

**Church of St. Joan of Arc
Marlton, NJ**

**Parish Pastoral Council
By-Laws**

Article 1: Council Overview

1.1 Name: This ministry shall be known as the Parish Pastoral Council of the Church of Saint Joan of Arc in Marlton, New Jersey.

1.2 Mission: The main mission of the Council is to serve as a consultative (advisory) body to Msgr. Richard LaVerghetta (herein referred to as Pastor) to help foster, promote and advance the St. Joan of Arc (SJA) Parish mission. The Council also has Ministry liaison and Community Sunday participation responsibilities.

1.2.1 Advisory Role: The Council will investigate and consider matters brought to the Council by the Pastor directly or approved by the Pastor and formulate and provide to the Pastor practical conclusions or recommendations which would best serve the Parish Mission.

1.2.2 Ministry Liaison: The Council shall maintain a roster of all SJA Ministry leaders (name, email address and telephone number for each ministry leader); Ministries are organized under the Service, Word, Community, Worship and Leadership ministerial categories. The Council shall organize and lead a yearly Ministry leader meeting with Council and the Pastor; shall organize and sponsor a monthly ministry fair coordinated with Community Sunday, wherein a subset of Ministries will be promoted during Mass, and the bulletin and table presence at Community Sunday.

1.2.3 Community Sunday: The Council will participate in Community Sunday events. A minimum of two Council members are required to be present at Community Sunday after each Mass. Council will sponsor and man a Pastoral Council table and be available to all parishioners in attendance.

1.3 Session: A Council session is one year in duration beginning on 1 July and ending on 30 June.

Article 2: Council Organization

2.1 Composition: Council is composed of the Pastor, and Executive Board (Chair, Vice-Chair and Secretary) and Council members. The Council can, and is encouraged to, interact with the Finance Council, Parish Staff and Ministry leaders as necessary.

2.3 Roles and Responsibilities: The roles and responsibilities of each Council entity (Pastor, Executive Board) and Council member are as follows:

2.3.1 Pastor: The Pastor shall meet with the Executive Board prior to the start of each year's Council session to schedule the dates for Council meetings for that year. Pastor shall meet with the Executive Board (minimally with the Chair) prior to each scheduled Council meeting to plan the agenda. The Pastor shall provide specific topics seeking Council input or recommendations on an as needed basis. The

Pastor shall prepare a Pastor Report to be given at each Council meeting. The Pastor can call a special Council meeting outside of the regularly scheduled meetings on an as needed basis.

2.3.2 Chair: The Chair shall meet with the Pastor and other Executive Board members prior to each scheduled Council meeting to plan the agenda. The Chair shall lead each Council meeting adhering to the agenda. The Chair shall oversee the consensus taking and report the Council's recommendations to the Pastor. The Chair shall address any Council concerns and / or issues. The Chair shall serve as the Council liaison to the Pastor, Parish Staff and Finance Council as needed. The Chair shall organize the monthly Ministry promotion events tied to Community Sunday.

2.3.3 Vice-chair: The Vice-Chair shall meet with the Pastor and other Executive Board members prior to each scheduled Council meeting to plan the agenda. The Vice-Chair shall assume the duties of the Chair should the Chair be unavailable. The Vice-Chair shall procure Council members to read the Gospel and issue the closing Prayer at each Council meeting. The Vice-Chair shall maintain the Council membership roster, inclusive of name, email address, telephone number and date of service. The Vice-Chair shall maintain the ministry leader roster, inclusive of name, email address and telephone number for each ministry leader. The Vice-Chair shall solicit Council member sign-ups for each Community Sunday event.

2.3.3 Secretary: The Secretary shall meet with the Pastor and other Executive Board members prior to each scheduled Council meeting to plan the agenda. The Secretary shall capture relevant discussion, recommendations and /or resulting conclusions at each Council meeting in meeting minutes and distribute, in a timely fashion, to the Executive Board and Pastor for review and then to Council members. The Secretary shall acquire first and second level approval on meeting minutes at the next Council meeting. The Secretary shall publish a notice of an upcoming Council meeting in the SJA bulletin, at a minimum, the Sunday prior to the meeting.

2.3.4 Council Member: A Council member shall attend all scheduled and any specially called Council meetings. A Council member shall due diligence to any and all Pastor requests for Council input / recommendations via research and /or study; participate in any sub-committees formed to investigate a Pastor request and bring recommendations to the full Council; participate in Community Sunday events by representing Council at the Pastoral Council table; participate in Sunday and Holy Day Masses by being available to greet parishioners; become engaged in other Parish related activities as needed and possible.

