

CHURCH OF ST. JOAN OF ARC

Marlton, NJ

Parish Pastoral Council By-Laws

Article 1: Name and Mission

1.1 Name: This ministry shall be known as the Parish Pastoral Council of the Church of Saint Joan of Arc in Marlton, New Jersey.

1.2 Mission: The Council serves as a consultative body to the pastor and the pastoral staff in areas of parish life and ministry. In this capacity, the council helps to set priorities, goals and objectives to foster the mission and vision of the parish. Additionally, with the pastoral staff, the council directs, supports and coordinates the ministerial life of the parish.

Article 2: Structure and Meetings

2.1 Number of Members: The Pastoral Council consists of the Pastor, three officers, two co-coordinators for each Ministerial Area of Parish Life, two Diocesan Pastoral Council Representatives and one or more Pastoral Staff members. At the discretion of the pastor, additional co-coordinators may also be selected to serve on the Pastoral Council if required.

2.2 Decision Making Process: The council functions on a consensus basis with all members having an equal voice. All efforts will be made to reach common agreement on issues. In the event that full consensus cannot be reached, the Council chairperson submits the majority and minority opinions to the pastor for final approval. All decisions must have the final approval of the pastor.

2.3 Calendar Year: The calendar year for the Council begins on the first day of July of each year and ends on the last day of June of the following year.

2.4 Meetings: The Council meets regularly throughout the year, at the call of the pastor or the chairperson. The schedule of all regular meetings is established in August and notices of such meetings are published in the parish bulletin. All regular meetings are open to all parishioners. Special meetings may occur at any time and without general notice to the parish. Such meetings may be limited to members of the Pastoral Council.

2.5 Notices: Notices of upcoming meetings, whether delivered verbally or by electronic or hard-copy mail, are issued by the secretary to all members of the Council at least one week in advance of all regular meetings and at least twenty-four hours in advance of any special meetings.

Article 3: Ministerial Areas of Parish Life

3.1 Ministerial Areas: The Church of St. Joan of Arc is divided into Ministerial Areas. Each individual parish ministry and activity is assigned to its appropriate Ministerial Area. As the needs of the parish change, the council may recommend to the pastor and pastoral staff a change in the name, nature and contents of these areas. The Ministerial Areas of Parish Life are:

Evangelization and Communication
Hospitality and Community
Conversion and Initiation
Lifelong Discipleship
Spirituality and Liturgy
Marriage and Family Formation
Compassion and Healing
Global Transformation

3.2 Leadership Teams: Each Ministerial Area is represented by a Leadership Team which consists of the chairperson from each ministry within that area; one moderator from the Pastoral Staff; and two Pastoral Council members who serve as the Leadership Team's Co-Coordinators. At the discretion of the pastor, additional co-coordinators may also serve on the Leadership team, if required.

3.2.1 Purpose of the Leadership Teams: The purpose of the Leadership Teams is three-fold:

- a. to encourage greater communication between and provide support to the chairpersons in that specific Ministerial Area.
- b. to help evaluate the needs of the parish and set common goals in that Ministerial Area.
- c. to model excellent group dynamics and shared prayer.

3.2.2 Gatherings of the Leadership Teams: Each Leadership Team will meet at least twice a year in a large Parish Leadership Meeting with the pastor or his delegate for prayer and to share pertinent parish information, as well as to discuss timely issues concerning parish life. Leadership Teams are encouraged to hold additional gatherings throughout the year as needed.

3.3 Responsibilities of the Co-Coordinator: Co-coordinators are responsible for calling and facilitating meetings of their Leadership Team. Co-Coordinator regularly report to the Council on the activities of their Ministerial Area. From time to time, the co-coordinators may also be called to meet with the Moderator to plan an agenda for the meeting and/or to discuss other items related to that Ministerial Area. The co-coordinators ensure that each ministry in that area is represented in the Leadership Team. It is expected that the co-coordinators develop a relationship with leaders of parish ministries, assisting them as issues and challenges arise.

