

Bylaws of the Parish Pastoral Council of the Church St. John Neumann

Approved by Parish Pastoral Council and Posted for Parish Review on June 24, 2016

Bylaw 1: Membership

1. The SJN Parish Pastoral Council is composed of nine "at large" members selected with staggered 3 year terms. The pastor may appoint 2 additional members to serve a 1 year term.
2. In addition, Parish Trustees are ex officio members.
3. The Parish Finance Council appoints a nonvoting member to the Parish Pastoral Council. The Parish Pastoral Council also appoints a nonvoting member to the Parish Finance Council.

Bylaw 2: Selection

1. A nomination process shall take place on a Sunday/Weekend during, before, or after Masses.
2. Nominees are contacted and asked if they agree to be part of the process and potentially serve on the Parish Pastoral Council.
3. Nominees are asked to attend a discernment session.
4. The discernment session includes nominees and current members of the Parish Pastoral Council, and the Pastor. The session includes orientation to the work of the Parish Pastoral Council, and duties of members.
5. Nominees and Parish Pastoral Council members select those who will serve, and alternates to fill vacancies during the year.
6. Terms begin in August. The Parish Pastoral Council shall appoint a Selection Planning Committee to plan the selection process.

Bylaw 3: Member Responsibilities

1. A member is accountable to the Parish, the Parish Pastoral Council, and the Pastor for actively participating on the Parish Pastoral Council.
2. A member participates in Parish Pastoral Council meetings and activities. Selected Parish Pastoral Council members make a three-year commitment to attend monthly Parish Pastoral Council meetings. Preparation prior to meetings may include reading Committee reports, sub-committee assignments, and other materials and consulting with parishioners to gather input. Each member takes a turn at leading the Parish Pastoral Council in prayer at the beginning of the meetings. Members also volunteer to take action between meetings on items identified by the Parish Pastoral Council.
3. A member will serve as a voting member to a Committee unless otherwise determined by the Officers.
4. A member communicates the views of parishioners and exerts a leadership role on the Parish Pastoral Council. Members make an effort to know and listen to parishioners and solicit opinions on important matters under consideration by the Parish Pastoral Council.
5. A member participates in an annual retreat with Parish Pastoral Council members. To work as a collegial body, a community of believers who discern the will of God for the local church,

members need to take time to pray and study together and to participate in in-service training, when offered, in order to grow and understand leadership in the Church.

6. If a member is unable to fulfill his/her term, the member will give written notice to the Pastor and the Parish Pastoral Council Executive Committee.

Bylaw 4: Responsibilities of the Parish Pastoral Council

A: Planning

1. In collaboration with the Committees and members of the Parish, the Parish Pastoral Council establishes goals and objectives for the Parish. These are communicated to the Parish in an effective and prominent fashion. They are evaluated and revised periodically.
2. The Parish Pastoral Council members will attend an annual retreat in August for preparation and planning the Parish Pastoral Council business for the upcoming year.
3. One Parish Pastoral Council meeting will be designated as an All-Parish meeting.

B: Parish Policies

1. The Parish Pastoral Council is a resource to the pastor for consultation regarding additions and changes to Parish policies.
2. Anyone may propose additions or changes to Parish policies. A proposal shall be in writing and shall be accompanied by a statement of the reason for the recommendation. It will be reviewed at a Parish Pastoral Council meeting, a recommendation to the pastor may be made by vote of the members.

C: Budget Process

1. The fiscal year for the Parish begins on July 1 and ends on June 30. The Parish Finance Council is responsible for the budget planning process.
2. The Parish Pastoral Council is responsible for assuring that the Parish mission and goals are made known to the Parish Finance Council, and addressed in the annual budget.
3. Throughout the year, the Parish Pastoral Council monitors the budget in light of the Parish goals by reviewing quarterly reports and information provided by the Parish Finance Council.

D: Parish Pastoral Council Self-Evaluation

The Parish Pastoral Council is responsible for evaluating accountability to its Constitution, Bylaws and the Parish goals. This may include:

1. An internal evaluation of the quality of Parish Pastoral Council meetings on an on-going basis;
2. An external evaluation from representative groups the Parish Pastoral Council serves, including staff, Committees, and/or the parish at large.
3. At the annual team-building and direction setting meeting, utilize the information obtained through the above process to make the best use of the talents of the Parish Pastoral Council

members and maximize the Parish Pastoral Council's effectiveness. This meeting is normally held in August of each year.

Bylaw 5: Officer Responsibilities

EXECUTIVE COMMITTEE

In collaboration with the pastor, the Executive Committee shares the following responsibilities:

1. Prepares the agenda for each Parish Pastoral Council Meeting
2. Plans the annual Parish Pastoral Council retreat
3. Reviews membership with the pastor in those cases where a member is unable to fulfill these responsibilities listed in Bylaw 3.

