

Bylaws
Diocese of St. Cloud
Four Pillars in Faith Area Catholic Community (ACC)
St. Louis Bertrand, Foreston; St. Mary's, Milaca; St. Kathryn's, Ogilvie; St. Mary's, Mora

Date Approved 12-9-2021

Amended 9-19-2023

ARTICLE I: MEMBERSHIP

Members of the Pastoral Council must be confirmed, practicing Catholics with a deep commitment of faith and concern for the needs of the Four Pillars in Faith ACC *as a member of one of the four contributing parishes*. They must understand and accept the spiritual and practical commitment required of Pastoral Council members. Since the Pastoral Council is a representative of the Four Pillars in Faith community, it should be diverse in thought, but unified in mission.

SECTION 1: MEMBERS

The Pastoral Council will consist of the Pastor (who is a non-voting member) and 12 additional members. The 12 members will consist of the following from each of the parishes within the Four Pillars in Faith ACC: *one trustee, one staff person, and a member from the parish at large, each of which will be appointed by the pastor.*

In the event a *trustee* or staff representative position cannot be filled; the position will be filled with another member at large.

SECTION 2: TERMS OF MEMBERSHIP

Appointed trustee and staff members will each serve a three-year term. After each term, the trustee and staff member, along with the pastor, will review and decide whether or not they will continue their membership for another three-year term. There will be no term limits for trustees and staff members. The member at large shall serve for a term of three years. After the completion of a three-year term, the member can reapply. The member at large cannot serve more than two consecutive terms; one year must elapse between terms. A turnover of one-fourth of the members at large will be affected each year.

SECTION 3: ATTENDANCE AT MEETINGS

Any member absent without excuse from two consecutive regular meetings will be contacted by the Pastor regarding the continued fulfillment of that member's commitment. A third unexcused absence will be deemed a resignation. No contact from the member is considered an unexcused absence.

SECTION 4: RESIGNATIONS

Resignations will be of two types:

Voluntary -submitted in writing to the chairperson and pastor.

Automatic -due to excessive absences (Cf. Article I, Section 3).

-due to no longer being a member of a contributing parish.

SECTION 5: REMOVAL

Any action by a member of the Pastoral Council during a meeting or otherwise which is considered, in the judgment of the pastor, to be detrimental to the best interest of the Four Pillars in Faith ACC, shall be cause for removal from the Pastoral Council. The member involved in such an action shall have an opportunity to meet with the pastor and the Pastoral Council Chairperson to see if reconciliation can be achieved.

In the event that a staff member serving on the pastoral council ceases to be employed by a parish of the ACC, that individual will also cease to be a member of the pastoral council.

SECTION 6: VACANCIES

In the event that a vacancy occurs among the membership, the Pastor will appoint an individual to complete the remaining term of the vacating member.

In the event that a trustee representative on the Pastoral Council ceases to be a trustee of one of the member parishes, that position shall be considered vacant.

ARTICLE II: OFFICERS

SECTION 1: TERMS OF OFFICE

The Chairperson, Vice-Chairperson, and Secretary are elected annually by the Pastoral Council members at the June meeting or the last meeting of the fiscal year.

Term of office will be from July 1 through June 30.

No officer may hold the same office for more than three consecutive terms.

SECTION 2: ELECTION

Any member of the Pastoral Council may participate in the nominating and election of the Chairperson, Vice-Chairperson, and Secretary.

SECTION 3: CHAIRPERSON

The Chairperson's major functions will be:

- To provide time for prayer and reflection.
- To facilitate the Pastoral Council meetings.
- To state the issue or question. The statement is made without indicating what solution is to be reached.
- To maintain order and attention and to regulate who will speak, when, and for how long.
- To develop ideas and express the sentiment of the Pastoral Council by restating, summarizing, or contrasting the various statements of the members.
- To assure free and open communications between the Pastoral Council and the parishioners.

SECTION 4: VICE-CHAIRPERSON

The Vice-Chairperson performs the duties of the Chairperson in the latter's absence and serves as an aide to the Chairperson in conducting the Pastoral Council's work.

