

Roman Catholic Diocese of Boise

Saint John Paul II Parish

PREAMBLE TO THE PASTORAL COUNCIL STATUTES

“Because it is a community of the Christian faithful, it is essential that the parish structures serve the community in carrying out the mission of the Church: to proclaim the Gospel, to form community, and to serve, especially those in need. The parish organizational structures must never be simply needs in themselves, but should always work to promote the mission of the parish, the diocesan Church and the universal Church.

The Parish’s Pastoral Council is a consultative body to the pastor, who receives from the bishop the responsibility to be his local presence and to share the shepherding roles of teaching, sanctifying and governing in a specific parish. A fruit of the Second Vatican Pastoral Council is the reality of shared responsibility in our church today. It is premised on the communion that is the very nature of the Church and the mission Christ has entrusted to the Church. The mission is not reserved to the work of one person, but the responsibility of all the people of God. The duty and the right of the apostolic initiative lies within all by the virtue of the sacraments of baptism and confirmation, through the gifts of the Spirit, supported and coordinated through the ministry of hierarchical service. The Parish Pastoral Council is an effort to provide for the structured expression of shared responsibility, to enable appropriate decisions to be reached for the good of the communion of the Church and its mission.

The Pastoral Council seeks to build, strengthen and nourish faith and to empower members by encouraging critical thinking and ownership. All efforts are rooted in the challenge of the Gospel and flow from the community’s prayers, gifts and needs as we gather around the Eucharistic table to express and intensify our relationship to one another in the priestly ministry of Jesus Christ.

PARISH MISSION STATEMENT

We are a welcoming Catholic parish with Jesus Christ at its center. We are a community of faith characterized by prayerful worship, community involvement, evangelical discipleship, and vibrant stewardship. We are an ever growing resource for spiritual renewal and Roman Catholic teaching in Idaho Falls, Mud Lake and Roberts’ area. We strive to be a financially sustainable parish; which collaborates with other faith communities within the Diocese of Boise to develop dynamic programs that address the needs of the local parish and greater community.

Roman Catholic Diocese of Boise

Saint John Paul II Parish

PASTORAL COUNCIL STATUTES

Chapter I: Name

Article 1: The name of this body shall be the Pastoral Council of the Saint John Paul II Parish of Idaho Falls in Idaho, hereinafter referred to as the “Pastoral Council.”

Chapter II: The Purpose and Functions

Article 1: The Pastoral Council is mandated by the Bishop of Idaho as a necessary body and “possesses a consultative vote only and is governed by norms determined by the diocesan bishop” (Code of Canon Law 536). It does not exercise authority directly or mandate any act. This, however, does not minimize its importance to the vitality of the parish. The Pastoral Council shall recognize that it is bound to observe Canon Law and the norms established by the Diocese of Boise.

Article 2: The Pastoral Council shall be a representative body of the Parish family. It shall serve as a consultative body to the pastor and support the community aspect of the Parish as it strives to be a sign of Jesus Christ to all.

Article 3: The following are the responsibilities of the Pastoral Council, as a representative body of the Parish.

Section 1. To advise, assist and support the Pastor(s) and his staff in articulating a vision for the ministry,

Section 2. To identify pastoral needs of the Parish and strategic planning,

Section 3. To plan, evaluate, and/or revise pastoral programs,

Section 4. To bring the ideas, requests, concerns and questions of the parishioners to the attention of the Pastor(s),

Section 5. To participate in the articulation of the vision, mission and reasons of Pastor(s) and his staff to the parishioners, and

Section 6. To promote the active participation of Parish membership in the ministry.

Article 4: The Pastoral Council shall promote and make the best use of the talents of all the members of the Parish.

Chapter III: Membership

Article 1: Requirement

Section 1. Members of the Pastoral Council are to be in full, visible communion with the Roman Catholic Church and committed to his/her faith and to the mission of the Roman Catholic Church and the Parish's particular mission.

Section 2. At least eighteen (18) years old, and a registered member of the Saint John Paul II Parish.

Section 3. Be concerned for the spiritual and temporal growth of the parish and its members.

