

Bylaws of the Pastoral Council of  
St. Luke the Evangelist Catholic Church  
Raleigh, North Carolina

**Article 1- Name**

The name of the organization is the "Pastoral Council of St. Luke the Evangelist Catholic Church"; hereinafter referred to as the "Council".

**Article 2 - Purpose and Responsibilities**

The primary purpose and responsibility of the Council is to assist and advise the Pastor in guiding the parish to achieve its mission. Other responsibilities of the Council include:

- Submitting, along with the Pastor, the Parish Plan for the coming year to the Bishop in accordance with Diocesan guidelines;
- Investigating everything pertaining to pastoral activities, weighing them carefully, and to setting forth practical conclusions concerning them so as to encourage conformity of the life and actions of the People of God with the Gospel; and
- Providing leadership, support, and recognition for the efforts of the Pastor, the parish staff, parish ministries, and parish community.

**Article 3 – Membership**

Eligibility, representation and election of members to the Council shall be governed by the provisions of Article III of the Pastoral Council Constitution of May 3, 2011 and any subsequent amendments thereto, which provisions are incorporate herein by reference.

**Article 4 – Officers and Duties**

Section 1: Number

Officers of the Council shall consist of the Chairperson, Vice Chairperson and Secretary.

Section 2: Chairperson

The duties of the Chairperson shall be:

- (a) To preside at all meetings of the Council;

- (b) To prepare, with the approval of the Pastor, an advance agenda for each meeting and to issue notices of all meetings.
- (c) To implement all policy matters determined by the Council as approved and directed by the Pastor.
- (d) To sign all official documents of the Council.
- (e) To keep the parish family informed of Council activities.
- (f) To perform such other duties as may be designated by the Council or Pastor.

### Section 3: Vice-Chairperson

The duties of the Vice- Chairperson shall be to assume the responsibilities of the Chairperson when the Chairperson is absent or unable to perform the duties of Chairperson and to assist the Chairperson in Council matters.

### Section 4: Secretary

The duties of the Secretary shall be:

- (a) To take and keep accurate and complete minutes of all meetings of the Council.
- (b) To distribute draft copies of the minutes of each meeting to the Pastor and Council in advance of the next meeting of the Council at which such minutes are to be approved.
- (c) To provide copies of the final approved minutes of all meetings to the Pastor and Chairperson for inclusion in the official compilation of minutes of Council meetings maintained by each.
- (d) To provide a summary of final approved minutes of all meetings to the Parish Secretary for inclusion in the Parish Bulletin.

In the absence of the elected Secretary a volunteer shall be asked to record the minutes prior to the meeting's convening.

### Section 5: Nominations, Election, and Terms of Office

- (a) Officers shall be elected for a term of one (1) year at the first meeting of each calendar year.

- (b) A member may not serve as Chairperson unless that member has served at least one (1) year on the Council.
- (c) The Finance Council Chairperson may not hold any Council office.
- (d) A member may not serve more than two (2) consecutive terms in the same office.
- (e) Nominations and elections are to proceed as follows. Each office will be nominated and elected individually, one at a time, in the order of Chairperson, Vice Chairperson and Secretary. Nominations will be called from the floor and election will be by secret ballot.

## **Article 5 - Meetings**

### Section 1: Schedule

- (a) The Council will hold regularly scheduled meetings, preferably once a month, but no less often than every other month.
- (b) The Council shall create a master calendar showing the dates and times of its regularly scheduled meetings at the beginning of each calendar year and publish that calendar in the parish bulletin.
- (c) The Council shall not meet without the pastor being present.
- (d) Meetings shall start and end promptly and will be held to a maximum of 90 minutes unless the Council or Pastor should decide otherwise in a particular instance.

### Section 2: Agenda

- (a) The Chairperson shall prepare and distribute copies of the agenda, as approved by the Pastor, for all meetings to Council members at least seven (7) days prior to the meeting date. Any Council member may request that an item be added to the agenda by submitting the item in writing to the Chairperson.
- (b) Ordinarily only items on the distributed agenda for a meeting will be discussed at that meeting. However, the Pastor may add items to the agenda when necessary.

### Section 3: Attendance

- (a) The Secretary shall record attendance showing who is present, absent, and excused in the minutes.

(b) Members may be excused by providing prior notice to the Chairperson.

(c) Council member may, by vote of the Council, be removed from the Council if that member has four (4) or more absences during any twelve (12) month period. Their position will be filled in accordance with the procedures specified in the Pastoral Council Constitution which is incorporated herein by reference.

#### Section 4: Quorum

A simple majority of members who are obliged to participate constitute a quorum.

#### Section 5: Participation By Non-Council Members

(a) It shall be left to the discretion of the Council and the Pastor as to whether parishioners, staff members, or other individuals not members of the Council be allowed to attend or address the Council during its meetings.

(b) Any parishioner who wishes to present a matter for consideration of the Council may do so by submitting the topic in writing to the Chairperson or Pastor at least ten (10) days prior to the date of the next regularly scheduled Council meeting.

### **Article 6 - Committees**

The Council may create such standing, ad-hoc or special committees as may be necessary to further the Council purposes. All committees, except for the Parish Finance Council, are accountable and shall report on a regular basis to the Council. A chairperson for all standing committees will be appointed from the Council membership. The Pastor or Chairperson, after consulting with the Council, may appoint a person who is not a member of the Council to chair an ad-hoc or special committee.

### **Article 7 - Meeting Procedures**

#### Section 1: Decision by Consensus

The usual method of reaching decisions shall be through consensus.

#### Section 2: Robert's Rules of Order

When situations or issues arise that are not covered herein and require additional structure to resolve, "Robert's Rules of Order" may be consulted and employed.

*Adopted June 28, 2011*

**Article 8 - Amendments**

Prior notice submitted in writing and signed by two (2) Council members must be given to amend these bylaws. Approval of amendment to the bylaws shall be by a two-thirds (2/3) majority vote of the full Council, together with the approval of the Pastor.

Adopted this 28th day of June, 2011

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Msgr. Tim O'Connor, Pastor

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Jack Werder, Chair of Pastoral Council