

CONSTITUTION AND BY-LAWS
Saint Charles Borromeo Parish Pastoral Council
Cape Charles Virginia

ARTICLE I – NAME

The name of this group shall be **Saint Charles Parish Pastoral Council**, hereinafter referred to as the **Parish Council**.

ARTICLE II – MISSION STATEMENT

Saint Charles Borromeo Parish is a Catholic community of faith dedicated to prayerful worship of our Lord and Savior, and to providing a welcoming place to others, Christian service to all our neighbors, and grateful stewardship of our earthy home.

WHEREAS: The parish is the ordinary structure chosen by the Church to carry out its mission of proclaiming the Reign of God; and

WHEREAS: This parish fulfills this mission by being a dynamic community of believers in communion with the bishop; and

WHEREAS: This community celebrates its Catholic faith in active worship, lives out its faith in the daily lives of its people and serves people in need; and

WHEREAS: The parish enables all members of the community to grow in their relationship with Jesus and with one another; and

WHEREAS: Within the parish community, each of the Christian faithful has been called by baptism to share in the mission and ministry of Christ (canon 204); and

WHEREAS: Each parish should cooperate with other parishes and existing regional structures and should collaborate with other religious and civic groups to identify and respond to the needs of the deprived, neglected and oppressed; and

WHEREAS: Each member of the Church has the duty to maintain communion with the Church (canon #209); The duty to promote the growth of the church and its continued sanctification (canon #210); the duty to assist with the needs of the Church (canon 222, #1) and to promote social justice (canon 222, #2); and

WHEREAS: Each also has the right to make known his or her needs and opinions (canon 212, #2-3), to receive assistance from the spiritual goods of the Church, especially the word of God and the Sacraments (canon 217); to promote and sustain Catholic apostolic action (canon 216); and to receive a Christian education in order to develop as human persons and at the same time to come to know and live the mystery of salvation (canon #217); and

WHEREAS: Each parish is mandated to establish a Finance Council which is regulated by universal law as well by norms issued by the diocesan bishop to aid the pastor in the administration of parish goods (canon #537); and

WHEREAS: Each parish is advised to establish a Pastoral Council whose responsibility it is to study all those things which pertain to pastoral works, to reflect on them and to propose practical decisions and recommendations to the pastor (canon #511).

NOW THEREFORE BE IT RESOLVED: That the people of Saint Charles Parish do hereby establish the Saint Charles Parish Council, to be composed of (1) a parish Finance Council to assist the pastor in the administration of parish temporal matters and promote the financial health of the parish and (2) a parish Pastoral Council to provide vision and direction for the parish, establish pastoral priorities, see to their implementation and ensure the fulfillment of the parish mission statement.

ARTICLE III – PARISH GOALS

The goals of our parish are to (1) bring honor and glory to the One True God, through our Lord Jesus Christ, by the power of the Holy Spirit, (2) build a vital faith community through joyful participation in liturgical celebrations, (3) share with all the Good News of His great love through word and example, and (4) employ the spiritual and corporal energies of all our parishioners in service to one another and the broader community.

ARTICLE IV – PARISH ORGANIZATION

Administration and day-to-day operations of the parish are accomplished through the cooperative efforts of a team including:

- Pastor
- Parochial Vicar assigned to the parish
- Deacon assigned to the parish
- Office manager and bookkeeper
- Music coordinator
- Parish finance council
- Parish pastoral council
- Members of parish ministries

ARTICLE V – PARISH MINISTRIES

The mission of Saint Charles Borromeo Catholic parish is accomplished through our parish ministries. Ministry is a special call from God to each of us to serve actively as a member of Christ's Church. It is through the sacrament of Baptism that each of us is called to ministry.

The concept of ministry has been integral to the church since its earliest days. Each of the Christian faithful has been called by baptism to share in the mission and ministry of Christ

through the active sharing of our individual gifts and talents. Each of us is called to ministry as an expression of the special gifts God has bestowed on that person in faith and baptism. Ministry is based on the principle that each of us has some gift to offer, some talent to share and some contribution to make. The role of the Christian community is to identify, call forth and apply the gifts of each and every member.

Stewardship is the celebration of God’s gifts, the life force that turns our collective Parish aspirations into accomplishments through a shared sense of giving, serving and sustaining. Stewardship can be expressed in many ways, but all involve sharing of our God-given time, treasure and/or talent. We aspire to have every member of our parish community participate in some way in at least one ministry.