Section 4. Actively participate with their own particular perspective, and gifts and talents in the responsibilities of Pastoral Council members.

Section 5. Must have a desire to be supportive of the Pastor(s), staff, and Pastoral Council and be a liaison to the Pastor(s) and the Parish community.

Section 6. Paid parish staff members are ineligible for membership.

Section 7. Only one member per household may serve on the Pastoral Council, thus allowing for more diverse representation from the Parish community.

Article 2: Composition of its Members

Section 1. Ex-Officio/Non Voting Members

The Pastor (s) shall serve as non-voting member(s) of the Pastoral Council by virtue of their office;

The following may serve as non-voting members of the Pastoral Council by virtue of their office:

- The Parochial Vicar(s)
- The Appointed Parish Deacon(s)

Section 2. Voting Members

Twelve (12) shall be the total voting members of the Pastoral Council. Nine (9) members shall be selected by election from the parishioners and three (3) appointed by the Pastor (s).

a. Elected Members (9) - These members will be selected from the Parish at large. If no members are selected from the mission territories, however, a representative from these missions will always be welcome to attend the meeting as a guest.

b. Appointed Members (3) – These members will serve at the specific behest of the Pastor(s). These members may represent individuals with specific backgrounds or expertise that the Pastor(s) feel would benefit the Pastoral Council or can be individuals who represent constituents of the Parish that are not otherwise represented. Regardless of their background, these members will provide guidance to the Pastor(s) on behalf of the entire Parish community, not solely the constituency from which they arise.

Article 3: Term for Voting Members

The terms of membership for elected and appointed members will be three (3) years, with three (3) members being elected each year to replace the out-going Pastoral Council members. Terms will begin in January and will consist of calendar years, January through December.

Article 4: Re-election

No members shall be elected to the Pastoral Council for more than two (2) full consecutive three (3) year terms unless filling a vacancy. After an absence of three full, consecutive years, a past member of the Pastoral Council shall be eligible for another election to the Pastoral Council.

Article 5: Vacancies

Section 1: Vacancies on the Pastoral Council may be filled by a vote of the majority of the remaining members of the Pastoral Council. Each member so elected shall fill such vacancy for the remainder of the unexpired term. If the term being filled has less than six months remaining, the incoming member may run for up to two additional full terms.

Section 2. To the extent feasible, a vacancy will be filled by selecting from the previous election's non-elected candidates who received the highest votes. In the event there are no remaining candidates from the previous election to fill a vacancy, the Pastoral Council shall select and appoint a parishioner, with approval of the Pastor(s), to complete that term.

Section 3. A vacancy is automatically created if a member of the Pastoral Council leaves the Parish.

Article 6: Resignations/ Absences

Section 1. Any member of the Pastoral Council may resign by submitting a written letter of resignation to the Pastoral Council President or the Pastor.

Section 2. Any member of the Pastoral Council shall notify the President or Secretary prior the meeting of any absence.

Section 3. Any elected or appointed member of the Pastoral Council who fails to attend a minimum of five (5) meetings per operational year shall be deemed to have resigned.

Chapter IV: Nomination and Election Procedures

Article 1: Election Committee

Section 1: The Pastoral Council will commission the three out-going members to serve as an Election Committee to work with the Pastor(s) to initiate the nomination process. The Election Committee will not include any candidates seeking selection or re-election to the Pastoral Council.

Section 2: The Election Committee shall be responsible for:

- Soliciting nominations and producing a slate of candidates for the elected positions;
- Reviewing the nominations with the Pastor(s);
- Preparing a suitable ballot;
- Conducting the election in a fair and judicious manner; and
- Tabulating and reporting the results in a timely manner.

Article 2: Nominations

Section 1: The Pastoral Council shall announce Pastoral Council vacancies and the opportunity to nominate persons for election to fill those vacancies via notices in the weekly bulletin and on the website and verbal announcements at all weekend Masses for the entire month of September.

Section 2: Candidacy forms shall be prominently available in both the church and the parish office, as well as online, for that entire month.

