

Sacred Heart Catholic Church
Richmond, Texas
Pastoral Council By-Laws
Adopted 10-17-2013

Article I: Mission Statement

To advise our pastor and assist in the faith life of the parish. We will follow his leadership and assist him as he upholds the teachings of the Catholic Church under the patronage of the Sacred Heart of Jesus.

Article II: Purpose

The Parish Pastoral Council is a group of individuals who serve as consultants or advisors to the Pastor. Council members bring ideas, suggestions, and recommendations to the attention of the Pastor and serve as a visioning body. The council's role is consultative, not legislative.

The Pastoral Council is a community of servant leaders whose purpose is to assist the pastor in:

- the spiritual development of the faithful,
- the evangelization of active members as well as the invitation to the alienated and to non-believers,
- the care of the poor and marginal in society,
- the conversion of members and those who aspire to membership at Sacred Heart.

Article III: Membership

The Council is made up of twelve (12) members who serve three year terms. Each year three (3) members are to be discerned and one (1) member appointed by the pastor. Council members are to have staggered terms so that four new Pastoral Council members are added each year. Members may discern for a second three year term after their initial term expires. Members may not serve more two consecutive terms.

A. Council Member qualifications

Candidates must:

- Be registered members of the parish
- Be in full communion with the Catholic Church
- Commit themselves to spiritual growth
- Commit themselves to skills development as part of the Christian leadership process
- Be willing to commit the necessary time and energy to offer effective consultation
- Have demonstrated a commitment to the parish community

B. Discernment

Discernment is a process of prayer, reflection and dialogue under the guidance of the Holy Spirit for the purpose of selecting members of the pastoral council. The discernment process is held on the second Saturday of January from 9:00 a.m. to 2:00 p.m. The process begins with Mass. Any registered member of the parish can attend and be a part of the discernment process. A bulletin announcement will be posted in the parish bulletin asking for parishioners who are interested in being discerned to call the church office to

be included in the process. Requesting to participate is not a commitment to serve, only to attend and be a part of the process. The decision to serve is a prayerful response to the call of God and the community.

All members, new and continuing, on the Parish Pastoral Council will be commissioned annually on the 3rd Sunday of January, at the 9:30 a.m. Mass prior to their first working meeting.

C. Officers

Officers will be selected for one-year terms and will include a Chair, a Vice-Chair, and a Recorder. The Council shall nominate and elect its own officers by a simple majority vote each year at the first Council meeting of the calendar year. It is recommended that the position of Vice-Chair be selected from a member in his/her first-year of service as the Vice Chair becomes the Chair the year following his/her term as Vice Chair.

Duties:

- Pastor duties:
 - Be in attendance at council meetings and participate in its activities
 - He, in response to the Church's call to consultation, must call the council, seek counsel on matters affecting the life of the parish, participate in the interaction, be open and respectful to the voice of the parishioners and weigh seriously and respond appropriately to the collective wisdom or consensus of the council
 - Insure that the membership is representative of the whole parish
 - Assist in the formation of all members
 - Insure that the council's concerns reflect the whole Church
 - Facilitate council members in building their own community of faith and assist in the preparation of council agenda
- Pastoral Council Chair duties:
 - Compile an agenda for each Council meeting in consultation with the pastor
 - Preside at all meetings
 - Keep meetings on task and moving forward. Any conflict shall be addressed respectfully, prayerfully and in a timely manner.
 - Appoint Standing Committee Chairpersons and serve as ex-officio member of all committees, except the Nominating Committee
 - Serve as liaison to the Pastor, communicating with him on Pastoral Council matters
 - Organize annual events sponsored by the Pastoral Council
 - Perform all duties that normally belong to the chair of an organization
 - Serve as Past-Chair
- Pastoral Council Vice-Chair duties:
 - Assist the Chair at all times
 - Perform the duties of the Chair in his/her absence
 - Maintain the history of the Pastoral Council
 - Provide notice in the parish bulletin of meetings and special activities of the Pastoral Council
 - Become Chair of the Pastoral Council the year after his/her term as Vice Chair

- Pastoral Council Recorder duties:
 - Keep a current and accurate record of the proceedings of all meetings. Minutes are to be prepared by the Recorder and sent to all members via e-mail within 5 days of the conclusion of the meeting. Once they have been reviewed and approved by the Parish Pastoral Council members and the Pastor, the Recorder will provide a copy to the church office via e-mail or hard copy for posting on the church website and on the church bulletin board in the CCE building for review by all parish members. The minutes must be posted within seven days after being approved.
 - Serve as custodian of all documents pertaining to his/her office, as well as the correspondence of the Pastoral Council
 - Prepare, combine, and disseminate ministry and staff reports prior to Pastoral Council meetings
 - Keep, maintain, and distribute to council members a roster of all Parish Pastoral Council members. Any changes should be forwarded to the Recorder.
 - Perform all duties generally performed by the recorder of any organization

D. Committees

Committees shall be formed as necessary to carry on parish mission using the following guidelines:

- Committees shall consist of one chairperson and at least one member of the Pastoral Council.
- Committee members shall be chosen in such numbers as required by the Council Chair and shall not be limited to Council members except as otherwise stated in by-laws.

Article IV: Meetings

- The Sacred Heart Church Pastoral Council shall meet on the third Thursday of each month unless pre-empted by the Pastor's schedule.
- Parish Pastoral Council meetings will be announced in the parish bulletin two (2) Sundays prior to the meeting and include an invitation to any parishioner wishing to attend. Any parishioner wishing to address the council is asked to contact the Chairperson and the pastor one (1) week prior to the meeting.
- Non-council members will be given time at the beginning of each meeting to address the council. Council will limit this to 10-15 minutes total for all visitors, unless council approves additional time for the visitors.
- Special meetings may be called by the Chair or as requested by the Pastor when necessary
- In order for a proposal to be adopted by the Council, two-thirds majority of the council members must be present
- Eight of the twelve council members shall constitute a quorum
- In order to conduct a meeting a quorum of members and the pastor must be present.

Order of Business:


- Call meeting to order
- Opening Prayer
- Open Session/Non-Council Parishioners' Comments
- Dismissal of Parishioners
- Closed Session/Executive Session
- Approve/Revise previous meeting's minutes
- Staff and Committee Reports
- Old business

- New business
- Pastor's report
- Closing Prayer
- Adjournment

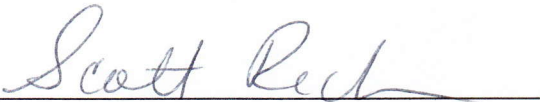
Article V: Amending By-Laws

By-Laws may be altered, amended, repealed, and/or new by-laws adopted by a two-thirds consensus of Pastoral Council members.

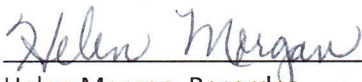
Approved, circulated, and effective on this 17th day of October, 2013.



Rev. Joseph Templado, Pastor
 Sacred Heart Catholic Church
 Richmond TX



Scott Rech, Chair
 Sacred Heart Catholic Church Pastoral Council



Helen Morgan, Recorder
 Sacred Heart Catholic Church Pastoral Council

2013 Pastoral Council Members

- Mary Jo Barr
- David Boehm*
- Gene Hamilton
- JoAnn Hargis
- Chris Haskins
- Angela Malek*

- Lark Maresh
- Helen Morgan*
- Justin Perry
- Richard Rebeles
- Scott Rech*
- Tom Walleck

*Denotes By-Laws Sub-Committee Member