SECTION 5: SECRETARY

The Recording Secretary documents the business of the Pastoral Council (minutes, reports, etc.), maintaining attendance and other records, and handles all Pastoral Council correspondence. Meeting dates, minutes, and reports of the work of the Pastoral Council committees should be published on a regular basis.

ARTICLE III: MEETINGS

SECTION 1: REGULAR MEETINGS

The Pastoral Council meetings will be held quarterly or more often as determined by the Pastoral Council.

SECTION 2: SPECIAL MEETINGS

In the event a special meeting is required, the Chairperson and the Pastor will establish the time and place of the meeting and notify all members. Notification should be at least 48 hours before the meeting and should also include the specific subject to be discussed. Special meetings will follow the same general operating rules of order as at a regular meeting. However, the agenda of the special meeting shall be limited to the specific matter at hand.

SECTION 3: CONDUCT OF BUSINESS

In the absence of both the Chairperson and the Vice-Chairperson, the Pastor will chair the meeting. In the absence of the Pastor, the meeting cannot be held and will be rescheduled.

SECTION 4: QUORUM

A *simple majority* of the voting membership of the Pastoral Council shall constitute a quorum for transacting business.

ARTICLE IV: OPERATING PROCEDURES

SECTION 1: CLIMATE OF PRAYER

The Pastoral Council meetings must open with prayer and time must be allowed for reflection, shared prayer and/or the sharing of faith and values around a spiritual theme. Maintaining a prayerful climate throughout the meeting will provide an optimal atmosphere for the Pastoral Council to fulfill its mission.

SECTION 2: PARTICIPATION

It shall be the practice that the Pastoral Council members will have the opportunity to express their views on all items covered during the meeting.

Parishioners will be welcome at all meetings as *non-participatory* observers. Visitors/parishioners may be recognized by the Chairperson to address the Pastoral Council on an agenda item.

In the event that a parishioner wishes to address the Pastoral Council concerning a specific subject, that parishioner must notify the Chairperson or the Pastor one week in advance of the Pastoral Council meeting.

SECTION 3: EXECUTIVE SESSION

In the event that there arises an issue, which is very sensitive or confidential, the Pastoral Council will go into executive session. This means that only Pastoral Council members may be present, they are to maintain confidentiality, and no voting and no minutes will be taken of that portion of the meeting.

SECTION 4: CONSENSUS PROCESS

Ordinarily, the decisions of the Pastoral Council shall be the result of a process of consensus rather than from a majority rule used in parliamentary procedure. The process of consensus provides the opportunity for various aspects of an issue to be considered in the hope that a proposal can be formulated which all can support.

Pastor and Council should work together for consensus, but the Pastor's assent is an essential element of any consensus.

In the event of an impasse, time should be taken during the meeting for the entire Council to pray for the guidance of the Holy Spirit on the present deliberation. On rare occasions, if the Pastoral Council is unable to reach a consensus, a vote may be taken. If the resolution is passed by a two-thirds majority vote with the support of the Pastor, it is promulgated and then implemented. If less than two-thirds of the

Pastoral Council supports the measure, it is considered an unresolved matter. In the event of a tie, the Pastor shall cast the deciding vote.

SECTION 5: AGENDA

An Agenda Committee of the Pastoral Council shall consist of the Pastor and the Chairperson.

The Agenda Committee shall:

- Determine the agenda for each meeting of the Pastoral Council. An agenda shall be sent to the members during the week prior to regularly scheduled meetings. The agenda for regular meetings shall be posted on the bulletin boards of each parish within the Four Pillars in Faith ACC for the weekend prior to the meeting and on the Four Pillars in Faith ACC website.
- Establish procedures for parishioners to speak at the Pastoral Council meetings.

ARTICLE V: AMENDMENTS

These Pastoral Council Bylaws may be amended by a consensus of the Pastoral Council or by two-thirds vote of the membership of the Council, provided the amendment has been recorded and presented at two Pastoral Council meetings.

These By-laws shall be reviewed at least once every 5 years.