

BY-LAWS to the Pastoral Constitution
of St. James Catholic Church

Article I – Election of Members (Constitution; Article V Elections)

Section 1

The President shall annually at the **March** Council meeting appoint a Nomination / Election Committee for the purpose of drawing up a slate of at least two candidates for the Parish Pastoral Council (Council) for each vacancy to be voted upon.

- a. The Nomination / Election Committee shall be responsible for all aspects of the nomination / election process from obtaining a list of qualified candidates, providing the nominees with a biography form, obtaining a current photo, contacting the parish secretary to make certain a ballot has been prepared, providing for absentee voting, and through the counting of the ballots following the **Council elections that shall be held on the third weekend of May.**
- b. Starting with the **third weekend of March** and continuing until the **second weekend of April**, it shall be announced at all Masses and published in the bulletin that **nominations are being accepted** for the purposes of identifying and recruiting nominees for the elections held on the third weekend of May. The qualifications for Council membership shall be included in the announcement and the bulletin.
- c. The Nomination / Election Committee may nominate any eligible, registered parishioner for the Council who submits a brief biography along with a short statement of candidacy platform by the **third weekend of April.**
- d. By the **fourth weekend of April**, a recent photograph of each candidate shall be obtained and a copy of each candidate's biography along with their statement of candidacy platform shall be submitted to the Pastor.
- e. On the **second weekend of May**, it shall be announced at all Masses that a photograph of each nominee along with their biography and statement of candidacy platform for Council election has been published in the bulletin.
- f. By the **second weekend of May**, the election ballot shall be prepared with the assistance of the parish secretary and assuring that sufficient copies and pencils are available for the election.
- g. For those parishioners who are homebound or who are unable to attend Mass at St. James on the third weekend of May, ballots may be obtained from the Church Office and are to be returned to the Church Office by 12:00 Noon on the Monday following the third Sunday of May.
- h. At all Masses on the third weekend in May, the Council elections shall be held using ballots distributed / collected by the ushers and then given to a member of the Nomination / Election Committee to be counted.
- i. The Pastor and the Council President shall certify the election.
- j. Immediately after the election results have been certified, the President will call each candidate with the results. For any candidate that is not elected, a request for them to be a member of one of the committees shall be made.
- k. **On the fourth weekend of May**, the election results shall be announced at all Masses and published in the bulletin.

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Article II – Duties of Voting Members (Const. Article IV - Membership)

Section 1

It shall be the duty of the Council Members to:

- a. Demonstrate visible leadership through the support of and participation in Parish programs, activities, and/or ministry organizations.
- b. Support a ministry organization (i.e. lectures, choir, greeters, ushers, money counters, catechists, etc.) and/or serve as a member on at least one Committee as follows:
 - i. Nomination / Election Committee
 - ii. Adult Faith Formation
 - iii. Finance
 - iv. Planning
 - v. Social
 - vi. Maintenance
- c. Attend the annual Archdiocesan Leadership workshop for Council Members.

Section 2

Any voting member absent from three (3) consecutive regular meetings without reasonable cause, as determined by the Council, may have his or her position declared "vacant" and be filled as specified in the Constitution; Article V – Elections.

Article III – Duties of the Officers/Chairpersons (Const. Article VI - Officers)

Section 1

The President

Serves as Council Chair and works closely with the Pastor to ensure that the Council works to fulfill the vision statement of the parish through active collaboration with staff, parishioners, other church and civic groups, and archdiocesan officials. The chair is responsible for the organizational aspects of the council and chairs all meetings of the council. In light of these responsibilities, it is important that the chair possesses a good understating of group process and has the necessary facilitation skills to fulfill this role effectively.