Article 4: Pastoral Council Membership

4.1 Eligibility: To be a member of the Parish Pastoral Council, an individual must be a practicing Catholic, a registered member of the parish for at least one year, and actively involved in the parish.

4.2 Membership Application Process: Open seats on the council are announced at the February meeting and then published in the bulletin. In order to be considered for membership on the council, interested parishioners should submit a letter of intent to the Pastor. The letter should include how the applicant is involved in the parish and his or her reasons for wanting to serve on the council. The pastor, after consultation with the pastoral staff and council leadership then presents the names to the council at large by the June meeting.

4.3 Term of Membership: Pastoral Council members serve a two year term. A member cannot serve more than two consecutive terms. After a one year leave, a member is eligible to apply for membership on the Council again.

4.4 Resigning a Position: Any member who wishes to resign from the council, should submit their request to the Council chairperson, who subsequently notifies the pastor. The pastor reserves the right to remove any member from Council.

Article 5: Pastoral Council Leadership

5.1 Officers: There are three elected officers on the Pastoral Council Leadership: chairperson, vice-chairperson and secretary. Officers are elected from within the standing membership of the council with approval of the pastor. They serve a one year term with the option of a one year renewal in that given position. The term begins on July 1st.

5.2 Responsibilities and Duties: Officers are responsible for faithfully fulfilling all the duties associated with their respective roles on the Pastoral Council.

5.2.1 Council Chairperson: The chairperson is central to the effectiveness of the council and acts as its official spokesperson and serves as the liaison between the council and the pastor. The chairperson assumes the main responsibility for organizing, directing and guiding the activities of the council and presides over all meetings. The chairperson ensures that all Ministerial Areas have Co-Coordinator appointed from the Council. The chairperson also encourages all members to fulfill their specific responsibilities, guides the members in collaborative decision making, and establishes an ongoing process of evaluation of the council's effectiveness.

5.2.2 Vice-Chairperson: The vice-chairperson assists the chairperson and assumes the duties of the chair in his/her absence. The vice-chairperson may also facilitate designated agenda items during the council meetings and conduct special studies as requested by the chairperson. The vice-chairperson maintains election and credential records, reports the expiration of terms to the chairperson and provides copies of all pertinent information to the secretary.

5.2.3 Secretary: The secretary records, maintains and distributes the records and minutes of all official meetings of the council. The secretary advises council members of meeting dates, times, and the proposed agenda, and publishes a notice of upcoming meetings in the parish bulletin the Sunday before the meetings. The secretary records council meetings on the master calendar, keeps on file all Council communication, prepares and maintains a current listing of all addresses, e-mails and telephone numbers of the members.

5.3 Nomination and election of officers: At the February meeting a list of open positions is announced to the council. The chairperson appoints a member from the council to oversee the nomination and election of the officers. Once compiled, this list is presented to the pastor for approval. Once approved, the names are presented to the council membership for a vote. The overseer of the election is not eligible to run for an elected office.

5.3.1 Deadline for election: The election process for officers must be completed by the June meeting.

Article 6: Diocesan Pastoral Council Representatives

6.1 Responsibilities: Diocesan Pastoral Council Representatives are selected by the Pastor and serve as members on the Parish Pastoral Council. They attend

all Diocesan Council meetings and act as liaisons to the Church of St. Joan of Arc.

Article 7: Amendments to the By-Laws

7.1 Amendment Process: In order for amendments to be made, they are first presented in writing to the Council in the form of a first reading. At the following meeting, the proposed amendments are discussed. If a consensus on the amendment cannot be reached, the final decision on its acceptance or rejection is decided by the pastor.

Article 8: Affirmation

We, the undersigned members of the Parish Pastoral Council of the Church of St. Joan of Arc affirm these by-Laws. This document supersedes all previous constitutions and by-laws.

Approved this _____ day of _____, 2012.

Rev. Msgr. Richard D. LaVerghetta
Pastor

Joanne Calio DeRose
Chairperson

Members of the Parish Pastoral Council