

**BY-LAWS OF THE
PASTORAL PARISH COUNCIL
ST. VINCENT de PAUL PARISH
Adopted: June 14, 2018**

Article I: Parish Mission Statement

St. Vincent de Paul is a faith community striving to live Jesus' gospel message of love, peace and justice for all peoples. In the spirit of St. Vincent de Paul, our inclusive community welcomes, affirms, and serves both the poorest of the poor and those who are alienated and most vulnerable among us. Our individual faith journeys join together in the celebration of the Eucharist. Through the guidance of the Holy Spirit, we will continue to nurture the gifts of all our members. Our parish family will draw strength and unity from diversity. We will foster an atmosphere of warmth, hospitality, and prayerfulness. We pray that our commitment to these efforts will further the mission of being one with our God and one with each other.

Article II: Name

The name of this organization shall be the St. Vincent de Paul Parish Pastoral Council, hereinafter referred to as the Council or PPC.

Article III: Purpose

The purpose of the St. Vincent de Paul Parish Pastoral Council (PPC) is to foster full participation of the entire parish community in the life and mission of the parish and to advise and assist the Pastor in formulating programs and policies to that end. The PPC's responsibility to the parish encompasses its entire mission, both spiritual and material.

Article IV: Composition

The PPC shall consist of thirteen (13) to sixteen (16) members from the parish congregation, along with the Pastor and any priests assigned to the parish. Term of office for PPC members shall be three (3) years. Approximately one-third (1/3) of the PPC shall be replaced every year as staggered terms (3 years) expire.

- A. Co-Chairpersons (referred to as Co-Chairs hereafter)
 - 1. Serve as leadership/administrators for the PPC.
 - 2. Responsible for, but not limited to, scheduling of meetings for the coming year, notification of PPC members, organizing special events and activities, preparing meeting agendas, advocating to the Pastor on behalf of the PPC, and any other duties assigned by the Pastor.
 - 3. Assign/procure volunteers:
 - a. to facilitate meetings (maintains schedule/flow of meeting).
 - b. to lead opening and closing prayers at meetings.
 - c. to serve as recorder and assistant recorder for , but not limited to, at least one (1) year.
 - 4. Co-Chairs shall have different term expiration as to maintain a seamless transition in the operations of the PPC.
 - 5. In the event a Co-Chair's term expires the remaining Co-Chair selects the next Co-Chair, from the less senior one-third (1/3) of PPC, to ensure the highest functioning, seamless transition, and continued productivity of the PPC.

Article V: Qualifications

- A. Must be Roman Catholic
- B. Must be a registered St. Vincent de Paul parishioner for at least one (1) year.
- C. Must be a participant in the worship life & ministry(ies) of the St. Vincent de Paul Parish community.

Article VI: Nominating Procedures

- A. Term of office for PPC members shall begin on May 1 and expire on April 30 .
- B. Co-Chairs of the PPC conduct & oversee the nominating procedures of the PPC.
 - 1. Nominating forms placed in church/pews – second (2nd) weekend of January.
 - 2. Notification of Nominations – Announcements & Parish Bulletin.
 - 3. Nominations close – last weekend of January.
 - 4. Notification of Nominees – February.
 - 5. Information Meeting for Nominees – February.
 - 6. Discernment Meeting for Nominees – February-March.
 - 7. Notification of New PPC members – as soon as possible after discernment.
 - 8. The Pastor shall have the right to appoint one (1) member to the PPC (does not have to be from the list of nominees), with prior notification to the Co-chairs.

Article VII: Meetings

- A. Meeting dates are scheduled by the Co-Chairs and Pastor.
- B. Meetings are held monthly August – June on the second (2nd) Thursday of each month (or when necessary as called by the Pastor or Co-Chairs).
- C. Meeting time is 7 PM-8:30 PM. When responding to an agenda item PPC members are asked to be brief and concise.
- D. Facilitator controls adherence to time/agenda at meeting.
- E. All meetings contain:
 - 1. Opening Prayer
 - 2. Pastor's Report
 - 3. Old Business
 - 4. New Business
 - 5. Adjournment
 - 6. Closing Prayer
- F. Recorder & Assistant Recorder
 - 1. Record minutes of the meeting.
 - 2. Share minutes of the meeting with all PPC members no later than one (1) week after the meeting.
- G. Agenda for Meeting
 - 1. All items for the agenda must be received by both Co-Chairs no later than two (2) weeks prior to a PPC meeting to be included on the agenda.
 - 2. Any agenda item that is not resolved at a meeting will be tabled and discussed at the next meeting.
- H. Resolution of issues should be by consensus of committee members present at the meeting.
 - 1. If consensus cannot be reached decisions can be made by a majority vote providing a Quorum is present (a quorum is defined as a majority of members of the PPC).
 - 2. All decisions made by members of the PPC should be impartial and based on the information provided. If a "conflict of interest" exists the member is expected to recuse himself/herself.
- I. Attendance at PPC meetings is essential for the productivity of the PPC. If a member is unable to attend a meeting he/she should notify Co-Chairs as soon as possible but no later than the day prior.

Article VIII: Amendments

Amendments to the By-Laws may be recommended to the Pastor and Co-Chairs of the PPC. The amendment shall then be presented to the PPC. Any amendment may be passed in accordance with Article VII.H of the By-Laws and approved by the Pastor of St. Vincent de Paul Parish.