

May 2019

CATHOLIC CHURCH OF THE TRANSFIGURATION

PASTORAL ADVISORY COUNCIL

BYLAWS

PREAMBLE

These Bylaws of the Pastoral Advisory Council of the Catholic Church of the Transfiguration in Marietta, Georgia, are intended to serve as the rules of procedure of this advisory body to the Pastor and are subject to change as circumstances may require. The Pastoral Advisory Council is a unifying and active structure of duly elected and appointed representatives of the parish community through which there is an active voice in matters of pastoral activities. Through the actions of this council, the parish may implement its mission to welcome, to celebrate, to grow and to serve the members of the Catholic Church of the Transfiguration and the local community.

ARTICLE ONE – NAME

The Name of this body shall be Pastoral Advisory Council (PAC), hereafter referred to as “Council”.

ARTICLE TWO- NATURE AND FUNCTIONS

Section A: The Council is a body to discern the mission of the parish regarding its pastoral activities. It serves strictly in an advisory capacity to the Pastor. The Pastor has the final responsibility in administration and policy decisions and should, with care and respect, consult the laity.

Section B: Duties:

1. A pastoral council, per canon law (Can.536-1) is recommended to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist fostering pastoral activity. Traditionally, at the Catholic Church of the Transfiguration has had a Council as a means to keep the Pastor well informed as possible to the pastoral needs of the parish.
2. In order to expand visibility of the Council to the parish community, the Council may engage in an outreach to the parish (e.g. Listening and/or Teaching Sessions)
3. The Council shall involve itself in pastoral activities; potential examples are in the Addendum A of these Bylaws.
4. Recommend parish policies and programs, and be responsible for explanation of same to parish members.
5. Consult with and assist Pastor as needed.
6. Establish committees on “standing” or “ad hoc” basis according to need.
7. Educate prospective and new members and elect leadership of the Council.
8. Each council member must understand the “consultative process” and make a special effort towards its implementation. In this process, each member is to share his/ her wisdom regarding the issue being considered.

9. Assist vice chairperson in holding parish elections.

### **ARTICLE THREE – MEMBERSHIP**

Section A: Members should collegially build good working relationships with all members of the various ministries and parish staff.

Section B

1. Membership is open to all registered members of the Catholic Church of the Transfiguration Parish. Preference shall be given to members who are not part of the existing staff. Qualities of candidates to exhibit include, but not limited to:
  - a. Have demonstrated a commitment to the parish community;
  - b. Committed themselves to spiritual growth;
  - c. Commit themselves to skills development as part of the Christian leadership process;
  - d. Are willing to commit the necessary time and energy to offer effective consultation.
  
2. Voting members of the Council presently consist of 13 members.
  - a. Seven (7) At-Large Members (elected by parish upon nomination):  
  
1 Senior High School Student  
2 Adult Parishioners in Parish 0-5 years  
2 Adult Parishioners in Parish 6+years  
2 Young Adult Parishioners  
(Defined as age 18 and post High School through age 39)
  
  - b. Six (6) members representing key groups and/or appointed by the Pastor. Each member in a meeting should provide an update on their group's activity and any critical activity going forward.
    - i. Parish Finance Council Representative
    - ii. Liturgy and Spiritual Life Representative
    - iii. Hispanic Council Representative
    - iv. Social Committee Representative
    - v. Congress of Representatives (COR) Representative
    - vi. Pastor Appointee

Section C:

1. Senior High School Student Term is one year with election to occur annually. A senior high school representative is defined as a senior in high school.
2. All adult elected positions are for two years. One adult parishioner 0-5 years and one adult parishioner 6+ years and one young adult shall rotate on every even numbered year (i.e., 2020, 2022, 2024, etc.) and the other adult parishioner 0-5 years, 6+ years, and young adult shall rotate on every odd numbered year. (i.e. 2021, 2023, 2025, etc) The above election sequencing may be amended to reflect the carryover effect of Council Officers tenure (per Article 4, Section A, #1 regarding length of service) on the total number of members of the Council which is intended to stay between 13 and 15.

3. The following Council Representatives shall serve two terms or as designated by the Pastor: Finance, Liturgy/ Spiritual Life, Hispanic, Social Committee, and Pastoral Appointee. The Council Representative from COR should be the person duly elected by COR membership as its chairperson.
4. No member may serve more than two consecutive terms in any capacity except the Finance Officer and the Liturgy/ Spiritual Life Committee, unless under the direction of the Pastor.
5. No married couples may serve concurrent voting terms.

#### Section D

1. A bulletin announcement shall be made four weeks prior the Council's spring planning session (preferably no later than April 15) encouraging parishioners to offer their name or names of others in consideration for the Parish Council.
2. New members shall be seated officially at the first scheduled meeting following the election.
3. There will be a mandatory Orientation Meeting following the meeting where new members are seated and eligible to vote.
4. At the August meeting the outgoing Chairperson shall preside and after the approval of the minutes shall turn meeting over to the new Chairperson and Officers. An Installation Ceremony may be conducted at a Sunday Mass.

