

## **Constitution / Bylaws of the Pastoral Council**

Our Lady of the Assumption Church  
Woodbridge / Bethany

### **Article I: Name**

1. The name of this body shall be Our Lady of the Assumption Pastoral Council (hereinafter referred to as 'The Council').

### **Article II: Purpose**

1. The Pastoral Council is the consultative body of the Parish. The main purposes of the council are directive, service, and catalytic.

- a. To provide direction to the parish community based on the mission of Christ and the presence of the Holy Spirit.
- b. To serve as an instrument for sharing the mission of Jesus, proclaiming His Gospel, building His community, celebrating His liturgy, and serving His people.
- c. To set an example of unity and cooperation as a Christian community to the Parish and the Church.
- d. To create a working body representing the various Parish organizations.
- e. To serve as an open forum where parish related information, suggestions, and concerns are respectfully and purposefully discussed and acted upon.
- f. To serve in an advisory capacity counseling the Pastor in the planning and administrative operation of the Parish in collective and synergistic fashion.

### **Article III: Membership**

1. Voting members of the Council shall include:

- a. Pastor
- b. At least one Trustee
- c. Permanent Deacon, if currently assigned to the Parish
- d. Director of Religious Education
- e. A designated representative from each of the following parish organizations/ministries, and those so designated:
  - i. Christian Formation (catechists, RCIA, pre-baptismal)
  - ii. Grounds / Maintenance
  - iii. Health Care Ministry
  - iv. Ladies' Guild
  - v. Liturgy & Worship (altar servers, floral committee, lectors, special ministers of the Eucharist, ushers, and choir members)
  - vi. Social Action Committee
  - vii. Two members at large

2. Non-voting members of the council shall include: Webmaster

3. All members of the council must be actively engaged with the parish and /or their respective ministry for their respective term and are encouraged to share topics, decisions made, upcoming activities, etc. discussed at the parish council meeting with their ministries / committees in the spirit of being transparent and inviting. Each member in III (1) above shall have 1 vote.

#### **Article IV: Eligibility for Membership**

1. Persons serving as the Pastor, trustee, Deacon, and Director of Religious Education.
2. Each of the Parish organizations identified in Article III is to designate a committed representative to the Pastoral Council.
3. The Web Master will be appointed by the Pastor.
4. Two members at large may be appointed by the Pastor.

#### **Article V: Terms of Membership and Vacancies**

1. The term of Parish organization representatives shall be three years. In order to provide continuity of the Pastoral Council, the first half of the organizations identified in Article III (1e) shall serve their three year term commencing in the even numbered years. The second half of the organizations will serve their three year term commencing in the odd numbered years.
2. The term of the members at large shall be three years.
3. No member identified in Article III (e shall serve more than two consecutive terms, after which he or she shall be ineligible for one year.
4. Any member may resign upon written notice to the council president and Pastor.
5. Any member who ceases to be a member of the Parish shall immediately vacate membership.
6. Any member who is unable to attend is responsible for notifying the council secretary 24 hrs prior to the meeting and providing them with a brief update on council / ministry matters to be shared at the council meeting. Any response to said update shall be addressed at the next council meeting at which the absent member shall be present.
7. Term of membership for new members shall commence in September.

#### **Article VI: Meetings**

1. Meetings shall be held at the rectory meeting room, or when circumstances make it necessary, elsewhere.
2. Meetings shall be held the last Monday of September, and the first Mondays of December, March, and June. Should the March meeting occur during Holy Week the Council shall decide at the December meeting when the March meeting will be held unless otherwise designated by the officers of said Council with approval by the Council. Special meetings may be called on seven days prior notice given personally or by email. Such meetings may be called by the Pastor, or the President and the Pastor.
3. Meetings shall be open to all the parishioners, and notice of such meetings shall be published in the weekly parish bulletin / web site on the Sunday prior to the meeting.
4. A quorum shall consist of more than half of those members eligible to vote and the acts of the majority of the Council members present at a meeting, at which a quorum is present, shall be the acts of the Council.
5. Members should receive minutes of the previous meeting and an agenda of the next meeting at least one week prior to any meeting.

#### **Article VII: Officers**

1. The members of the Council shall elect from among their members a President, a Vice-President, and a Secretary.
2. The officers can be elected for terms of up to two terms.
3. Nominations and voting for new officers shall take place at the June meeting.
4. The candidate for each office receiving the largest number of votes for that office shall be declared elected.

5. Each elected officer of the new Council assumes office upon conclusion of the June meeting and serves until a successor is elected.
6. The President shall:
  - a. Preside at all meetings,
  - b. Communicate with the Parish Secretary, and
  - c. Appoint Special Committees as is deemed necessary.
7. The Vice-President shall:
  - a. Perform the duties of the President in the absence of the President, and shall succeed the President should that office become vacant, and
  - b. Directly assist the President.
8. The Secretary shall:
  - a. Keep the minutes of all the meetings of the Council and make same available to all members according to Article VI (5),
  - b. Maintain an official list of all members of the Council, their terms of membership, and their membership status according to Article III.
  - c. Maintain an official list of all members and their terms of office
  - d. Keep attendance records for all Council members,
  - e. Annually prepare a copy of the Constitution and Bylaws containing all amendments for each new member of the Council.

#### **Article VIII: Committees**

1. Ad hoc and/or standing committees shall be formed as needed.

#### **Article IX: Powers to change Bylaws**

1. The Council shall have the power to change these bylaws by a two-thirds vote of those members in attendance at a meeting called for this purpose. A copy of proposed changes shall be in the hand of the Council members at least one week prior to the meeting designated for the voting on said changes.
2. For the purpose of this section a quorum shall be three-quarters of members.

Amended: July 17, 1995  
Amended: May 4, 1997  
Amended: September 2, 1997  
Amended: October 3, 2005  
Amended: June 2, 2008  
**Amended: June 3, 2013**