Section 3: Annually, on the first two weekends of October, at the Eucharistic Celebration, the Pastor(s) will encourage parishioners to put their names forward and/or to nominate fellow parishioners for selection on the Pastoral Council. Nominations will be collected until the third Sunday of October. The Election Committee will contact the nominees to confirm their acceptance of the nomination.

Section 4: From the names nominated by the parishioners, the Election Committee will put together the ballot for the Parishioners to elect the new members of the Pastoral Council. If there are more than ten (10) nominees, the top eight (8) nominees receiving the highest number of nominations will be placed on the Election Ballot.

Article 3: Elections

Section 1: Elections shall be held on the second (2nd) weekend of November at all the Masses. All balloting shall be completed in November. The three (3) Nominees receiving the highest number of votes shall be elected as members of the Pastoral Council to serve for three (3) years.

Section 2: Absentee Election Ballots may be completed at the Parish office during regular office hours. Exceptions for physical disability or absence will be considered on an individual basis.

Section 3: The names of the newly elected Pastoral Council members must be confirmed by the Pastor(s) and then be published in the Parish bulletin following the vote tabulation. Names will be published the first weekend in December.

Section 4: The newly elected Pastoral Council members will be seated at the January Pastoral Council meeting.

Section 5: Saint John Paul II Parish voting membership shall include parishioners eighteen (18) years of age and older and registered in the Parish.

Chapter V: Meetings

Article 1: Date of meetings:

Section 1: Generally, Pastoral Council regular meetings will take place once a month at a time and day determined by the Pastoral Council members.

Section 2: The President and/or the Pastor(s) may call special meetings of the Pastoral Council. Members must receive at least forty eight (48) hours notice, unless deemed an emergency.

Section 3: The President shall send out the proposed agenda for the upcoming Pastoral Council meeting at least 3 days before the meeting. All members of the Pastoral Council are encouraged to submit agenda items to the President. All parishioners are encouraged to submit matters for the agenda to any Pastoral Council member.

Section 4: Notices of regular meetings should be published at least a week ahead of the scheduled meeting in the Parish Bulletin and the Parish Website.

Section 5: A Pastor's attendance is required for meetings, but he does not chair the meetings.

Article 2: Quorum

For the purpose of transacting official business, it shall be necessary that a simple majority of the total voting Pastoral Council membership be present.

Article 3: Open Meetings and Executive Session

Section 1: All regular meetings of the Pastoral Council shall be open to all members of the Parish. Registered Parishioners may address the Pastoral Council at the Pastoral Council meeting but only after notification to the President in advance of the meeting and after being recognized by the President

Section 2: Any Pastoral Council member may ask for a closed Executive Session if the need arises.

Section 3: The President or a majority of the voting members, or Pastor(s) may call the Pastoral Council into Executive Session at anytime to discuss sensitive and proprietary matters and the like. During any Executive Session of the Pastoral Council, the meeting will be closed to Parishioners.

Article 4: Rules of Order

Generally accepted rules of Order, common sense and mutual respect shall govern meetings of the Pastoral Council.

Article 5: Decision Making and Voting

Section 1: Decisions of the Pastoral Council should be arrived at by consensus rather than through vote. It is best to utilize a voting procedure only when a consensus is not attainable.

Section 2: Decisions whether reached by consensus or vote can only be made when a quorum is present. More than 50% of the Pastoral Council members shall constitute a quorum at any meeting.

Section 3: A two-thirds majority of all voting Pastoral Council members present is required to amend these Bylaws where a least two thirds of all the members of the Pastoral Council must vote.

Section 4: All Pastoral Council decisions will be consultative to the Pastor(s).

Article 6: Agenda Items

Section 1: Any member of the Pastoral Council may request that an item be placed on the agenda by submitting it to the President at least one week prior to the next meeting. Standing Parish committees will provide the Pastoral Council with progress reports.

Section 2: Any member of the Pastoral Council shall be recognized during any meeting of the Pastoral Council to discuss any item of pending or new business, and to present any motions to the Pastoral Council for its consideration.

