

**BY-LAWS
THE PARISH PASTORAL COUNCIL
ST. AUGUSTINE CHURCH
RICHMOND, VIRGINIA**

1. NAMES

This organization shall be known as the Parish Pastoral Council, St. Augustine Catholic Church.

2. MEETINGS

At least four (4) regular quarterly meetings shall be held annually. With the approval of the Pastor, special meetings may be called at any time deemed necessary by the Chairperson or at the request of three (3) members of the Council on a specified topic. At least one (1) special (non-quarterly) meeting held, shall be in Joint session with the Finance Council.

All meetings of the Council shall be open to any member of the Parish who wishes to attend. While parishioners who are not members of this Council are not entitled to make motions or vote, they are encouraged to address the Council on matters of concern. Time to address the Council may be limited as necessary to conduct other Council business. It is suggested that parishioners who wish to address the Council on a specific subject make this known to an Officer of the Council prior to the preparation of the agenda by the Executive Committee so that additional time may be arranged if needed.

Prayer will be an integral part of every meeting. The Council must pray and reflect together on how our faith can be more actively present in parish life.

An annual retreat for the Parish Pastoral Council is required. Formation workshops and other opportunities for prayer and renewal are strongly recommended.

3. QUORUM

A quorum shall consist of one-half of the current members of the Council other than Staff and at least one (1) shall be an Officer.

4. NOMINATIONS, ELECTIONS, TERMS OF OFFICE AND RESIGNATIONS

a. Discernment Process for Selection of Pastoral Council Members

Eight (8) members of Council will be selected through a process of discernment.

At the June Council meeting, two (2) members of Council shall be appointed to prepare the discernment process for new Council members.

On the third and fourth weekends in September, the parish will be asked to discern names of those whom they feel have the gifts of servant leadership for the Council.

Letters of invitation will be mailed to nominees with a description of the discernment process included. Nominees will be asked if they are willing to participate in the process to be held in November.

At an appropriate gathering of the parish community, all Council members are commissioned.

- b. **Terms of Office for Elected Members:** The term of office for discerned members of the Parish Pastoral Council shall be two (2) years. These terms shall be staggered so that annually four (4) members are discerned onto Council. At this time, individuals may also be discerned for seats of members who have resigned during the year unless action has already been taken to fill those seats. The seats of resigning members may be filled immediately by holding a special discernment process or through appointment by the Pastor. Any seat of a resigning member that is filled will be for the unexpired term of the member who resigned. Except in the case of seats filled immediately, the term of office for newly discerned members will begin in December following the discernment.
 - c. **Selection of Officers of the Council:** The Chairperson and Vice Chairperson will be selected through a consensus process at a special January meeting of the Council.
 - d. **Term of Office for Officers:** The term of office for officers shall be one (1) year.
 - e. **Resignations:** All members of the Council, Committee Chairpersons, Members-at-Large and Officers who wish to resign from Council must submit a written letter to the Executive Committee thirty (30) days prior to their resignation date.
5. **CHAIRPERSON OF STANDING COMMITTEES:** The Chairpersons of standing committees or a permanent representative shall serve a term of one (1) year on Council to commence at the time of their appointment by their own committees. Quarterly reports to Council provided by Committee Chairpersons, or their representatives two (2) weeks prior to Council meeting.

6. **CONSECUTIVE TIME SERVED ON COUNCIL:** To promote growth and more involvement of the parish community, no person (excluding the Pastor) shall serve on Parish Pastoral Council for a period longer than four (4) years. A person who has served for this period of time must be off of Council for a period of at least one (1) year before becoming eligible to be selected, or appointed, in the normal way of any position.

7. **AUTHORITY OF THE PARISH PASTORAL COUNCIL**

- a. The Council shall approve the appointment of new members or officers to fill vacancies during the current term, with the exception of the Chairperson, whose term would be completed by the Vice Chairperson. These appointed members shall serve the remainder of the unexpired term.
- b. The Executive Committee shall consult any member who fails to attend one (1) meeting in a calendar year, including the Retreat, and that member may be removed by the Executive Committee.

8. **AGENDA AND MINUTES**

The agenda for each meeting shall be prepared by the Executive Committee and be presented to the members with the minutes of the previous meeting. A copy of the agenda and minutes shall be made available to members of the Council at least one (1) week prior to the meeting. A copy of the agenda shall be provided to the Church Office once it is set so that it may be included in the parish bulletin. A copy of the agenda shall also be posted in the Church Commons at least one (1) week prior to the meeting. Within one (1) week of being drafted by the Executive Committee, the minutes of the Council's meeting shall be made available for publication on the Church website, and to both the Church Office and the Council Secretary for their permanent records. Once approved by the Pastoral Council, the minutes shall be posted in the same manner as drafted minutes.

9. **AMENDMENTS**

The By-Laws may be amended at any meeting of the Council upon approval by majority vote of the members present and voting, provided that the proposed amendment had been presented at the previous meeting.

10. **CONSTITUTION REVIEW**

A committee shall be formed at least every three (3) years by the Chairperson to review the Constitution and By-Laws and to recommend changes and revisions.