Duties of the Chair include:

- a. Preside at all meetings of the Council
- b. Chair all regular and special meetings of the council
 - i. Adhere to the agenda in terms of time and focus
 - ii. Oversee the physical setting of the meeting room to facilitate interaction and collaboration among members
 - iii. Encourage the full participation of all council members
 - iv. Ensure that all members have an opportunity to speak and that no one member exerts control over the agenda or its time frame
 - v. An atmosphere of respect is maintained at all times
 - vi. Begin and end meetings on time
- c. Clarify council procedures

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Section 1 (continued)

- d. Ensure the opportunity for periodic evaluation of council effectiveness
- e. Ensure good communication procedures
- f. Organize and conduct, in cooperation with the executive committee, any parish assemblies called by the council
- g. Keep open the channels of communication between pastoral council and parishioners
- h. Recruit, in collaboration with the Pastor, the Chairpersons for each of the various Committees
- i. Chair executive committee meetings
- j. Appoint special committees when necessary
- k. Confer with and cooperate with Chairpersons of the various Committees
- l. Submit to the staff without delay any matters pertinent to them
- m. Submit to the Pastor for approval all business acted upon
- n. Present the "Annual State of the Parish" report to the congregation

Section 2

The Vice President

Serves as Council Vice Chair and in the absence of the Chair or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the Chair. The Vice-Chair serves as the Head of the Nomination / Election Committee, as the liaison (point of contact) from the various committees to the Parish Council, and as "keeper" of the Parish's Mission Statement, Goals, and Objectives.

Duties of the Vice Chair include:

- a. Performing such other duties as may be delegated to it by the Chair
- b. Assist the President when requested
- c. Fulfill the duties of the President in his or her absence

Section 3

The Secretary

Duties of the Secretary include:

- a. Reduce to writing the minutes of all Council meetings
- b. Provide an accurate record of the minutes of all meetings
- c. Preserve the minutes and reports of the Executive Committee and the Council meetings

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Section 3 (continued)

- d. Maintain a roster of membership and attendance
- e. Monitor terms of members
- f. Continually update council documents
- g. Forward in writing, to the Pastor all council resolutions and recommendations
- h. Distribute information and correspondence to council members as directed
- i. Maintain a file of council correspondence
- j. Prepare parish bulletin announcements and other information pertaining to the work of the council
- k. Prepare publicity material for use in various media
- l. Be responsible for preserving all written Committee reports
- m. Give notice to the staff, the parish bulletin, and members of the Council of all meetings called by the President
- n. Provide for publication of the names of committee members and newly elected Council members
- o. It is the responsibility of the secretary to ensure that these duties are preformed, either by the secretary or other members of the council or pastoral staff who may be solicited to assist

Section 4

Committee Chairpersons

It shall be the duty of the various Committee Chairpersons to:

- a. Call regular or special committee meetings
- b. Preside at all meetings of their committee
- c. Recruit, in collaboration with the President and Pastor, the members of their committee
- d. Attend Pastoral Council meetings as needed
- e. Present their written Committee Activities Report (CAR) at the next Council meeting following each of their committee meetings

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Article IV – Committee Duties

Section 1

The Committees help to establish the Parish goals and provide recommendations to the Council on how to achieve those goals to effectively carry out the Parish mission. The Chairs of each committee are responsible for scheduling meetings, recruiting, and training of new members.

Section 2

The Pastor, Deacon and Council President are ex officio members of all committees. While they will not be able to attend every committee meeting, they should be kept informed of all meetings and be invited whenever their input is considered essential to the committee's agenda for that meeting.

Section 3

Each Committee shall:

- a. Meet monthly, as necessary (but at least quarterly) to implement the work of the Council
- b. Draft a mission statement and annually establish goals; where each goal has objectives and strategies to enable mission accomplishment
- c. Prepare a written Committee Activity Report (CAR) appropriate for distribution to the Council at the next regular Council meeting
- d. Appoint a representative (usually the Chairperson) to attend Pastoral Council meetings as needed and present highlights of their CAR
- e. Prepare an annual performance report of results and proposed budget for submission to the Finance Committee
- f. Prepare an annual input report to the President for the Executive Committee's preparation of the annual State of the Parish report

Section 4

The committees shall be as prescribed in the Constitution (Article VII, VIII, and IX) and are as follows:

- a. Executive
- b. Nomination/Election Committee
- c. Adult Faith Formation
- d. Finance
- e. Planning
- f. Social
- g. Maintenance

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Section 4 (a) Executive Committee

Shall be composed of the Pastor, President (who shall serve as Committee Chair), Vice President (who shall serve as Vice Chair), Secretary and the Delegates to any Archdiocesan Council.

