

**Saint Andrew by the Bay
Annapolis, Maryland**

PASTORAL COUNCIL

***CONSTITUTION
AND BY-LAWS***

Saint Andrew by the Bay Mission Statement

Formed by God's Word, Called to be disciples of Jesus Christ, Empowered by the Holy Spirit,

The parish community of St. Andrew by the Bay Seeks to be

A JOYFUL SIGN OF GOD'S REIGN.

As a baptized community of faith In the Roman Catholic Tradition,

We celebrate and witness to God's

Presence through:

WORSHIP & PRAYER

LEARNING & PROCLAIMING THE GOSPEL OF JESUS

SERVICE TO GOD'S PEOPLE

AND

STEWARDSHIP OF THE GIFTS GOD

HAS ENTRUSTED TO US

ARTICLE I. NAME

The name of the body shall be the Saint Andrew by the Bay Parish Pastoral Council, hereinafter referred to as “the Council.”

ARTICLE II. PURPOSE

Section 1. As the collegial, consultative body representing the whole parish community, the purpose of this Council shall be:

- a. To maintain, as individuals and as a body, an active life of prayer and discipleship in response to God’s call to ongoing conversion;
- b. To assist the Pastor in assuring the implementation of the Parish Mission and Vision Statement, and the Four Pillars of the Parish Mission – Worship and Prayer, Learning and Proclaiming the Gospel, Service to God’s People, and Stewardship of God’s Gifts
- c. To act as an authentic representative voice of the People of God, which includes all individuals and groups of the parish community;
- d. To provide an open, honest and respectful forum of communication and dialogue regarding parish affairs;
- e. To actively encourage by all available means the engagement of all parish members in the life and ministries of the parish;
- f. To participate as a body through active cooperation in regional and archdiocesan collegial bodies and events, in the total life and mission of the Church of the Archdiocese of Baltimore;
- g. To collaborate with other religious and civic groups in working for the common good of the Broadneck peninsula community and surrounding neighborhoods;
- h. To take whatever action it may deem appropriate to fulfill the purpose set forth in Section 1 of this Article.

Section 2. Pursuant to the purpose set forth in Section 1 of this Article, the Council shall perform the following functions by offering consultative recommendations to the Pastor:

- a. It shall review and reflect on the parish vision statement and mission priorities.
- b. It shall collaborate with the pastor and ~~sta~~ parish leadership to review and update the parish mission including a statement of the needs and goals of the parish, priorities among such needs and goals, and allocation of personnel, material, and financial resources to insure the health, vibrancy and future of the parish.
- c. It shall review the maintenance and upkeep of parish property and recommend any improvements or expansions to the property that may be deemed necessary, except where the decision in such matters is reserved to the Archbishop.
- d. It shall make recommendations to the Pastor regarding membership of the parish in any civic or professional organization.
- e. It shall, in collaboration with the Pastor and any relevant committees, provide for the dignified and reverent celebration of the Sacred Liturgy in order to enhance the spiritual welfare of all the faithful of the parish.

ARTICLE III. OPERATION

Section 1. The Council shall offer its recommendations to the Pastor in the form of conclusions resulting from both considered reflection of the Parish Mission Statement, and discussion by the Council. Ordinarily, the Pastor's determination regarding any recommendations by the Council is final.

Section 2. The Pastor shall communicate to the Council by the next regularly scheduled meeting, a response to its recommendation(s). If the Pastor, for grave reasons of fidelity to the Gospel, obedience to Church or civil law, serious financial or administrative considerations, feels that he cannot in good conscience accept or carry out the recommendation(s) of the Council, he shall communicate such reservations to the assembled Council.

ARTICLE IV. MEMBERSHIP

Section 1. The Council shall consist of no more than twelve voting members and no fewer than nine. Membership shall be in three types: *ex officio*, at large, and appointive.

- Section 2.** *Ex officio* members of the Council shall include the Pastor, priest(s) and religious regularly assigned to the parish and permanent deacons. *Ex officio* members shall have full voice in Council discussions but shall have no vote.
- Section 3.** A total of nine members of the Council shall be “at large members” of the Council. The process for how at large members of the Council become members of the Council shall be developed by the Council and published online in the same location as the Council Minutes and be made available to any parishioner upon request. The Council must approve of the process by unanimous agreement. At large members shall have full voice and vote in the Council sessions.
- Section 4.** Notwithstanding appointed members described in Section 7, Appointive members of the Council are appointed by the Pastor. The Pastor shall name no more than three lay persons to the Council for a three year term of office. Such appointments shall endeavor to maintain a proper balance of knowledge and competence desired on the Council. Appointive members shall have full voice and vote in Council sessions.
- Section 5.** All members shall serve until their successors are duly appointed or selected, and qualified. No member shall be eligible to serve more than two consecutive full terms. However, they can be appointed or selected again after at least one year off the Council.
- Section 6.** A lay person shall be eligible for Council membership who meets each of the following conditions: a. is a confirmed, practicing Catholic; b. has attained the age of sixteen (16) years; c. is a registered member of the Parish; d. is not currently serving as a Lay Corporator of the Parish.
- Section 7.** The new Council shall take office on the first Monday in June following the regular council meeting.
- Section 8.** Council members with unexcused absences from three consecutive regular meetings shall forfeit membership on the Council. A member will be allowed three, non-consecutive, excused absences per Council year. The Pastor may consider extenuating circumstances regarding absences prior to the dismissal of a Council member. The delinquent member shall be notified in writing by the President *prior to* forfeiture of membership.
- Section 9.** Should a Council member vacate his/her position *for any reason* prior to the end of his/her term, a new council member shall be appointed by the Pastor. The new Council member shall remain in office for the remainder of the term that has been vacated.

