate with the Rector in the building up of the Church and her sanctification. The Council will assist the Rector in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the evangelization, worship, religious education, stewardship and service activities within the parish.ⁱ
- B. In order to effectively represent the entire parish, and to foster unity and a sense of community in the parish, the Council will approach its responsibilities with prayer and reflection, seeking the guidance of the Holy Spirit, will show mutual respect, and will work to achieve consensus as much as possible with respect to matters it considers.

Article III: Membership

C. Eligibility of Membership:

A Parishioner eligible to serve on the Council is:



- a. Baptized and in communion with the Roman Catholic Church, being able to participate in the sacramental life of the Church;
- b. A Catholic who wholeheartedly supports and promotes the moral teachings of our Catholic faith;
- c. A Catholic who is a person of prayer and who fosters an active prayer life;
- d. A registered member of the Cathedral of St. John the Evangelist;
- e. A person who, by his or her free and consistent choice, contributes time, talent and/or treasure to the parish community;
- f. A Catholic who is willing to listen to the concerns of Parishioners;
- g. Not an employee of the parish.

D. Members:

- a. Council shall be comprised of nine members selected by the Rector.
- b. Council shall include, as *ex officio* nonvoting members, the Rector, the Parochial Vicar, one Deacon appointed by the Rector, and the Parish Administrator.

E. Selection:

- a. The Rector may solicit and receive nominations from the Council, ministry leaders, staff or parishioners at a time and in a manner of his choosing.
- b. The Rector may schedule a retreat for prospective nominees prior to selection, for the purpose of discernment to serve on the Council.

F. Term:

- a. Council members shall serve for a three-year term.
- b. Terms shall begin on September 1 and end June 30.
- c. Three new members shall join the Council each year.
- d. Members shall not serve consecutive terms, except at the discretion of the Rector.

G. Attendance:

- a. Members unable to attend a meeting shall contact the Chair in advance.



- b. A member who misses three meetings in a year may be removed, at the discretion of the Rector.

H. Vacancies:

- a. If a member resigns or becomes ineligible pursuant to the Council Constitution and Bylaws, thereby creating a vacancy, the Rector shall select an eligible Parishioner to complete the term of the vacancy.
- b. Such member may serve one additional term, at the discretion of the Rector.

Article IV: Meetings

A. Requirements:

- a. Meetings shall be held the first Wednesday of each month, September through June, unless canceled or rescheduled by the Rector.
- b. Meetings shall be open to Parishioners, who may participate as observers.
- c. All business shall be limited to the published agenda.
- d. Proposed agenda items shall be submitted to the Chair at least seven days prior to each meeting. The Rector and the Chair shall decide which proposed items shall be added to the agenda.
- e. Minutes shall be recorded each meeting and shall be made available to parishioners through the parish office and posted on Cathedral of St. John the Evangelist's website.

B. Notice:

- a. The time and place of Council meetings shall be published in the parish bulletin prior to each meeting.

C. Quorum:

- a. A quorum consists of a simple majority of the Council. A quorum is required to conduct any business of the Council.

D. Voting:

- a. All issues to be voted on shall be decided by a simple majority of the total number of Council members.



- b. Voting may be done by secret ballot or by show of hands.
- c. All decisions of the Council are subject to approval by the Rector.

E. Special Meetings:

- a. Special meetings may be called by the Rector, the Chair, or a simple majority of the members.

F. Executive Meetings:

- a. Executive meetings may be called by the Rector, the Chair, or a simple majority of the members.
- b. Executive meetings may be open to Council members, at the discretion of the Rector, but are not open to Parishioners outside of the Council.
- c. Executive meetings shall be limited to personnel or other confidential matters.

Article V: Executive Committee

- A. Definition: The Executive Committee shall consist of the Rector, who is assigned by the Bishop of Roman Catholic Diocese of Boise, and the Officers of the Council.

B. Officers:

- a. At the first meeting of the term year, the following officers shall be selected by majority vote of the members present:
 - 1. Chair;
 - 2. Vice Chair; and
 - 3. Secretary.
- b. Voting for officers shall take place by secret ballot.

C. Officers' Terms:

- a. Officers shall serve a one-year term and be eligible for election to one additional term.

D. Officers' Responsibilities:



- a. The Rector, or his Parochial Vicar, shall:
 - i. Preside at all Council meetings;
 - ii. Present issues he wishes the Council to consider, seek input and advice on issues, report on parish activities and/or concerns of which he wishes the Council to be aware, promote collegiality, and consider and act on recommendations of the Council.
- b. The Chair shall:
 - i. Prepare the Council meeting agendas, in consultation with the Rector;
 - ii. Conduct all Council meetings to ensure that agenda items are completed in the allocated time.
- c. The Vice Chair shall:
 - i. Perform the duties of the Chair in his/her absence and other duties as assigned by the Chair.
- d. The Secretary shall:
 - i. Record attendance, minutes and votes of Council meetings;
 - ii. Be responsible for filing meeting minutes; and
 - iii. Coordinate with the parish staff to ensure current and accurate Council information is posted on the parish website.

Article VI: Responsibilities

A. Responsibilities of the Council are as follows:

- a. Serve as an advisory body to the Rector, following guidelines contained in the Revised Code of Canon Law and the Pastoral Practices of the Diocese of Boise.
- b. Attend and prepare for each meeting by reviewing materials sent in advance of the meeting and formulating comments and recommendations for presentation to the Council and Rector regarding issues properly under the Council's consideration.



- c. Perform other functions that, in the discretion of the Rector, would be appropriate to the role of the Council.
- d. Create committees as needed for special projects that are supported or requested by the Rector.

Article VII: Amendments

- A. The Council Constitution and Bylaws may be amended at any time upon recommendation of the Council or the Rector.
 - a. The Chair shall appoint a committee to draft proposed amendments for consideration and adoption by the Council.
- B. Proposed amendments must be presented in writing at a meeting prior to their approval.
- C. Amendment or adoption shall be approved by vote of the Council.

Footnote:

ⁱ St. John Paul II reminds the pastor, and his Pastoral Council, that the care of souls extends to every person living in the territory of the parish. He wrote in *Christifideles Laici*:

It is necessary that in light of the faith all rediscover the true meaning of the parish, that is, the place where the very "mystery" of the Church is present and at work, even if at times it is lacking persons and means, even if at other times it might be scattered over vast territories or almost not to be found in crowded and chaotic modern sections of cities. The parish is not principally a structure, a territory, or a building, but rather, "the family of God, a fellowship afire with a unifying spirit", a "familial and welcoming home", the "community of the faithful". Plainly and simply, the parish is founded on a theological reality, because it is a Eucharistic community.



Code of Canon Law 536:

§1. If the diocesan bishop judges it opportune after he has heard the presbyteral council, a pastoral council is to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity.

§2. A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop.