
ST. LAMBERT PARISH PASTORAL COUNCIL BYLAWS

Sioux Falls, SD

Article I: NOMINATION AND SELECTION OF NEW MEMBERS

Section 1: At each annual selection, one-third of the at-large members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.

Section 2:

At least 60 days before the annual selection of new members, the chairperson shall appoint a Selection Committee of at least four members, two of whom are Council members. One of which the Selection Committee's responsibility is to manage all aspects of the selection process including:

Education of Parishioners: Parishioners are educated through bulletin and pulpit announcements about the Council and the selection process for at least two weeks. They are asked to give prayerful consideration to nominating parishioners or themselves for the Council.

Development of Nominees: The Selection Committee, through communal discernment, including prayerful reflection, gathering of information, dialogue, and consideration of parishioners who express a willingness to participate on the Council, will advance a slate of nominees to the pastor.

Section 3: The selection of new members of the Council will be made by the pastor.

Article II: ATTENDANCE, VACANCIES AND REMOVALS

Section 1: It is expected that members are in attendance for Council meetings. When scheduling conflicts arise, it is the expectation that members inform the Chair of their absence. Members are expected to not be absent for more than 3 meetings per year.

Section 2: Any member of the Council may resign by filing a written resignation with the pastor, with a copy to the chairperson.

Section 3: At any meeting of the Council, any at-large member may be removed for good cause by the pastor. Prudent and timely consultation should be made with the Council when a removal is made. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Council member.

Section 4: A vacancy among the at-large members shall be filled by one appointed to serve the remainder of the term. The pastor will make the replacement appointment, with consultation with the Council. Consideration should be given to previous nominees.

Article III: OFFICERS

Section 1: Selection of officers of the Council shall be by election from among and by the Council members present at the annual transition meeting. Offices shall be filled in the following order: chairperson, vice-chairperson and secretary.

Section 2: At the transition meeting following the annual selection of Council members, newly selected members join the existing Council for the purpose of selecting Council officers for the following year.

Section 3: No Council officer may serve more than three consecutive 1-year terms in any one office.

Section 4: The chairperson:

- a) Is aware of the tasks and responsibilities of the Council and communicates these to the Council, committees and parish community.
- b) Organizes/coordinates activities and work of the Council. Develops and maintains an annual Council calendar consistent with the parish calendar.
- c) Prepares the meeting agendas in consultation with the pastor and other Council officers. Ensures that time is spent in prayer. The agenda is made available to the parish in advance of the meeting. Submits the agenda to Council members at least 3 days before the meeting.
- d) Provides formation/education for Council members, utilizing the parish staff and offerings at the diocesan level.
- e) Facilitates Council meetings by helping the members work together, participate fully in discussions and decision-making through consensus. Also conducts parish meetings.
- f) Monitors implementation of all Council recommendations and decisions.
- g) If there is no council liaison, is an *ex officio* member of all standing and ad hoc committees of the Council.
- h) Assists the next chairperson in understanding the Council's history, responsibilities and resources. Transfers all Council materials to the new chairperson.
- i) Performs duties consistent with the office as the Council may direct.

Section 5: The vice-chairperson:

- a) Conducts meetings in the absence of the chairperson.
- b) Becomes chairperson in the event of vacancy.
- c) Performs duties consistent with the office as the chairperson or the Council may direct.

Section 6: The secretary:

- a) Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the Council members, committee chairpersons, and the parish. Provides a condensed report of the meeting for publication in the parish bulletin.
- b) Takes attendance at meetings and records absences.
- c) Maintains the official list of all Council and standing committee officers and members and their terms, the list of all ad hoc committee chairpersons and members and keeps these lists current with regard to addresses and phone numbers.
- d) Reports to the Council all communication. Handles correspondence for the Council, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
- e) Performs such duties consistent with office as the chairperson or Council may direct.

Article IV: MEETINGS

Section 1: Regular meetings of the Council shall be held at such time, place and date as the Council may designate. Prayer shall be an integral part of the meeting.

Section 2: The agenda shall be developed in advance of the meeting by the pastor and council officers based upon the proposals from committees, liaison reports, the parish council annual calendar, strategic plan or mission goals, ongoing needs and concerns of the parish. Parishioners may submit items for consideration to any council member one week before the meeting.

Section 3: Advance notice of the time and place of the meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be 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: Special Meetings. Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. No other business than that stated, as the purpose shall be conducted at that meeting.

Section 5: Closed Session. When a question arises at a council meeting that relates to a person's right to privacy, the council may request the absence of visitors for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

Section 6: Absence. Notification of intended absence should be given to the Council Chairperson, Vice-Chairperson or Secretary before the meeting.

Article V: STANDING COMMITTEES

Section 1: Purpose. Each standing committee implements the Council's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

Section 2: Scope. All committees are accountable to the Council. Committees make decisions in their areas of responsibility following the principle of subsidiary, which means making decisions at the most appropriate level in the parish committee structure.

Section 3: Functions. Committee members are not responsible to do all of the committee's work but rather to involve others in actively accepting the responsibility of their baptism.

The basic functions of each council standing committee are to:

- a) Identify needs of the parish within its areas of responsibility and in keeping with the parish mission.
- b) Establish priorities among the needs and communicate how these needs can realistically be addressed and where inter-committee/intra-parish collaboration might be effective.
- c) Formulate long-range and short-term goals and objectives.
- d) Research and investigate options to implement goals.
- e) Submit the proposed programs to the Council for support.
- f) Communicate with the pastor and pastoral staff about the implementation.
- g) Maintain communication with the parish concerning programs, encouraging active support and involvement.
- h) Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources.
- i) Provide on-going formation of committee members in its areas of responsibility through workshops, study, spiritual formation, etc.
- j) Determine budget priorities in the area of the committee's responsibility and make recommendations to the Council through the *Finance/Administrative Services Committee*.
- k) Periodically evaluate existing programs and activities.
- l) Provide the council with regular, oral or written reports of the work of their committees.

Section 4: The descriptions of the individual standing committees of the Council are:

Community Building:

This committee is responsible for helping to plan and promote social functions intended to build fellowship at St Lambert Parish. The committee strengthens the connections between members of our parish community, welcomes new members, and helps to unify.

Social Concerns:

This committee is responsible for coordinating corporal works of mercy carried out by parishioners on behalf of all. Efforts of the parish which promote a greater respect for life, from conception to natural death, are coordinated through this committee.

Liturgy/Environment:

This committee is responsible for building the faith of our community through an understanding of the Church's liturgical rituals, traditions and seasons. The committee serves as curator of the environment of our parish, particularly our sacred space.

Lifelong Faith Formation/Evangelization:

This committee concerns itself with passing our Catholic faith on to the next generation. It seeks to find ways to support the first Church, the family, by providing faith formation opportunities to parishioners of all ages. Special attention should be given to preparation for the reception of the Sacraments.

Family Life:

This committee ministers to the family life in St. Lambert Parish through prayer, service, education and outreach. Special focus is placed on those in our parish who are grieving and/or upholding marriages at every stage. Past activities sponsored by the committee included, but are not limited to, special mailings to those in the parish who have lost family members, Over 70 Birthday Party, Cana Dinner for married couples, CPR training, nutrition education and visits to the home bound.

Section 5: All standing committees operate under a set of common Standing Committee Guidelines established by the Council and reviewed by the Council every five years. Each committee chairperson shall meet with the Council at least once a year. A committee is able to make decisions only if a quorum is present which means a majority of its members. Committees shall always seek to make decisions by consensus.

Section 6: Committee Officers. The chairperson of each committee shall be discerned by and from the committee members, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the chairperson is one year. Other officers determined by the committee, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an *ex officio* member of the council shall be eligible to be an officer.

Article VI: AMENDMENTS TO THE BYLAWS

The council may amend the bylaws by consensus or a two-thirds vote of the members at two consecutive

meetings of the council.

Date of Approval by the Parish Council: 21-April-2009

Date of Approval by the Diocese: _____

Date of Most Recent Amendment: _____

Date of Next Full Review: _____

Pending Diocesan Approval