

BY-LAWS OF ST. MARY'S PARISH PASTORAL COUNCIL

PARISH MISSION STATEMENT: St. Mary's Catholic Church in Johnson City, TN gathers as a diverse and welcoming Eucharistic community baptized in Jesus Christ to proclaim the Gospel. We celebrate the sacraments and serve our community through works of compassion, love, and mercy.

ARTICLE 1: NAME

The name of the organization is The Parish Pastoral Council of St. Mary's Church and is located in Johnson City, TN. It will be referred to as the Parish Pastoral Council (PPC).

ARTICLE II: PURPOSE AND AIM

The purpose and aim of the PPC is to advise the pastor for the growth and betterment of the parish and to assist the pastor in formulating programs and policies to that end. The members of the council should be a praying community and by their example should lead the parish to a fuller life of prayer. They should be sensitive to the movement of the Spirit among the people of God in the parish and be truly representative of all members of the parish in their advice. They are to support the pastor in his role as shepherd of the parish. They should foster the unity in the parish, encourage full participation of parishioners in parish life, and promote ongoing dialogue among the staff, parishioners, and the various parish organizations.

ARTICLE III: MEMBERSHIP A.

Number and Status

1. Ex-officio members: the pastor (whose advisory council this is), parochial vicar(s), deacon(s), and a Finance Council chairperson are members of the Parish Pastoral Council.
2. Nine members shall be elected or appointed who represent the parish community.
3. The members of the council will be elected or appointed for one three-year term, however Council members will have the option to serve a consecutive term if nominated and approved by the Council. Persons who previously served on the Council may be elected again after an interval of 3 years off the Council. The 3 year terms should be staggered so that 1/3 of the terms expire each year. In order to fulfill the requirement of item two (2) above, the pastor may appoint members to a term less than three years. This must be made clear to the appointee.
4. An additional member, or members, may be appointed by the pastor to represent the parish as a whole or an additional group not already represented by a member, or a parish demographic--lacking representation on the Parish Pastoral Council.
5. The number of appointed members of the Parish Pastoral Council shall not exceed a total of eight, all of whom will be appointed by the pastor.
6. No paid staff, Finance Council members (with the exception of the Finance Council chairperson) or immediate family members of either shall be a member of the Parish Pastoral Council.
7. Annually, one-third of the council members shall be elected to fill vacancies created by members whose terms are due to expire.

8. Members of the council receive no compensation for their service. They are reimbursed only for expenses directly related to carrying out their council service.

B. Qualifications

1. Any registered parishioner who has reached his/her 18th birthday by the day of installation and is a confirmed Catholic in good standing may be elected/appointed and serve as a member of the Parish Pastoral Council.
2. Nominees for membership on the Parish Pastoral Council should be in compliance with the Charter and Norms of the Diocese of Knoxville's Safe Environment policy before their names are considered by the pastor.
3. Candidates are selected for the talents and gifts they can contribute to enable the Parish Pastoral Council to accomplish its purpose and aim.
4. Candidates must be practicing members of the Catholic faith, who embrace the teachings of the Magisterium.
5. Members should be collaborative, discreet, even-tempered, and open-minded and should reflect the parish's various social and demographic backgrounds.
6. Members should be deeply committed to the Lord and be willing to commit to their responsibility.

ARTICLE IV: NOMINATIONS, ELECTIONS, VACANCIES, RESIGNATIONS, AND REMOVALS

A. Nominations

1. The chairperson of the Council shall appoint a nominating committee at the February meeting. The committee will:
 - a. secure consent from a sufficient number of qualified nominees/volunteers from the parish
 - b. present the list of nominees/volunteers with biographies at the April meeting for approval
 - c. post a biography and picture of each candidate in the gathering area at least two weeks prior to the election

B. Election, Installation, and Voting

1. General elections of Council members by the parish are to be held the second weekend of June at all masses. The membership of the Council is to be installed at a Sunday Liturgy prior to the August meeting.
2. Any registered member of St. Mary's Parish eighteen years of age or older is eligible to participate in the election of Council members.

(a) proxy votes will not be permitted

(b) in the event of a tie, a run-off election will be held

C. Council Vacancies- In the event of a vacancy in an elected position due to death, resignation or removal, the pastor, with the advice of the executive committee, shall, if deemed necessary, appoint a replacement consistent with Article III, MEMBERSHIP, to complete the unexpired term.

