

**ST.PIUS X CATHOLIC CHURCH PARISH PASTORAL COUNCIL  
CONSTITUTION AND BY-LAWS**

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**CONSTITUTION AND BY-LAWS  
OF THE PARISH PASTORAL COUNCIL  
ST. PIUS X CATHOLIC CHURCH  
NORFOLK, VIRGINIA**

**PARISH PASTORAL COUNCIL MISSION STATEMENT**

We, the People of God, registered and active members of St. Pius X Parish, in accordance with the Sacred Scripture, Canon Law, the policies of the Diocese of Richmond do hereby establish this Constitution for our Parish Pastoral Council. The purpose of the Parish Pastoral Council is to:

- A. Serve in an advisory role to the Pastor to provide vision and direction to the parish community.
- B. Work with the Pastor to identify the spiritual needs of the parish, establish priorities, foster leadership and develop plans to meet those needs.

**ARTICLE I  
NAME**

- A. The name of this organization shall be officially known as the “St. Pius X Parish Pastoral Council”.

**ARTICLE II  
MEMBERSHIP**

- A. The membership of the Pastoral Council I shall be composed as follows:
  - 1. Ex officio: any Parochial Vicars and Deacons; the President or designee of St Pius X School; Parish Business Manager, all Ministers /Coordinators of Word, Worship, Community and Service in the Parish.
  - 2. The council shall be made up of at least nine members from the parish (non-Ex officio members) either elected or appointed to serve a three year term. A member is eligible to serve two consecutive three year terms. The number of members shall be adequate to serve the current needs of the parish.
  - 3. The Pastor may appoint the whole Council and additional members to a three year term and ensure that a cross section of the parish is represented.
  - 4. The Pastor has the authority to dissolve the council and within a year, reestablish the council.

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**B. Membership Criteria**

1. Elected/appointed members shall constitute the majority of membership on the council.
2. A person must be at least eighteen (18) years of age, in fully initiated in the Catholic Church, and be an active, registered member of the parish for at least one year in order to serve on the council.
3. Council members shall be selected to ensure all major segments of the parish social, economic, ethnic, and professional are represented.
4. Council members who miss three consecutive meetings without explanation will be removed from the council and be notified by the chairperson prior to the next meeting.
5. Membership on the Parish Pastoral Council is limited to one member of an immediate family.

**C. Roles and Responsibilities of Council Members**

1. Serve in an advisory role to the pastor to present issue and concerns from the parish community.
2. Attend scheduled parish council meetings, participate in the discussions, review and confirm the contents and correctness of the minutes.
3. Actively support all parish sponsored events.

**ARTICLE III  
RELATIONSHIPS OF THE PARISH PASTORAL COUNCIL**

**A. Pastor**

1. The relationship between the Pastor and the Council must be one of openness trust and mutual support.
2. The Pastor encourages the Parish Council to share with him in the responsibility for making decisions which affect the direction, programs and the very purpose of the parish.
3. The Pastor presents to the council those issues and concerns which affect the life and ministry of the parish.
4. The Pastor presides over the Parish Council but entrusts the chairing of its meeting to a chairperson elected annually by the whole Council.
5. The Council realizes that, according to law, it has a consultative role to the Pastor and shares the Pastor's accountability to the Diocese and the Bishop.
6. The pastor attends all meetings of the Pastoral Council. In his absence, an administrative meeting shall be held to listen to reports.

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**B. Ministries and Parish Life Organizations**

Ministries and Parish life organizations along with the Parish Staff are primary groups through which the Parish vision and direction are implemented.

1. The Pastoral Council supports these groups to promote the mission of the parish.
2. Ministries and organizations are responsible for assessing, planning, implementing and evaluating their goals within the parish.
3. It is recommended that these groups provide the Parish with an annual report of their accomplishments/activities at any scheduled meeting of the Council.
4. The Pastoral Council shall receive these reports on behalf of the parish at its regular meeting.

**C. The Parish Staff**

The Parish staff serves as a resource to the Pastoral Council. The staff shall keep the Council apprised of events, concerns and parish business that may affect the operation of the parish.