CHAIRPERSON

1. Facilitates Parish Pastoral Council meetings.
2. Trains the successor Chairperson.

VICE-CHAIRPERSON

1. Performs responsibilities of the Chairperson as necessary, such as when the Chairperson is absent, or unable to fulfill their responsibilities.
2. Trains the successor Vice-Chairperson.

SECRETARY

1. Ensures transfer of official Parish Pastoral Council correspondence to Committees and other groups.
2. Distributes the following materials for Parish Pastoral Council meetings at least seven days prior to the Parish Pastoral Council meeting:
 - a. agenda for the upcoming meeting,
 - b. minutes of the prior meeting.
3. Maintains a file of the Parish Pastoral Council's agendas, minutes, activities, correspondence, and other internal records. This includes election materials.
4. Ensures copies of revisions of the Parish Pastoral Council's Constitution and Bylaws are sent to the Parish Office for the Parish file.
5. Ensures that Parish Pastoral Council governing documents are provided to all new Parish Pastoral Council members.
6. Trains the successor Secretary.

Bylaw 6A: Meetings

1. Parish Pastoral Council and Parish Pastoral Council Committee meetings will be held on an alternating monthly schedule. A minimum of 4 Parish Pastoral Council meetings, in addition to the Annual Team Building and Planning Retreat, and a minimum of 4 Committee Meetings, attended by the assigned Parish Pastoral Council member. Joint meetings may be scheduled.

2. Parish Pastoral Council meetings will be limited to the Parish Pastoral Council's agenda.
3. A portion of at least one meeting per year will be designated open agenda. Parishioners, staff, and Committees shall be invited by the Parish Pastoral Council for general discussion, comments and questions among all in attendance.

Bylaw 6B: Agenda

1. The Executive Committee of the Parish Pastoral Council is responsible for identifying appropriate agenda items. Agenda items should address overall policy rather than day-to-day administrative matters.
2. The agenda may contain items prepared for information, discussion and/or decision. The agenda should identify the individual responsible for presenting each item and a time budget for each item.
3. The agenda for each meeting is prepared as follows (or by such other means as the Parish Pastoral Council determines):
 - a. At the end of each Parish Pastoral Council meeting, proposed agenda items for the next meeting are solicited.
 - b. Anyone (parishioners, staff, committees, Parish Pastoral Council members, pastor) may request that an issue be placed on the agenda by contacting a member of the Executive Committee at least one week before the next Parish Pastoral Council meeting.
 - c. The Parish Pastoral Council Secretary prepares and distributes the agenda at least seven days prior to the next meeting.

Bylaw 6C: Minutes

1. Parish Pastoral Council minutes serve primarily as the formal record of Parish Pastoral Council decisions and recommendations.
2. Minutes shall accurately reflect the following:
 - a. who attended the meeting, who chaired the meeting and who took minutes;
 - b. decisions made, policies created or revised, recommendations accepted or rejected, actions to be taken and who is responsible for them;
 - c. items discussed; and
 - d. information presented.
3. Process for handling minutes:
 - a. The Parish Pastoral Council Secretary records minutes. After minutes are written, they are distributed to Parish Pastoral Council members for comment.
 - b. After comments, if any, are received, minutes are forwarded to Parish Pastoral Council members for electronic voting and approval. A quorum is required for approval.

- c. If not approved via electronic voting, the Parish Pastoral Council approves previous meeting's minutes at the beginning of each meeting and reflects approval and any amendments in the current meeting's minutes.
- d. Approved minutes are placed in the Parish file and posted.

Bylaw 7: Committees

- 1. The Parish Pastoral Council reviews the Committee structure at each Parish Pastoral Council annual retreat. Following the Parish Pastoral Council retreat, the Parish Pastoral Council Secretary distributes a current list of Committees to the Parish Pastoral Council and to the staff for inclusion in the parish files.
- 2. A member of the Parish Pastoral Council is appointed to serve as a member on each of the Committees. This member attends regular meetings of the Committee, conveys messages from the Parish Pastoral Council, and communicates information from the Committee to the Parish Pastoral Council.
- 3. The Committees primarily communicate with the Parish Pastoral Council through the formal minutes of Committee meetings.

Bylaw 8: Amendments

Amendments to this Constitution or to the Bylaws may be made by action of the Parish Pastoral Council. Any amendments are posted for viewing by the members of the parish at large for no less than 21 days before the Parish Pastoral Council may take action to approve.

Prior to adoption, any amendments must be approved by the pastor of the parish and the Archbishop of Saint Paul and Minneapolis or his delegate.

 Rev. Douglas A. Ebert
 Pastor, St. John Neumann Catholic Church

 Date

 The Most Reverend Bernard Hebda
 Archbishop of Saint Paul and Minneapolis

 Date