D. Resignations

1. Any member of the Council may resign by submitting a written letter of resignation to the pastor with a copy to the chairperson. If the chairperson wishes to resign, a copy of the letter of resignation will be submitted to the vice-chairperson.

2. It is expected that a three-month prior notice of resignation be given except in extraordinary cases.

E. Removals

1. Any member who misses four (4) consecutive meetings of the Council will be automatically removed from the Council.

2. The pastor has the power to remove any Council member for just cause without consultation with the other membership.

3. At any Council meeting, a member may be removed for good cause by consensus, or by an affirmative vote of three-fourths of the Council. The pastor has the final say in all proposed removals from the Council.

4. Any member whose removal has been proposed shall be given written notice of same and an opportunity to attend the meeting where discussion of such proposal will take place. Good cause includes, but is not limited to, physical or mental incapacity or failure to perform duties as a Council member.

ARTICLE V: RESPONSIBILITIES OF THE PASTOR AND COUNCIL OFFICERS A. Pastor

1. The Pastor must be present at all meetings of the PPC. He may preside personally or entrust that responsibility to the chairperson.

2. The Pastor bears the responsibility to ensure that PPC recommendations are in accordance with the laws and teachings of the Church and diocesan policy.

3. Recommendations of the PPC are made to the Pastor. They are not binding on him; however, he is not to act contrary to the recommendation without an overriding reason which should be communicated to the Council.

B. Chairperson

1. The chairperson, appointed by the Pastor, shall conduct all regular and special meetings of the PPC at the Pastor's request.

2. In consultation with the Pastor, the chairperson shall also be responsible for preparation of the agenda for each PPC meeting.

3. In August the chairperson shall put forth goals for the PPC related to how they will fulfill the Mission Statement of St. Mary's Parish. The achievement of these goals will be measured in the PPC self-evaluation in June of the following year.

4. Other duties assigned to the chairperson may include, but not limited to:

a. organizing and coordinating activities and work entrusted the council by the Pastor

b. developing and maintaining an annual council calendar

c. facilitating council meetings by helping members work together, participate fully in discussions and making recommendations

d. advocating before the Pastor all council recommendations

e. takes attendance at meetings and records absences

f. maintains the official list of all council members and their terms and keeps those lists current with regard to addresses and phone numbers

g. files copies of all records with the parish secretary to be preserved in the parish archives

h. ensures that a copy of the latest version of these by-laws is kept in the parish archives as well as sending a copy to the Office of the Chancellor for the Diocese of Knoxville

i. assists the in-coming chairperson to understand the responsibilities of the position and resources available

C. Vice-Chairperson

1. The vice-chairperson, appointed by the Pastor, assumes the responsibilities of the chairperson when absent.

D. Secretary

1. The PPC secretary, appointed by the Pastor, shall:

a. maintains a written record of the minutes of the PPC meetings and sees that the minutes, after approval by the Pastor, are available to the council members

b. initiates, receives and responds to all correspondence as necessary c.

preserves all reports and documents committed to his/her care

d. writes condensed reports regarding recommendations of the PPC for the parish website, and ensures the minutes are approved by the Council before submission to the webmaster

E. Appointment of Officers

1. All officers will be appointed for a one-year term.
2. Officers may be appointed for consecutive terms as long as they are members of the PPC.

ARTICLE VI: MINISTRY LIAISONS

A. The Pastor may establish certain Ministry Liaisons that address various aspects of the life of the parish which are continual in nature, such as, but not limited to:

- 1) Worship & Spiritual Life, including Adoration Chapel, Altar Servers Scheduling, Altar Servers Training, Arts & environment, contemplative Living, Director of Music & Liturgy, Cursillo Movement, Extra Ministers' Schedule, Extraordinary Ministers, Healing Ministry, Hispanic Ministry, Labyrinth, Lectors & Commentators, Liturgy of the Hours, Rosary Makers, Rosary Prayer, and Ushers Training & Schedule
- 2) Social Awareness & Action, including Hospital & Police, IHN/Just Faith/Twinning, J.P.I.C., Melting Pot, Saint Egidio Community, St. Vincent de Paul, and St. Vincent's Food Pantry
- 3) Parish & Family Life, including Bereavement Meals, Boy Scouts, Cub Scouts, CCW, CCW Bridge Club, Coffee Social, Girl Scouts, Knights of Columbus, Newcomers' Welcoming, Parish Nurse, Respect Life, Social Committee, Community Gardens, and Widow & Widower's Ministry
- 4) Education & Formation, including Adult Faith Formation & CFF/Totus Tuus, Engaged Encounter, Home and School Assoc., Marriage Encounter, R.C.I.A., Sacrament of Baptism, Sacrament of Confirmation, Sacrament of Matrimony, School Board, St. Mary's School, and Youth & Soul Ministries
- 5) Communication including Bulletin, Church/School Calendar & Parish Directory, Newsletter (The Disciple), and Website
- 6) Finance Council