“Man proposes, but God disposes” is the guiding credo of our ministry. We must humbly ask for God’s guidance in all our planning and organizing and doing. Our openness to the working of the Holy Spirit, and our willingness to “let go and let God” makes us ministers ... and not just committee members.

St. Charles parish supports the following ministries, listed alphabetically:

- Administration (Buildings and Grounds)
- Ecumenical
- Fund Raising (Resource Development)
- Justice and Peace (Multicultural and Social Justice)
- Parish Community Life
- Parish finance council
- Parish pastoral council
- Religious Education (Christian Formation)
- Worship Liturgy (Spiritual Life)

ARTICLE VI – PARISH FINANCE COUNCIL

Section 1 – Purpose

Canon Law (#537) requires that every parish shall have a parish finance council to aid the pastor in the administration of the goods of the parish (*Called to Stewardship – Diocesan Policies for Parish Finance Councils* 2007:II-1). The Finance Council serves as a consultative body to the pastor on all matters pertaining to parish finances. This council is separate and distinct from the parish Pastoral Council, but works closely with the latter to insure that the financial resources of the parish are managed in a manner consistent with parish and diocesan ministerial priorities. The Finance Council is not responsible for fund-raising but may recommend appropriate means for this to the parish council and should collaborate in the parish's stewardship effort. This council is charged to:

- A – Ensure that proper financial records are maintained for all parish assets and liabilities, revenues and expenses in accord with the Chart of Accounts approved by the Diocesan Finance Office.
- B - Collaborate with the pastor to develop a balanced annual parish budget based on the priorities for the parish ministries as set by the pastor in collaboration with the parish council,
- C - Monitor the finances of the parish by reviewing monthly comparisons of actual revenues and expenditures with the budget, the investments and the overall financial operation of the parish,
- D - Review for approval any non-budgeted and extraordinary expenditures not identified in the annual budget,
- E – Consult on the construction or renovation of parish facilities, the sale or purchase of parish property, and lease agreements,
- F – Review any indebtedness of the parish and plan for debt repayment,
- G – Publish a weekly report to the parish on collections and expenses and on the status of debt repayment,
- H - Make an informational monthly report on the state of parish finances to the parish pastoral council, noting any major factors or trends that could have a budgetary impact, and
- I – Assist the pastor in preparing and communicating an annual parish financial report to Bishop by August 15th of each year.

Section 2 – Membership

The parish Finance council Consists of at least five members of the Christian faithful selected from the parish. Members are appointed by the pastor for a term of three years, and are eligible

for reappointment. Neither the pastor nor any member of the parish staff may serve on the council. Members of the Finance Council ordinarily do not serve on the parish Pastoral Council.

Section 3 – Organization

The Finance Council shall select a chairperson, a vice-chairperson and a secretary. Together with the pastor, they plan the agenda of the council's meetings and shall provide for the ongoing spiritual formation of the members (C. 231, #1) so that all might be imbued with the spirit of the Gospel, in tune with the vision and mission of the Catholic Diocese of Richmond and of the parish, and committed to deepening their faith and sharing it with the parish community. Prayer is an integral part of the council meetings.

Section 4 – Meetings

The Finance Council generally meets every second Tuesday of the month at 3 p.m. in the parish hall. However, the day and/or time of specific monthly meetings can be moved in order to better accommodate personal schedules. ~~so a larger number of members can attend the meeting.~~ Meetings may be rescheduled under on an as needed basis, extraordinary circumstances. Special meetings may be called as needed, at the discretion of the pastor. A quorum of **3** members is required to conduct business. Finance Council meetings are not open, but parishioners are encouraged to express opinions and concerns to the chairperson. The Council acts collaboratively and with confidentiality, however, it does not determine which programs to pursue. This is the role of the pastor in collaboration with the parish pastoral council.

The publication *Called to Stewardship – Diocesan Policies for Parish Finance Councils* (2007) explains in detail the norms for membership, organization, meetings and responsibilities for parish finance councils.