ARTICLE V. COMMITTEES

Section 1. Committees of the Council shall have such powers as may be delegated to them by the full Council and Pastor.

Committees of the Council shall be created by the Council and Pastor for a purpose defined in a separate writing and stored and published with the Council meeting minutes. Committees shall be created by unanimous agreement by the Council.

Section 2. The Chairs of the Committees may seek volunteers for said committee from the parish. Such volunteers shall have the right to attend all regular and special meetings of the Council, but shall have no vote.

Section 3. Each Committee Chairs shall convene meetings of their respective committees. If requested, Committee Chairs shall render a report to the Council of concerns, issues, activities, actions taken at committee meetings and progress toward yearly goals.

Section 4. Each Committee Chair shall see that their committee members are given a written vision statement outlining the committee's function in cooperation with any staff persons associated with them.

ARTICLE VI. MEETINGS

- Section 1.** The Council shall meet at least once a month for a minimum of ten months, at a time and place to be decided by the Council.
- Section 2.** Notice of the time and place of the monthly meetings of the Council shall be placed online.
- Section 3.** A majority of the voting members of the Council must be present to constitute a quorum at any meeting of the Council.
- Section 4.** The Council shall vote to approve the minutes of the previous regularly scheduled or special meeting at the beginning of each regularly scheduled meeting.
- Section 5.** Special meetings of the Council may be called by the Pastor, President, or a quorum of the Council.

ARTICLE VII. BY-LAWS

The By-Laws of the Council are attached hereto and made part of this Constitution.

ARTICLE VIII. AMENDMENTS

This Constitution may be amended at any regular meeting of the Council by a two-thirds vote of all voting members of the Council, provided that the amendments have been presented and debated at the Council meeting immediately prior to such a vote.

ARTICLE IX. OFFICERS

- Section 1.** The officers of the Council shall be the President, Vice President, and Secretary. These officers make up the Executive Committee.
- Section 2.** The members of the incoming Council shall, following the June meeting, vote among themselves for the officers specified in Section 1 above. Following written nominations and verbal acceptance by the candidate, voting shall be by written ballot, and in the event of a tie, balloting shall continue until a candidate receives a majority. Each office shall be taken individually starting with the President, thus permitting candidates not elected to be nominated for the next subsequent office.
- Section 3.** A member or members of the Executive Committee shall prepare and distribute the agenda for the next meeting. The President shall preside at all meetings of the Council. The President shall have the authority to call such special meetings as in the President's judgment may be necessary. The President shall perform all other duties that customarily involve the office of the President, not specifically mentioned herein.

- Section 4.** The Vice President, in the absence of the President or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume the duties of the President.
- Section 5.** The Secretary shall take minutes of all regular and special meetings of the Council, reduce such minutes to writing, and preserve them in a permanent record. Prior to the next regularly scheduled meeting of the Council, the Secretary shall send draft copies of the minutes to all members of the Council.
- Section 6.** In the event of a vacancy in any office except that of the President, the Council shall elect someone from among its membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of President, the Vice President shall automatically succeed and fill out the unexpired portion of the term.
- Section 7.** Not later than ten days after expiration of their respective terms of office, officers shall turn over to their successors in office all books, papers, and other records and property pertaining to their offices.

ARTICLE X. EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall be composed of the Pastor and officers of the Council.
- Section 2.** It shall be the responsibility of the Executive Committee to coordinate and prepare the agenda for all regular meetings of the Council, and to make such agenda available to the Secretary for distribution at least one week prior to the meeting.

BY-LAWS

ARTICLE I. PURPOSE

- Section 1.** The Council, a representative body of the People of God of St. Andrew by the Bay, in communion with one another and with their Pastor, shall meet to deliberate and resolve in common agreement those matters for which they are responsible and which concern the good of the Parish.
- Section 2.** The Council shall provide leadership to build and sustain the sister parish relationships of San Francisco de Asis and Transfiguration Catholic Community.

ARTICLE II. AUTHORITY AND DECISION-MAKING PROCESS

- Section 1.** Authority. The Council shall foster mutual participation within the spirit of Vatican Council II. While its activity shall be advisory and implemental, the Council shall have decision-making authority, when together with the Pastor, the members legislate on those matters within their sphere of responsibility, on which they have properly deliberated.

Matters governed by diocesan regulation, such as Department of Education policy, liturgical norms, ecumenical directives and those other areas specifically regulated by higher Church authority are to be regarded as beyond the scope of the Council's sphere of responsibility.

- Section 2.** Decision-Making Process. Any matter may be considered for discussion, and due action thereon may be taken by a majority vote of the members present at a meeting, subject to the approval of the Pastor. Approval may be assumed as long as no objection is voiced. In practice, the Pastor's refusal to approve a decision reached by the Council shall be rare and only exercised for serious cause. When the Pastor refuses to approve a matter, the matter shall then be referred back to the Council within 60 days. If, by a two-thirds vote of all voting members of the Council, the Council overrides the Pastor's disapproval, the matter may be referred to the Archbishop, or a bishop delegated by the Archbishop, for resolution.