Each PPC member's role as liaison is to report back to the Council semiannually the activities being undertaken by the ministry(s) under him/her. The list of ministries within each area will be reviewed every two (2) years. Each committee shall consist of the Council liaison(s) and ministry representative to maintain communication between the Council and the parish.

The PPC will evaluate the success of St Mary's ministries based on how their programs helped the parish put the Mission Statement into action and whether they were able to meet their ministry goals.

The Council seeks to keep parishioners involved in current projects by inviting knowledgeable parishioners to serve on ad hoc committees and task forces initiated by the Council.

B. The Pastor may appoint other special committees as the need arises either of his own accord or in response to a request by the PPC.

C. All ministries should recognize that they are to support the PPC in making knowledgeable and informed recommendations to the Pastor about their area of interest.

ARTICLE VII: MEETINGS

A. Meetings shall be held at such time, place and date as the Pastor may designate. For St. Mary's PPC, the meetings shall be held on the third Tuesday of each month at 7:00PM in the parish conference room. There will be no meetings in July and December.

1. The Council may never meet or act as a council without the Pastor's presence or at least his consent.

B. The Council shall meet at least four (4) times a year. Special-called meetings may be considered part of the minimum requirement.

C. Notice of Council meetings, provided by the Council secretary, will be announced in the bulletin. Notice of intended absence from the meeting should be given to the Pastor and/or any officer of the Council.

D. The Pastor may call a meeting at any time for any reason keeping in mind due consideration of those who are to attend.

E. Meetings are usually not open to the parish at large as certain confidential matters are often discussed.

1. If a parishioner wishes to have a matter presented to the PPC he or she should bring it to the Pastor's attention, preferably in writing, who will then present it before the PPC as he sees fit.

F. A quorum shall be a simple majority of the members and is required to conduct a meeting. The quorum is established so as to ensure balanced opinions and advice.

G. A joint annual meeting will be held with the Financial Council in August at the regularly scheduled PPC meeting to achieve the following:

1. Satisfy the training requirements for both organizations by viewing the required orientation video and the signing of all required documents referenced by The Standards of Excellence.

2. The chairperson of the Financial Council present the fiscal budget submitted to the diocese to the PPC.

H. At least once a year a Parish Family Meeting should be conducted that is open to the entire Parish and led by the Pastor and the PPC in which parishioners may make their needs and opinions known. The St. Mary's Parish Family Meeting is held quarterly in the school gym.

ARTICLE VIII: ACCOUNTABILITY

The Council self-evaluation will occur at the June meeting. These evaluations will measure the effectiveness of the Council to the PPC Plan. The Pastor will compile the data from these evaluations and present his results at the August meeting.

ARTICLE IX: DISSOLUTION

A. When the Pastor leaves the Parish through transfer, retirement, or death, the Council may be dissolved if the new Pastor sees fit.

1. Should an administrator be named, the PPC will continue to advise him until such time as a Pastor is named.

B. Should the Pastor find the PPC to be in need of dissolution, he is to request permission from the Bishop before he may do so.

ARTICLE X: AMENDMENTS TO THESE BY-LAWS

Amendments may be recommended by a two-thirds vote of the members of the PPC. Amendments may be implemented only after approval of the Pastor and the Bishop or his representatives in these matters. A copy of the amended by-laws shall be sent to the Office of the Chancellor of the Diocese of Knoxville for archival purposes. A copy of the amended by-laws will also be kept in the St. Mary's archives.

These By-laws of the Parish Pastoral Council of St. Mary's Church are hereby approved and adopted as attested by the signatures below.



Bishop (or Bishop's delegate)



Pastor

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