**D. The School Board**

The principal of the school, an ex officio member of the Pastoral Council provides report to the Pastoral Council regarding the school.

**E. Finance Council**

1. The Pastoral Council and the Finance Council are separate yet, their communications are essential.
2. The Finance Council shares with the Pastoral Council information about the financial status of the parish namely the budget, revenues and expenditures. The business manager (ex-officio member) serves in both Councils and facilitates communication.
3. The Pastoral Council supports activities to ensure the financial stability of the parish.

**ARTICLE IV**  
**OFFICERS**

The officers of the Parish Council shall consist of a Chairperson and a Vice-Chairperson. The officers shall be elected from the council members, for a one year term at the first meeting of the council following elections/appointment. Officers may be reelected for one additional term.

**A. The Chairperson is responsible for:**

1. Facilitating all meetings of the Council and the Executive Committee.

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2. Preparing the agenda for Council meetings along with other members of the Executive Committee and communicating the agenda to the members in advance of Council meetings. He/she seeks input from council members regarding agenda item.
  3. Preparing a brief summary of the meeting to be posted on the bulletin board and website.
- B. The Vice-Chairperson:
1. Acts in the absence of the Chairperson.
  2. Assists the Chairperson in the performance of assigned duties.
- C. The Secretary ( recorder) shall take the minutes of each Council meeting ensuring that they are properly recorded, transcribed and distributed to Council members in a timely manner and to the Parish Office to be kept on record
- D. Election of Officers
1. An Officer Nomination Committee shall be established during the September meeting to nominate non-ex-officio members to run for Chairperson and Vice Chairperson.
  2. The election of officers shall be conducted on the first Council meeting in October.
  3. Voting shall be conducted by secret ballots.

**ARTICLE V  
AMENDMENTS**

- A. These Constitution and Bylaws shall be reviewed every three years to ensure that it meets the current needs of the parish and its mission.
- B. Proposed amendments to the constitution must be submitted in writing to the Chairperson. All members shall be provided a copy of the document to review and propose changes.
- C. Approval of two-thirds of the membership present is required to make an amendment to the Constitution and Bylaws.

**ARTICLE VI  
BY-LAWS**

- A. The Council Year
1. The Council year shall run from October 1<sup>st</sup> to through September 30<sup>th</sup> the following year.

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**B. Meetings**

1. Regular Council meetings shall be held monthly on the fourth Thursday of the month. No meetings will be held in July and December. An alternative day shall be selected to meet when necessary.
2. A meeting of the Executive committee shall precede each Council meeting. The agenda for the Council meetings shall be prepared by this committee and sent to Council members prior to the Council meeting.
3. Council members and parishioners may submit items to the Executive Committee for inclusion on the agenda. All submissions shall be submitted no later than two (2) weeks prior to the meeting.
4. A thorough discussion shall be conducted to ensure that all members participate to reach a decision.
5. Parish Council decisions shall be arrived at whenever possible by consensus. At those times when a vote must be taken, only the elected and appointed members may vote.
6. Council members are expected to attend all meetings. Any member who fails to attend meetings three times consecutively, shall be removed as stated in Article II under membership.
7. Meetings, other than those regularly scheduled, may be called by the Pastor, Chairperson or at least one-third of Council membership. All Council members shall be notified in advance of the subject matter, time and place of the meeting.
8. Meetings are open to all parishioners to observe. If any parishioner wishes to address the council, he/she must submit a request to the chairperson and inform the latter of the subject matter two weeks prior to the scheduled meeting. Observers shall be excused during any voting procedures.

**C. Council Vacancy**

1. When a vacancy occurs in the Pastoral Council, the Council will announce/publish a solicitation of interest to serve and provide application forms (attached). All eligible parishioners are invited to apply.
2. A Special Committee consisting of a minimum of three Council members will review the applications and make recommendations to the Pastor.
3. The Pastor makes the final determination of council members.

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In witness hereof, we have signed these amended bylaws, this 27<sup>th</sup> day of April, 2017 and acknowledge same to be our free act and deed.

**Members of the Parish Pastoral Council**

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Reference: St. Pius X Parish Council Bylaws, December 9, 2012

Revised and approved: February 23, 2017