Article 7: Order of the Meeting

The order of business for a general meeting shall include, but is not limited to, the following:

1. Opening prayer
2. Attendance
3. Approval of Minutes
4. Public Forum

- 5. Reports
- 6. Old Business
- 7. New Business
- 8. Action Item Review
- 9. Closing prayer

Article 8: Meeting Summary

Section 1: A brief summary of the Pastoral Council meeting shall be posted.

Section 2: Minutes of all meetings shall be preserved in the Parish archives and be open to all Parishioners.

Chapter VI: Officers

Administrative change to statutes approved by Pastoral Council 2/14/2017

Article 1: Positions and Term of Office

Section 1: The Pastoral Council officers shall be nominated by the Pastoral Council members and elected by a majority of the voting members present at the ~~October~~ January meeting after the seating of the newly elected members.

Section 2: The officers of the Pastoral Council shall be the President, Vice-President, and Secretary.

Section 3: All elected officers, with the exception of the President, shall serve for terms of one year each or until their successors have been elected. No officer shall serve more than two consecutive terms in the same office.

Section 4: The President shall not serve more than three (3) consecutive one-year terms.

Section 5: Prior to the election of any officer, the President shall call for nominations from the floor, and close the nominations for each office before proceeding to the next office to be filled.

Section 6: Each officer, at the expiration of their term of office, is to turn over to their successor all books, papers, and other records pertaining to their office in a timely fashion.

Article 2: Duties of Officers

Section 1: President

- * He or she is to prepare for and conduct all meetings of the Pastoral Council
- * He or she shall have the authority to call special meetings.
- * Act as Ex Officio parish representative of the Pastor(s) in Diocesan gatherings, in Parish formal occasions and in public civic occasions,
- * Represent the Pastor(s) in media relations when agreed upon in consultation with the Pastor(s) and be the official spokes-person of the Pastoral Council.
- * He or she is to perform such other duties as may be designated by the Pastor(s).
- * Notify members who have been deemed to have resigned from the Pastoral Council because of the failure to meet attendance requirements

Section 2: Vice-President

- * Assume the office of President in the event that the President is absent or this office becomes vacant for any reason.
- * Works with the President to prepare an agenda for the Pastoral Council meetings,
- * Reviews the Bylaws on an annual basis and bring proposed changes before the Pastoral Council for discussion.
- * Performs such other duties as may be delegated by the President.

Section 3: Secretary

- * Takes minutes of all regular and special meetings of the Pastoral Council.
- * Provides copies of the minutes in a timely fashion to Pastoral Council members, the Parish archive and the Parish community.
- * Maintains a roster of all members of the Pastoral Council, which includes the date of the expiration of the members' terms.
- * Notifies the Diocesan Chancery of the names, mailing addresses, and phone numbers of all officers of the Pastoral Council.
- * Assists the President in Pastoral Council correspondence.
- * Performs such other duties as may be delegated by the President.
- * Maintains contact list of all committees.

Chapter VII: Committees

Article 1: Executive Committee

Section 1: The Executive Committee shall be composed of the Pastor(s), Pastoral Council President, Vice-President and Secretary.

Section 2: The Executive Committee shall communicate prior to the Pastoral Council meeting to set the agenda.

Section 3: The Secretary shall distribute the agenda to all Pastoral Council members.

Section 4: The Pastor(s) may call an emergency meeting (Special Session) of the Executive Committee when urgent matters require immediate action of the Pastoral Council. If deemed necessary, the Pastor(s) may call an emergency meeting of the entire Pastoral Council.

Article 2: Standing Committees

Section 1: The Pastoral Council maintains various standing committees to serve the needs of the Parish.

Section 2: A Pastoral Council member will serve as liaison to all standing Parish Committees

Section 3: Members of a standing committee are to have the right to attend all regular and special meetings of the Pastoral Council and to have full voice therein, yet they shall have no vote.

Section 4: The Pastoral Council may amend or alter any action taken or suggested by a committee.