ARTICLE VII – PARISH PASTORAL COUNCIL

Section 1 – Purpose

Canon Law (#511) advises that every parish should have a parish pastoral council to aid the pastor in developing and articulating a deep and mature understanding of the identity and purpose of the parish (*Called to Serve – Diocesan Guidelines for Parish Pastoral Councils* 2010:12). The council assists the pastor in discerning, through prayer and study, how the parish can best carry out the pastoral and spiritual mission of the church on the local level. The council provides vision and direction for the parish, establishes and implements pastoral priorities, and ensures the fulfillment of the parish mission statement. The council enables and encourages broad participation of parishioners in service to both the parish and the broader community. Parish council ministers are called to be representative voices of the parish. Because the parish is a dynamic community, openness to new needs and viewpoints is essential in the ministry of the pastoral council. The council includes the Pastor, Parochial Vicar, Deacon, ministerial staff, members either elected ~~or by the parish at large, and~~ appointed ~~members~~. The council is charged to:

A – Ensure effective and timely communication between pastor and parishioners

- B – Assist our pastor in guiding the parish through advise-and-consent,
- C – Promote ministry and stewardship opportunities and participation,
- D – Identify and call forth the personal gifts and talents of all parishioners,
- E – Publicize stewardship needs and opportunities and encourage ministry participation,
- F – Remind parishioners that “many hands make light work,”
- G – Express gratitude for parishioner and ministry efforts,
- H – ~~Maintain written record of parish goals, activities and decisions~~ Written records of parish goals, activities and decisions will be recorded in the meeting minutes;
- I – Review and approve plans for fund-raising activities, and
- J – Review ~~and approve~~ the annual parish budget proposed by the finance council.

Section 2 – Membership

The Pastoral Council shall consist of the following members:

- A – Pastor
- B – Parochial Vicar assigned to the Parish.
- C – The Deacon assigned to the Parish
- D – Minimum of ~~eight~~⁴ members elected by the parishioners of Saint Charles.
- E – One member elected from the Hispanic community
- F – One member appointed by the pastor for one-year term not to exceed four years.
- G – Youth member elected by the parishioners for a term of one year.
- H – Every Parish Council Ministry Chairperson. (Article VIII, section 2)

Section 3 – Eligibility

Only members of the Parish, eighteen (18) years of age or older, will be eligible for membership, by election or by appointment of the Pastor. The youth member must be fifteen (15) years or older.

Section 4 – Participation

Membership on the Council carries a responsibility to the people of the Parish. Members are encouraged to attend and participate at meetings so as to carry out their responsibility to the position and the parish. Any member, elected or appointed, who is absent more that fifty percent (50%) of the meetings may wish to declare their seat open for appointment. A discussion with

~~the Pastoral Chair and/or Pastor is required prior to vacating the position. Upon written notification by the Chairperson, any member, elected or appointed, who is absent three consecutive meetings, or attends less than fifty percent (50%) of the meetings in a six (6) months period may have his/her seat declared vacant by a consensus decision of the council at a duly called meeting. At this time the member may come before the Council if he/she feels his/her case justifies it.~~

Section 5 – Organization

Internal committees shall carry out certain functions of the Council.

5.1 – Executive Committee is composed of the Pastor, Parochial Vicar, Deacon, Council Chair and Council Vice-chair. This committee shall:

- A – Act of less important items of business and report back to the Council at the next regular meeting of the Council
- B – Develop and distribute the agenda prior to Council meetings
- C – Orient new members to the Council
- D – Create ad hoc committees for special functions, as needed

~~5.2 – Faith Formation Committee shall arrange for retreats, prayer services and other faith formation activities for Council members.~~

~~5.3-2 – Two members of the Council will take the lead on identifying potential candidates for the Council. These members will also prepare and distribute ballots, present the candidates to the parish, inform the parish of voting procedures, conduct voting and announce the results. Council Chair each will appoint Nomination and Selection Committee. The committee will be composed of one member of the Council to act as Chair and two (2) parishioners who are not members of the Council. The committee will prepare and distribute the ballot, present the candidates to the parish, inform the parish of voting procedures, conduct the voting, and announce the results.~~

Section 6 – Meetings

The Pastoral Council currently meets every ~~fourth-third~~ Tuesday of the month, ~~except July, August and December~~, at 6:30 p.m. in the parish hall. The Pastoral Council, at its discretion, may vote to change the day and time of the Pastoral Council meetings at any Pastoral Council Meeting. Upcoming meeting dates and times are published in the church bulletin. Meetings may be rescheduled ~~under extraordinary circumstances as needed to accommodate schedule conflicts~~. Special meetings may be called as needed, at the discretion of the pastor. A quorum of ~~8~~ 6 members is required to conduct business. Pastoral Council meetings are open, and parishioners are encouraged to express opinions and concerns to the chairperson. The Council acts collaboratively and with confidentiality. ~~The September meeting will follow a retreat or~~

workshop format, in accordance with Called to Serve, reference Page 18 “Retreat or Day of Prayer”

Section 7 – Elections

7.0 Each year, the Executive Committee shall evaluate the need to conduct elections based on status of currently elected or appointed members and their willingness to continue to serve the Council. The evaluation shall consider the parish size and available pool of candidates. If the committee determines there are no viable candidates, an election shall not be required. The Pastor and/or the Pastoral Council Chair will advise the parish Community of this decision, either verbally or by a note in the bulletin.