Members:

Pastor
Parish Council President (Committee Chair)
Parish Council Vice President (Vice Chair)
Parish Council Secretary

Duties:

- a. Conducts an annual review and update of, or reaffirms, the Parish Mission Statement per the Constitution Article II, Section 2, paragraph a.
- b. Convenes at least two (2) weeks prior to each Council meeting.
- c. Receives proposed topics for the next Council meeting.
- d. Arranges the agenda for the next Council meeting.
- e. Ensures the agenda is sent to all Council members and committee chairpersons at least one (1) week prior to the next Council meeting.
- f. Renders to all Parishioners, not less than annually at a General Parish meeting, a report on the ministries, the material and financial condition of the parish, i.e. "The State of the Parish Report" and provides an explanation of any constitutional amendments per the Constitution Article XII – Ratifications and Amendments.

Section 4 (b) Nomination/Election Committee

Members:

Parish Council Vice President (Chair)

Section 4 (c) Adult Faith Formation

Prayer & Adult Faith Studies

Coordinates/Oversees:

- a. Renew / Adult Ministry

Section 4 (d) Finance

Shall oversee the implementation and maintenance of a complete and accurate accounting system in accordance with Archdiocesan policies and guidelines. The committee shall assist the Pastor and staff in the development of an operating and capital budget based on the priorities as determined by the Parish Council. Once the budget is complete, it shall be presented to the Parish Council for review and recommendation to the Pastor. The committee is responsible for the internal accounting controls over the parish's financial operations and is responsible for ensuring completeness and accuracy of parish finances.

Coordinates/Oversees:

- a. Budget preparation and management
- b. Annual Stewardship Program
- c. Archdioceses Annual Appeal
- d. On-Line Giving Program
- e. Money Counters

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Section 4 (e) Planning

In cooperation with the Pastor and the parish staff, conducts the recurring needs survey (when necessary) upon which to establish the goals of the Parish and, in union with the Pastor, determines priorities among such needs and goals with respect to the allotment of personnel, physical property and financial resources. Prepares a draft plan that will be routed through all committees for review and final prioritization before approval by the Council.

Duties:

- a. Prepares and conducts the Parish Needs Assessment (Survey)
- b. Prepares a comprehensive Parish Plan
- c. Identifies Capital Repairs and Improvements
- d. Plans and oversees Parish renovation projects

Section 4 (f) Social

Working with the Pastor and the parish staff, provides opportunities for all parishioners to join in spiritual and social fellowship as the Children of God.

Coordinates/Oversees:

- a. Parish Picnic
- b. Special Events
- c. Funeral Receptions
- d. Coffee / Donut Socials
- e. Annual Recognition
- f. Lenten meals
- g. Welcoming new parishioners (Welcome Packet updates and delivery)

Section 4 (g) Maintenance

In cooperation with the Pastor and the parish staff, maintains and regulates the use of parish property and undertakes any improvements and enlargements to the property which may be deemed necessary; except where the decision in such matters is reserved to the Ordinary. Facilitates interactions with maintenance and repair contractors and presents proposals back to the Council with recommendations.

Coordinates/Oversees:

- a. Custodial housekeeping – Outsourced
- b. Care of the Parish Properties
 1. General repairs and maintenance
 2. Snow / Ice removal
 3. Security
- c. Preventive / Scheduled Maintenance
- d. Quarterly Inspection of Parish Ground and Properties
- e. Garden and Lawn maintenance

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Article V – Amendments

Section 1

Any proposed amendment to these By-Laws shall be submitted in writing and signed by one voting member of the Council to the President. The President shall submit a copy of the proposed amendment to each Council member at least one week prior to the next regular Council meeting. The amendment shall be discussed at that next regular meeting. The approval of a simple majority of the voting members of the Council shall be required for the amendment to be adopted. The vote may take place as soon as at the regular meeting and become effective there upon.