Section 5: Committees of the Pastoral Council may include the following:

- * Junta Hispana or any other Committee organized for Hispanic members of the Community
- * Building and Maintenance
- * Liturgy / Spirituality
- * Parish Communications
- * Education
- * Stewardship
- * Evangelization
- * Outreach

Article 3: Special Committees (Ad-Hoc Committees)

Section 1: Ad Hoc Committees shall be established by the Pastor(s) or Pastoral Council as the need arises.

Section 2: Each Ad Hoc Committee shall report the business of the committee at the next regular Pastoral Council meeting following any action taken by the committee.

Article 4: Committee Appointments and Terms

Section 1: All parishioners are eligible to serve on Standing or Ad Hoc Pastoral Council committees.

Section 2: The roles and responsibilities of the Committees are delegated to the Committees by the Pastor(s). Any and all decisions are subject to the final approval of the Pastor(s).

Section 3: The Committee Chair shall preside over committee meetings and shall submit written minutes of committee meetings to the Secretary of the Pastoral Council before the next regularly scheduled Pastoral Council meeting.

Section 4: The Pastoral Council has authority to establish or retire standing and or Ad Hoc committees as deemed appropriate to assist in the fulfillment of the Pastoral Council's purpose. These Committees shall function as research teams as well as designees, when necessary to carry out Pastoral Council recommendations.

Chapter VIII: Amendment of Constitution and By-Laws

Article 1: Procedure for Amendment of the By-Laws

Section 1: Amendments to the By-Laws shall be in writing to the President at any regular scheduled meeting of the Executive Committee or Pastoral Council meeting.

Section 2: The amendment shall be published and distributed to all Pastoral Council members at least two (2) weeks prior to the next regularly scheduled meeting.

Section 3: The amendments shall be the first item discussed at the next regular Pastoral Council meeting after the opening prayer. Any amendments shall be deliberated upon by the Pastoral Council according to the process above with the goal of presenting a consensus to the Pastor(s).

Article 2: Approval of Amendments

Section 1: The Pastoral Council, by the vote of 2/3 of all voting members of the Pastoral Council, may amend these By-laws.

Section 2: Any amendments to the By-Laws are subject to the approval of the Pastor(s).


These Bylaws are effective as of June 9, 2015

Signature Pastor/Date Rev Paul Covarrubias / 6/16/15

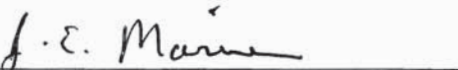
Signature Vicar/Date _____ / _____


Signature Council President/Date J. E. Moin / 6/16/15

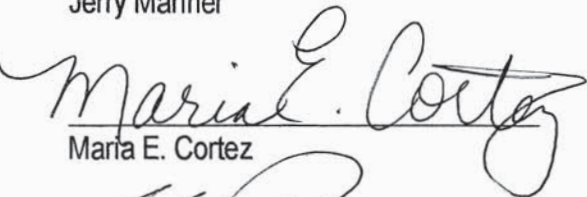
Pastoral Council Members:

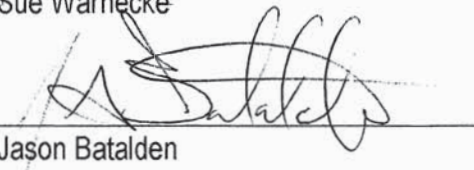

Gloria Gibeault


Janet Trujillo


Jerry Mariner

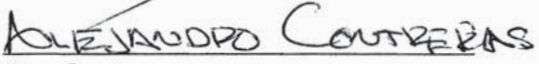

Sue Warnecke


Maria E. Cortez

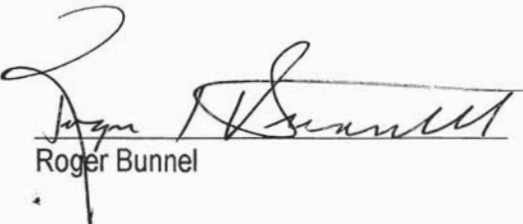

Jason Batalden



Steve Bright


Dan Ackerman


Alex Contreras


Chris Wheat


Roger Bunnell


Lyle Roybal