#### Section E

1. Any elected/appointed vacancy occurring on the Council by reason of resignation, death, or disqualification of any member shall be filled, until the next succeeding election, by a majority vote of the remaining members of the Council.
2. According to Canon Law, upon the appointment of a new Pastor, the Council shall cease to exist as it did prior to the appointment pending review by the new Pastor.
3. Any member or alternate absent from two consecutive meetings will be contacted by the chairperson concerning their continued membership. Four unexcused absences in twelve months results in a vote of the PAC membership to replace the unexcused member for the remainder of that person's term.
4. Replacement group or other suitable membership can be nominated by existing PAC members. The new group member gains his/her seat upon approval of existing PAC members and the pastor.

### **ARTICLE FOUR – COUNCIL OFFICERS**

#### Section A

1. The officers of the Council shall consist of a Chairperson, Vice-Chairperson, and a Secretary, all of whom shall be selected to serve for two years by the Council membership at the first meeting with the seating of the new members.
2. The eligibility of people for the Office of Chairperson, Vice-Chairperson, or Secretary shall be any member of PAC, elected or appointed.
3. Officers are selected by confidential written ballot of Council members present at the given meeting.
4. An officer may not serve in any one capacity more than two consecutive years unless designated by the Pastor.

#### Section B The duties of the officers shall be as follows:

1. The chairperson shall preside at all regular and special meetings of the Council. He/she shall sign all documents and instruments, which require the signature of a chairperson, and shall perform other such duties as may be designated by the Council and/or Pastor. Additionally, he/she shall have the responsibility for the parish planning exercise; to manage the absences clause of Article 3, Section E, #3; and to notify the members and the whole parish as to the timing of PAC meetings.
2. The vice-chairperson shall perform all the duties of the chairperson when the latter is absent or unable to fulfill his/her office. In addition, the vice-chairperson will serve as the parliamentarian at all council meetings, with responsibility to monitor the Council's compliance with the Bylaws. The vice-chairperson shall also be responsible for organizing and coordinating parish elections.
3. The secretary shall maintain and ensure distribution of a written record of all meetings and acts of the Council to its members and designated members of the parish staff. The secretary shall also receive and dispose of all reports and documents committed to his/her care, and maintain a record of all financial transactions, which are proper to the Council. He/she will also manage the archival documents.

#### **ARTICLE FIVE - EXECUTIVE COMMITTEE**

1. The Executive Committee consists of the Council officers. The Pastor can designate an additional person of his choosing to fulfill a consultative role on the Executive Committee during a given time period for a specific project.
2. The Executive Committee sets Council meeting agenda in concert with the Pastor.
3. The Executive Committee shall review all requests for charitable activities, which involve a parish-wide appeal and make appropriate recommendations to the Pastor.

#### **ARTICLE SIX- MEETINGS**

##### **Section A**

1. The Council shall meet at least eight (8) times within a year on dates agreed to by the Pastor. Special meetings may be called by the Executive Committee as needed, or upon request of a majority.
2. Notification of all meetings will be emailed to members and announced in the parish bulletin.

##### **Section B: Quorum**

For the purpose of transacting official business, it shall be necessary that a majority of the total membership shall be present as well as the Pastor.

##### **Section C**

All regular meetings of the Council shall be open to all members of the parish, and the notice of such meetings, other than a special meeting, shall be posted in an official parish publication.

##### **Section D**

1. A draft of the Council's activity will be distributed with unapproved minutes to the Council.

2. Council members may suggest changes in the report before or during the next Council meeting.
3. After consideration of suggested changes, minutes shall be finalized and approved by the Council. Prior to this approval, in reporting to parish ministries/groups, Council members should be aware that minutes are draft until approved by Council.
4. A continuing record of such act shall be preserved in the parish archives and managed by the Secretary.

### **ARTICLE SEVEN- AMENDMENTS AND WAIVERS**

#### **Section A**

1. Any part of the Bylaws may be amended and/or a particular clause of the Bylaws may be waived for a period of up to one year via the following actions:
  - a. 2/3 majority vote of the Council Members
  - b. Pastor sole decision after discernment and feedback from the Council members

### **ADDENDUM A**

Below are some examples of pastoral matters:

- instruction in the full range of the faith and catechetical formation
- programs promoting gospel values, including issues of social justice
- responsibilities to people with special needs
- Catholic education of children and young adults
- outreach to alienated Catholics
- evangelization
- programs of sacramental life and preparation
- promotion of Eucharistic devotion
- enhancement of programs for the Sacraments of Reconciliation and Eucharist
- inculcation of prayer life, especially within families
- effective participation in the liturgy
- methods of acquaintance with parishioners
- the welcoming of newcomers
- home visiting
- efforts at building community
- motivation of the spiritual and corporal works of mercy
- efforts of special care for the sick and dying
- tangible concern for the poor, the afflicted, the lonely, the exiled
- fostering of solid Christian family life
- promotion of the lay apostolate
- strengthening of extra-parochial relations with the bishop, diocesan-pastoral efforts and a worldwide Catholic identity
- special role with parish stewardship activities

- outreach to and inclusion of youth and young adults in the life of the parish