

**BY-LAWS
Of
SAINT PHILIP NERI CATHOLIC CHURCH
PARISH PASTORAL COUNCIL**

ARTICLE I: MISSION

1. Mission: We are the Catholic Parish Community of St. Philip Neri, answering Christ's call to discipleship through word, sacrament and service. We proclaim God's hope and love to all.

ARTICLE II: NAME

2. Name and Location: The organization shall be known as the Parish Pastoral Council of St. Philip Neri Parish, Pennsburg, Pennsylvania hereinafter referred to as "Parish Council".

ARTICLE III: PURPOSE

3.1 Role: The Parish Council role is to act as an advisory body to the Pastor in his governance over the affairs of the parish and to assist the Pastor in supporting the parish community. The Parish Council shall serve as the voice of the parish and shall become the means by which the needs of the parish community will be identified, discussed and responded to through the formulation of priorities and goals. The Parish Council will encourage prayer and the facilitation of service and good works within the parish.

3.2 Responsibilities: The Parish Council shall be responsible to help build and maintain a strong parish community by serving as the coordinating and oversight body in support of all functioning ministries within the parish. The Parish Council will also serve as a platform to afford all parishioners a voice and the opportunity to participate in the parish. However, the Parish Council shall not have any independent authority without the express consent and approval of the pastor. The Parish Council will seek to: (1) Understand the needs of the parish; (2) Promote communications among parish leaders, ministries, organizations and parishioners, where and when needed; (3) Support the ministries of the parish as needed. The Parish Council, in concert with the parish pastoral staff, is responsible for preparing and periodically reviewing the parish mission statement; for developing and maintaining the long-range plan to implement the mission of the parish; and for effectively communicating such plans to the Parish Finance Committee, as is consistent and appropriate for implementation of financial matters. It is incumbent upon the Parish Council, in its advisory mission to consider the "future objectives", the present "signs of the times", and the "wisdom and heritage of the past".

ARTICLE IV: PARISH COUNCIL

4.1 Composition: The Parish Council membership shall be comprised of SPN Parishioners who have a joyous heart and desire to actively serve. The Parish Council membership should total no more than twelve (12) members not counting the Pastor. Of these 12 members, three are ex officio, three are appointed by the Pastor and the remainder are elected.

4.2 Eligibility: As an overall requirement to hold any position on Parish Council, an individual must be (i) a registered member of the Parish for at least one year; (ii) a practicing Catholic having no impediments to receiving the sacraments; and (iii) adhering to the authoritative teachings of the Church.

4.3 Nominations and Election Procedures: The nomination and election process is led by the Vice President. Any registered member of the parish may nominate themselves or submit the name or names of any person(s), for any one or as many of the open positions that are up for election. Upon completion of the nomination process, elections will occur at the Parish Council level with all Parish Council members having a single vote. Note, the Pastor and Deacon(s) will not vote. Voting will be done by private ballot with all ballots being tallied by the Nomination's Committee. In order for a nominee to be elected on the first ballot a two-third majority must be obtained. In the event the first round of voting does not yield a two-third majority, a second round of voting will occur between the two nominees who obtained the highest votes. During the second round of voting the highest vote count will determine the winner of the election.

4.4 Nominating Committee: Under the direction of the Vice President, the Nominating Committee will oversee the recruitment, qualification and selection/election process for all voting Parish Council positions. The Nominating Committee will consist of no less than two (2) persons with the chair being confirmed by the Pastor. The remaining member(s) of the committee shall be selected by the chair and may include any members of Parish Council that will be retiring or will not be eligible to run for any position in which the Nominating Committee is formed. The Nomination Chairperson shall be responsible to develop and oversee the processes of notifying, publishing, collecting, qualifying, listing and presenting all nominees. The Nomination Chairperson shall only remove any submitted name from the proposed nominations lists that do not meet the eligibility requirements of the position. The nominations and election process will proceed as follows:

4.4.1. Open Elections: Prior to an election to fill either planned or un-planned positions, the Nominating Chair or a Parish Council officer will be appointed and subsequently the Nominating Committee will be formed. The Nomination Chairperson will be responsible to compose and issue a written notice of the upcoming elections for Parish Council. The notice will contain information regarding which positions are up for election, eligibility and position responsibilities. The notice will then be issued to all current members of Parish Council and all active members of all ministries and will also be published in the church bulletin normally four (4) weeks in advance of the Parish Council date in which the election will occur during the May/June timeframe.

4.4.2. Closing of Nominations: At least, one week prior to the election date, nominations will close. The Nomination Committee will then screen all submitted names for eligibility and place all eligible names onto the nominations list. The list of nominees will then be confidentially presented to the Pastor by the Chair of the Nomination Committee. The Pastor will then review the list of names and return to the Chair the approved list of nominees. The Chair will then contact all approved parishioners to confirm their willingness to accept the nomination. Upon confirmation, the approved nomination ballots will be prepared.

4.4.3 Nomination List: At least one week prior to the scheduled Parish Council meeting when an election will occur, the approved nominations slate will be issued and emailed to all members of the Parish Council.

