

**BYLAWS OF THE PARISH COUNCIL  
OF ST. JOHN PAUL II PARISH  
(adopted December 3, 2012) (as amended thru October 24, 2016)**

The Parish Council (“Council”) of Blessed John Paul Parish is a representative group of parishioners that works in consultation and collaboration with the Pastor to meet the pastoral needs of the Parish.

**I. Purpose**

The role of the Council is to assist the Pastor to (1) assess the needs of the whole Parish, (2) develop a pastoral plan to meet those needs and the needs of the broader community through the Parish’s evangelization, worship, religious education and service activities, and (3) implement, review, evaluate and modify that plan as needed.

**II. Membership**

The members of the Council shall consist of the following individuals:

- (a) the Pastor;
- (b) the Deacon;
- (c) Regular Members (i.e., those other than the Pastor and Deacon) comprising the co-chairs of each of the Parish’s Standing Committees as well as of its Finance Committee. See Addendum A for a description of the Parish’s Standing Committees; and
- (d) Additional Members: At the Pastor’s discretion, the Parish Council may also include the following additional members:
  - (i) Up to three “at large” members;
  - (ii) One “youth” member (under age 18);
  - (iii) The Parish Music Director;<sup>1</sup> and
  - (iv) The CCD Director(s).<sup>2</sup>

If either of the co-chairs of a Standing Committee or of the Finance Committee is unable to attend a given meeting of the Council, that Standing Committee or Finance Committee may appoint another one of its members to serve as a delegate in lieu of the co-chair who is unable to attend that Council meeting.

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<sup>1</sup> Amended November 24, 2014 (adding paragraph [d][i-iii] of Part II).

<sup>2</sup> Amended December 2, 2015 (adding paragraph [d][iv] of Part II).

### **III. Term of Office**

The Pastor and the Deacon shall be permanent members of the Council.

The term of office for a Regular Member is one year beginning immediately after the September meeting, and it is recommended that Regular Members be limited to three consecutive terms.<sup>3</sup>

Additional members shall serve at the pleasure of the Pastor.<sup>4</sup>

### **IV. The Pastor**

The Pastor shall be responsible for presenting issues to the Council for its consideration, advising the Council on Church law and Diocesan policy, and updating the Council on the needs of the Parish and the community.

### **V. The Deacon**

The Deacon shall assume the Pastor's responsibilities to the Council when the Pastor is absent, and shall otherwise assist the Pastor to perform his duties as needed.

### **VI. Officers**

The Officers of the Council shall consist of a Chair, a Vice Chair, and a Secretary, whom the Council shall select from among its Regular Members.

The Chair shall serve as the primary liaison between the Pastor and the Council, prepare and distribute the agenda for Council meetings, and preside over all such meetings.

The Vice Chair shall assume the responsibilities of the Chair when the chair is absent, and shall otherwise assist the Chair in the performance of the Chair's duties as needed.

The Secretary shall prepare and distribute the minutes of Council meetings and shall keep a record of all minutes, correspondence and other important documents pertaining to Council matters.

The term of office for an Officer is one year beginning immediately after the September meeting, and Officers are limited to two consecutive terms.

If a vacancy occurs during the term of any Officer, the Council shall select a successor to serve the remainder of that Officer's term of office.

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<sup>3</sup> Amended September 19, 2016 (from "Regular Members shall be limited to four consecutive terms").

<sup>4</sup> Amended November 24, 2014 (adding the entire sentence).

## **VII. Meetings**

The Council shall hold a minimum of four regular meetings per year.<sup>5</sup>

All meetings of the Council, unless otherwise specified, are open to attendance by all members of the Parish.

At the close of each regular meeting, the Council shall determine the date, time and location of the next regular meeting. The minutes of a regular meeting shall specify the date, time and location of the following one.

In consultation with the Pastor, the Chair may call a special meeting at any time, with three days prior notice to all Council members whenever possible. The notice will specify the date, time and location of the special meeting and the general nature of the business to be conducted at that meeting

## **VIII. Quorum**

Attendance by over one-half of the Council members shall constitute a quorum.

## **IX. Meeting Agenda**

The Chair shall prepare an agenda for each regular meeting in advance of that meeting. The Chair shall submit that agenda to the Vice Chair for review and to the Pastor for review and approval at least one week prior to the meeting. The Chair shall email or otherwise deliver the agenda to all Council members at least one day prior to the meeting.

## **X. Meeting Minutes**

The Secretary shall prepare minutes of all Council meetings, and shall email or otherwise deliver the minutes for each meeting to all Council members at least one week prior to the next scheduled meeting.

In addition, a summarized version of the minutes for each meeting *may* be published in the weekly Parish bulletin and the complete minutes of that meeting *shall* be posted on the Parish website to inform all parishioners of the Council's activities.

## **XI. Recommendation Process**

The Council is a consultative body. As such, the Council shall consider issues relating to the needs of the Parish and/or broader community, discuss possible alternatives and make a recommendation to the Pastor, who will make all major decisions.

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<sup>5</sup> Amended October 24, 2016 (from "a minimum of six regular meetings per year").

**XII. Amendments**

These Bylaws and any addenda thereto may be amended by a consensus vote of the Council, provided that the Pastor approves the proposed amendment.

**ADDENDUM A**  
**THE STANDING COMMITTEES**  
**OF BLESSED JOHN PAUL PARISH**

At present, the Parish's Standing Committees are the:

- (1) Communications Committee, which is responsible for: keeping both parishioners and the broader community informed of Parish activities;
- (2) Family Life Committee, which is responsible for creating and implementing programs designed to keep parishioners connected to the Parish and promote the family;
- (3) Hospitality Committee, which is responsible for overseeing Parish receptions, potluck dinners and other events designed to foster fellowship both among parishioners and with the broader community;
- (4) Property Committee, which is responsible both for identifying and prioritizing the maintenance needs of our Parish's buildings and grounds and for overseeing their maintenance; and
- (5) Spiritual Life Committee, which is responsible for creating and implementing programs and events designed to assist parishioners to grow in their knowledge and understanding of Catholic teachings and provide them with opportunities to enrich their participation in prayer and worship.

The Council may form additional Standing Committees as needed, provided that the Pastor approves the formation of the additional Standing Committee in question.

Every person who is a confirmed Catholic and is an active member in good standing of Blessed John Paul Parish is eligible to serve as a member of a Standing Committee.

A Standing Committee shall have no fewer than five and no more than twenty members.

The officers of a Standing Committee shall consist of a chair, a vice chair and a secretary, whom the Standing Committee shall select from among its members.

The chair and vice chair of a Standing Committee shall be collectively referred to herein as co-chairs of that Standing Committee.