

**St. John the Evangelist Catholic Church  
and  
The Church of the Transfiguration of Our Lord Mission**

**Parish Pastoral Council Constitution and Bylaws**

**Preamble**

St. John the Evangelist Catholic Church and The Church of the Transfiguration of Our Lord Mission, henceforth known as the Parish, in striving to live out discipleship to our Lord and Savior Jesus Christ has set the mission of the Parish to be “loving God and neighbor as Christ taught.” All activities of the Parish are to embody this mission, including the decisions and direction given to the Parish by any of its leadership or councils or committees.

**Name**

The central coordinating body of the Parish shall be the Parish Pastoral Council. Its full name shall be the Parish Pastoral Council of St. John the Evangelist Catholic Church and The Church of the Transfiguration of Our Lord Mission.

**Purpose and Objectives**

The Parish Pastoral Council, which is bound by the official teaching and laws of the universal Catholic Church as well as by diocesan policy, shall serve as the central coordinating body of the Parish. It is to serve as a consultative body to the pastor of the Parish recommending parish policy based on the Parish mission statement and diocesan norms and guidelines. These recommendations shall arise not from mere parliamentary procedure and majority vote, but from consensus reached through prayerful discernment and discussion in an atmosphere of respect and trust. It is through the Parish Pastoral Council’s work that the Parish becomes animated by a vision for the future, which is anchored by respect for the past and hope for the future. The Parish Pastoral Council, as a pastoral body, has a responsibility to:

1. Determine the needs of the Parish;
2. Review and update the mission statement of the Parish as needed;
3. Establish goals and objectives for the parish and set priorities for their implementation;
4. Be aware of the needs and priorities of the Universal Catholic Church and of the Diocesan Church and have these reflected in the goals they set;
5. Coordinate Parish activities to ensure that the stated goals and objectives are implemented;
6. Serve as a forum for constructive dialogue within the parish community;
7. Ensure that the Parish engages in apostolic activity;
8. Ensure the Parish has activities that will grow discipleship in all parishioners;
9. Ensure that the Parish has a vibrant Worship life;
10. Ensure that the Parish has a growing sense of community.

The Parish Pastoral Council, as an administrative body, has responsibility to:

1. Review the budget as prepared by the pastor and the Parish Finance Council;
2. Approve major building and repairs on parish property;
3. Work with the pastor in determining the financial needs of the Parish;

4. Develop parish goals where priorities are reflected in the parish budget.

### **Membership**

The voting members of the Parish Pastoral Council consist of ex-officio and at-large members. The ex-officio members shall include:

1. The Pastor
2. The Pastoral Associate
3. Other Pastoral Staff Members (at Pastor's discretion)
4. The Chairperson of the Parish Finance Council
5. The at large members shall consist of seven (7) parishioners of St. John and two (2) parishioners from Transfiguration. These members shall have a term of three years with 1/3 of the council members being appointed each year.

The Parish secretary shall serve the Council in a non-voting capacity as the secretary of record.

### **Power and Relationships**

The Parish Pastoral Council is a consultative body to the pastor. Because of the ultimate responsibility and accountability to the Bishop, all decisions of the Parish Pastoral Council must have the pastor's consent. The pastor and the Council are to act in collaboration with each other in developing parish policy and setting goals for the parish.

All staff members of the parish serve at the discretion of the pastor. When new pastoral staff members are to be hired, the Parish Pastoral Council shall form an ad hoc committee for this purpose. The pastor must approve all decisions in this regard.

### **Nominations and Appointments**

Each year the Parish Pastoral Council is to form an ad hoc committee to plan and oversee the nomination and appointment process. This committee is to solicit from the Parish at large the names of the persons they wish to nominate to the Parish Pastoral Council.

The ad hoc committee is to ensure that the field of persons is representative of the parish in every way (age, ethnic origin, marital or single status). The ad hoc committee is to contact all persons who have been nominated by the Parish at large to inform nominees of the responsibilities involved in serving on the Parish Pastoral Council and to receive a commitment of willingness to serve if appointed.

A nominee qualifies for the appointment process if he/she is a registered member of the parish who has been fully initiated into the Catholic Church, and has a willingness to serve on the Parish Pastoral Council and is a parishioner in good standing. This means the person is contributing to the parish in time, talent and treasure. Ultimately this determination is up to the Pastor. Based on this, the ad hoc committee is to prepare a listing of all qualified nominees.

On the second Sunday of Easter the names of all qualified nominees are to be placed in a container. The names of the nominees are then to be drawn. The first names drawn shall be the new appointed members of the Parish Pastoral Council.

Each year 1/3 of the Parish Pastoral Council's membership is to be appointed. This means that

every year two members for Council shall be appointed from St. John the Evangelist and one member from Transfiguration Mission. An additional member is to be appointed every year—a high school youth.

### **Officers**

The Parish Pastoral Council shall have the following officers:

Chairperson and Vice-chairperson. The Chairperson and Vice-chairperson shall be elected each year by council members.

The chairperson shall conduct all meetings. In the chairperson's absence, the vice-chairperson shall conduct the meeting.

The chairperson, vice-chairperson, and the pastoral staff shall comprise the executive committee of the Parish Pastoral Council.

The Parish secretary shall act as the secretary of record for the Parish Pastoral Council.

### **Committees**

The Parish Pastoral Council shall have five standing committees. These are:

Parish Worship Committee

Parish Youth Religious Formation Committee

Parish Discipleship Committee

Parish Christian Service Committee

Parish Community Committee

Every Parish Pastoral Council member shall serve on at least one council committee. At least one Council member from Transfiguration shall serve on the Worship Committee.

The Parish Pastoral Council has the responsibility of reviewing and approving the plans and budgets needed to fulfill the plans of each of these committees.

### **Meetings**

The Parish Pastoral Council shall meet as needed. In general, the Council should meet at a minimum on a monthly basis.

The Council Committees shall meet as needed.

The date and time of the meetings of the Parish Pastoral Council shall be set at the preceding meeting.

The meetings shall be closed.

A meeting of the executive committee shall precede the Council meeting to set the agenda. This agenda is to be set a month ahead of the meeting. The Parish is to be notified of the agenda so that they can contact the council members about their concerns regarding agenda items before

the meeting. Also, the agenda is to be mailed to the Council members prior to this notification of the Parish and prior to the meeting.

Every meeting of the Parish Pastoral Council shall include committee reports.

The approved minutes of each meeting may be made available to the parishioners.

No less than once every three years, the at-large members of the Parish Pastoral Council shall conduct an open forum town hall meeting. The meeting is to allow for wide spread input from the parish. The Parish Pastoral Council shall determine the dates and times for these meetings.

### **Amendments**

To amend this constitution requires the full consensus of the Parish Pastoral Council. This consensus shall begin by giving to the members of the Council in written form the amendment being considered and its rationale. This proposed amendment becomes part of this constitution only when full consensus is reached.

Constitution as Revised July 25, 2007

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Father Kavungal Davy, CMI, Pastor