Article 3: Council Meetings

3.1 Number: The number of Council meetings during a year's Council session can vary; once per month from September to June is recommended. The Pastor can cancel and / or call a special Council meeting at his discretion.

3.2 Attendees: Each Council meeting must be attended by the Pastor, Executive Board and Council members. Council shall not hold a meeting without the Pastor in attendance unless otherwise directed by the Pastor. Each Council meeting is open to all SJA parishioners unless otherwise specified.

3.3 Meeting Agenda: The specific agenda for a Council meeting can vary due to Pastor requirements and is set prior to the meeting via by the Pastor and Executive Board. A *typical* meeting agenda, however, is

as follows: Welcome (Chair); Gospel Reading (Council Member); Opening prayer and faith sharing (Pastor); Approval of last meeting's minutes (Secretary); Pastor Report (Pastor); Pastor initiated topics, current and / or past (Pastor / Chair); Council initiated topics (Chair); Open floor discussion (Vice-Chair), Closing prayer (Council Member); Next meeting (Secretary); Adjourn (Chair).

3.3.1 Pastor Initiated Request: The Pastor shall bring to the Council topics he needs Council input and / or recommendations on. These are *Pastor Initiated Requests*, and can take on one of two forms: Immediate, input / recommendations needed within the current meeting; or, non-immediate. For non-immediate the Council will develop a plan to address the need which may include tasking each Council member to investigate and / or research the need and be prepared to discuss at a future meeting; and / or creating a sub-group to study the need and report back to Council at a later Council meeting.

3.3.2 Council Initiated Request: The Council or a Council member can raise a topic to the Pastor believed worthy of consideration. The Pastor will decide the merits of the topic and can either approve for Council to consider, upon which the same procedure as that for a Pastor Initiated Request will be followed, or can reject the topic for consideration.

3.3.3 Consensus: Recommendations are made to the Pastor based on the consensus of the Council. Consensus is defined to be a simple majority of those present when the consensus is taken. In cases where it is known in advance that a consensus will be taken, the Chair can solicit from Council members unable to make the meeting at which the consensus will be taken their input; these will be counted in the simple majority.

Article 4: Council Membership

4.1 Eligibility: Council member eligibility includes being a practicing Catholic in good standing, a registered member of the Parish for at least one year and actively involved in the Parish.

4.2 Membership Application Process: Every year prior to start of the new year's Council session the Chair shall post in the SJA bulletin a request for membership to fill open Council vacancies and / or add to Council's number. Membership applications (a letter of desire / intent) should be sent to the Executive Board who will vet the requests and present recommendations to the Pastor for approval.

4.3 Term of Membership: A Council member shall serve on the Council for a two-year term, with an option for a second two-year term for a total of four consecutive years.

4.4 Executive Board:

4.4.1 Selection: The selection of Chair, Vice-Chair and secretary is up to the Pastor's discretion and his selection methodology

4.4.2 Executive Board Term: The term of an Executive Board member is one year, renewable per the Pastor's discretion for as many terms as that member is eligible for Council membership.

4.5 Resignation: A Council member can resign from Council at any time. A letter (email) should be sent to the Chair stating such. The Chair will notify the Pastor immediately and Council Members at large at the next regularly scheduled Council meeting.

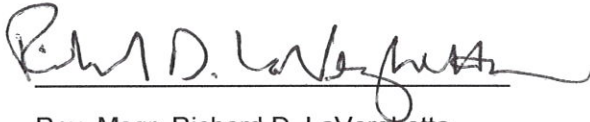
4.6 Pastor Discretion: The Pastor reserves the right to modify eligibility, terms of membership or any other Council member status as he deems appropriate.

Article 5. Amendments to the By-Laws

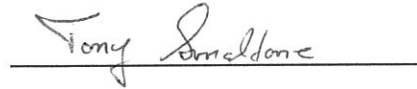
5.1 Amendment Process: The Pastor and / or a Council member can request a change to the Council By-Laws; the request will be considered at the soonest possible Council meeting. After discussion, a Council consensus will be taken; if approved by Council, the request will be presented to the Pastor for consideration. Should the Pastor approve the request, the By-Laws will be updated.

Article 6. Affirmation

These By-Laws were presented and approved by the Parish Pastoral Council on the 10th day of June in the year 2017. These By-Laws supersede all previous editions.



Rev. Msgr. Richard D. LaVerghetta
Pastor, St. Joan of Arc, Marlton, NJ



Tony Smaldone
Chair, Parish Pastoral Council