

OUR LADY OF THE SNOWS CATHOLIC CHURCH

PASTORAL COUNCIL BY-LAWS

PURPOSE:

The Pastoral Council (PC) is the parish pastoral planning body that assists the pastor/parish life director (PLD) in developing and executing short- and long-term plans and priorities for pastoral ministry, guided by the parish vision and purpose statements.

CONSULTATION:

The consultative role of the PC parallels that of the Finance Council (FC). Like the FC, the PC is a unit of service to the pastor/PLD, not a unit of authority.

PASTOR/PLD:

The pastor/PLD is the chief governing authority of the parish and is accountable to the Bishop for all decisions regarding pastoral ministry and the overall welfare of the parish. He presides over and participates in PC meetings. In addition, he:

1. Consults with the PC on pastoral matters of the parish.
2. Is open, respectful, and receptive to the voices of the PC members and other parishioners.
3. Prayerfully weighs the collective wisdom, consensus, and concerns of the PC regarding pastoral matters, in light of the universal Church and its mission.
4. Assists in the proper formation, training, and orientation of all PC members.
5. Facilitates PC members in building their own community of faith, trust, and respect.

COUNCIL MEMBERSHIP:

The PC consists of seven parishioners who are fully initiated into the Roman Catholic faith and actively participate in the life and liturgy of the Church. Membership on the PC should reflect the make-up of the parish to the extent feasible. The pastor/ PLD is an *ex officio* non-voting member of the PC. The pastor/PLD selects and appoints PC members

in consultation with the PC. The term of a PC member is three years and until the appointment of a successor member is made and accepted. Terms are divided into three classes and are staggered as follows:

Class I: Term ends August 31, 2016, and every three years thereafter (2 seats).

Class II: Term ends August 31, 2017, and every three years thereafter (3 seats).

Class III: Term ends August 31, 2018, and every three years thereafter (2 seats).

New terms begin September 1 of each year. Members may serve no more than two successive three-year terms unless this limitation is waived by the pastor/PLD and a 2/3 vote of the PC. A member selected to fill a vacancy in any class shall serve until the expiration of the terms in that class.

OFFICERS:

Chairperson: The chairperson is selected by the PC members with the approval of the pastor/PLD. Term of service is one year or as determined by the PC. The chairperson facilitates PC meetings and shall serve in any other capacity or role as agreed upon with the pastor/PLD.

Vice-chairperson: The vice-chairperson is selected by the PC members with the approval of the pastor. Term of service is one year or as determined by the PC. The vice-chairperson assists the chairperson as needed and assumes the chairperson's office at the end of the chairperson's term.

Secretary: The secretary shall be selected by the PC members with the approval of the pastor/PLD and shall be an individual with the necessary skills for recording the proceedings of PC meetings and discharging other duties as assigned. The secretary need not be a member of the PC and shall serve at the pleasure of the PC and pastor/PLD.

Selection of officers: Pastoral Council officers are selected at the PC's September meeting each year and serve at the pleasure of the PC and the pastor/PLD.

MEETINGS:

The PC shall have five regular meetings per year in September, October, January, March, and May. The pastor/PLD or the chairperson, as needed, may call additional meetings. Minutes of all meetings shall be recorded and approved by the PC.

RECORDS:

The Secretary shall be the official custodian of all PC meeting minutes and reports, records of appointments to the PC and terms of office, correspondence, handbooks and manuals, and other records relating to the work of the PC and the parish foundational ministries that it oversees. The Secretary shall maintain all PC records on file in the parish office in a secure place and shall retain the records in accordance with the policies and directives of the Diocese of Boise.

RESPONSIBILITIES:

The PC, in its consultative role and in collaboration with the pastor/PLD, shall:

1. Follow the Good Leaders/Good Shepherds Leadership Model to develop, renew, and carry out, on an on-going basis, the parish vision and purpose statements and parish pastoral priorities, based on a discernment of the will of God for the parish.
2. Support and oversee the parish foundational ministries and approve ministry goals.
3. Advise the FC on funding priorities for the parish budget in light of parish pastoral priorities and foundational ministry goals, policies, and programs.
4. Consult with the pastor/PLD on pastoral matters of the parish.