See sections below should an election be conducted.

~~7.11 Each~~Every second year ~~from a prior election,~~ a minimum of ~~two (2)~~ four (4) Council members shall be elected for ~~three (3)~~ two (2)-year term. Council members may ~~not~~ serve more than two (2) consecutive terms, provided no candidates are identified to serve.

The ~~spirit~~ intent of the By- Laws is to provide an opportunity for newcomers to be elected, for old members to grow in experience and rest after four (4) years, if they so desire. ~~Any attempt of self-perpetuation on the Parish Council is not in the spirit of these by-laws.~~

7.2 The council member(s) designated to coordinate nominations will submit nominations to the Chairperson prior to the April Council meeting. The nominating committee will open the nominations to the Parish at large at the end of January. Any Parishioner may place one or more names in nomination with the approval of the candidate. Nominations must be turned into the Chairperson of the nominating committee by the Monday after the second (2nd) Sunday in April. A minimum of four (4) nominees (to be defined as those seeking either a first term or a second term on the Pastoral Council) is required to hold an election. The nominating committee will verify that all nominated persons are aware of the responsibilities as outlined in "Called to Serve," of council membership and are willing to serve on the council. Names of the nominees will be published in the Parish bulletin for two (2) consecutive weeks prior to the election and the candidates presented to the community one (1) week before the election. The election shall be held throughout the Parish at large by secret ballot ~~on the third (3rd) Sunday~~ one weekend in May. ~~The nominating committee shall conduct the election. Parishioners over 18 years of age may cast three (3) votes for each vacant council position. The four (4) candidates receiving the highest number of votes will be elected for a period of two (2) years.~~ The newly elected Council members shall be seated at the June meeting.

7.3 The June~~September~~ meeting will follow a retreat or workshop~~faith formation~~ format and it is most desirable that the election of officers be done near the end of the meeting, after the new Council has grown in prayer and knowledge of each other. At the June meeting, which is directed by the Chairperson of the previous year, members of Council shall elect, by secret ballot, a lay Chairperson and a lay Vice-Chairperson. The person receiving the highest number of votes shall be Chairperson; the person receiving the

second highest vote shall be the Vice-Chairperson. In case of a tie, the election will be decided by a flip of a coin.

- 7.4 The officers of the Council are to be elected for a term of one (1) year and are eligible to succeed themselves, but may not serve more than two (2) consecutive terms in the same office.
- 7.5 Whenever a vacancy occurs for an elected Council member, the Council shall fill the vacancy if the number of elected members is less than ~~eight (8)~~six (6).
- 7.6 Whenever an appointed vacancy occurs, the Pastor will name a new appointee, as soon as possible. within two (2) weeks of the vacancy.
- 7.7 ~~Should there be no first term nominees for election to the Pastoral Council as listed in Article VII— Membership, section 2, D thru G and after the procedure as noted in this Article section 7.3 has been faithfully and responsibly followed by the Nomination and Selection Committee and should there be only second term nominees wishing to return to the Pastoral Council, then there shall be no need for a formal election, the second term nominees will be appointed to the Pastoral Council by the June meeting and it shall be the responsibility of the Pastor and the Pastoral Council Chair to advise the parish Community of this action either verbally or by a note in the bulletin.~~
- 7.8 ~~Should the four (4) two (2) nominees, as defined in this Article section 7.2, not be available to hold an election and if the total voting membership of the Pastoral Council, not to include committee chairs, were to fall below a minimum of the eight (8) total voting members as noted in Article VI section 2D, the Pastor will be responsible to seek and appoint a sufficient number of new members to obtain the minimum number of eight (8) voting members on the Pastoral Council and as noted earlier, that total will not include committee chairs.~~All elections/The appointments are to be completed by the June meeting.