4.4.4 Officers Election Process: The election process for the position of President shall follow the normal election process, however, the positions of Vice President and Secretary shall, in addition to following the stipulations above, follow the order and sequence hereafter: The election for the position of Vice President will occur first, using the approved ballot. Following the election of the Vice President, the election of the Secretary shall occur. In the event no candidates are made available for either position, the President will recommend to the Pastor a candidate from the Parish Council or Parish for the position. The Pastor has final approval for the appointment.

4.4.5 Oath of Office: Upon appointment to the Parish Council, each member will take an oath of fidelity on assuming a role as a Parish Council member (see Attachment 1). The Pastor will normal administer the oath at the first meeting of the Parish Council calendar year (September). Each member will raise their right hand and state the oath to the Pastor. The Pastor can also administer the oath whenever needed if a new member joins the Parish Council during the calendar year.

4.5 Officers: Eligible candidates are any current members of the Parish Council who have been on Parish Council for a period of one (1) year or more when first elected or appointed to the Parish Council.

4.6 Term of Parish Council Positions: All Parish Council positions shall run for a term of three (3) years, except in the case of a special election or appointment to fill a vacancy. In such cases the elected or appointed individual shall remain in the position for the period of the un-expired term.

4.7 Term Restrictions: No person shall remain as an officer on the Parish Council in any one position for more than nine consecutive years or twelve years total as an officer. Thereafter a person must take a mandatory two (2) year hiatus unless the majority of voting members recommend and Pastor approves the continuation. Moreover, no member may hold two positions simultaneously, except for any transitional period when a Lead Ministry Coordinator or At-large member has been newly elected or appointed and the vacated position has yet to be filled.

4.8 Removal from Parish Council: Any member of Parish Council can be removed at any time by the Pastor or upon the following process being followed: A written request seeking the removal of a member of Parish Council must contain the signature of at least two (2) members of the Parish Council. The petition must be presented to an officer of the Parish Council who upon receipt, will call for a meeting of Parish Council. At said meeting, the petition of removal will be discussed and brought to a vote. If removal is recommended, the matter will then be presented to the Pastor for final authorization. The President or ranking officer will issue the final directive on the matter. The entire proceedings and the subject of discussion will remain confidential and within the confines of the Parish Council members.

4.8.1 Removal Due to a Declared Vacancy: The Parish Council may declare vacant the position of any member of Parish Council; if the member is absent for a total of one half of the regular scheduled Parish Council meetings in any twelve (12) month period.

4.9 Calendar Year: The calendar year for the Parish Council shall begin on the first day of September of each year and end on the last day of June.

4.10 Meetings: The Parish Council should meet at least six times during the calendar year (as defined above) or as needed, convened at the call of the President, or Vice-President, or by direction of the Pastor. To encourage unity and integration and to foster a close working relationship among all parish groups, the Parish Council meets at least once a year with the leaders of parish committees and parish organizations. The Secretary will notify all members by email of a meeting date/time. The Pastor must be present to hold a Parish Council meeting.

ARTICLE V: LEAD MINISTRIES OF THE PARISH COUNCIL

5. Lead Ministries: All **Lead** Ministries must be approved by the Pastor. The following represent our Parish efforts:

5.1. Liturgical Ministry: The Liturgical Ministry is formed to help support joyful and meaningful celebration centered on the Eucharistic Celebration of Mass within our Parish Community. The Ministry is responsible for supporting the planning, organization and auxiliary staffing of all liturgical celebrations. The Liturgical Ministry consists of the various ministries:

- Adult Altar Servers
- Youth Altar Servers
- Children's Liturgy of the Word
- Extraordinary Ministers of Holy Communion
- Greeters
- Lectors
- Liturgical Environment
- Music
- Pennsburg Manor
- Ushers

5.2 Faith Formation and Faith Programs Ministry: (Parish Catechesis): The Ministry is formed and responsible for the development and structuring of formational activities for all members of the parish. The ministry shall develop, organize, initiate support and provide catechetical resources and programs for adult Christian education. Faith Formation and Faith Programs Ministry consists of the various ministries:

- Adult Faith Formation
- Bible Timeline
- Charismatic Prayer Group
- Little Church
- Parish Youth Ministry
- Pre-Cana
- Pre-Jordan
- PREP (CCD or Religious Education)
- R.C.I.A.
- Scriptural Studies
- Vacation Bible School

5.3 Hospitality Ministry: The Ministry is formed to create a gracious atmosphere, a warm environment and a deep spirit of joy, inviting and drawing all people to God's banquet of love, forgiveness and grace. The ministry serves to greet and support church celebrations and to organize and run various community functions and events. The hospitality ministry consists of the various ministries:

- BINGO
- Fish Fry/Hoagie Sales
- Parish Breakfast
- Car Show

5.4 Parish Life Ministry: The Parish Life Ministry is formed to promote and foster fellowship beyond our liturgies, to create opportunities for participation in the parish and to help maintain vitality within our parish family. The Parish Life Ministry will oversee and support the various ministries and parish groups:

- Garden Club
- Knights of Columbus
- Lawn Care
- Library
- Scouting Programs

5.5 Parish Outreach Ministry (Human Concerns): Parish Outreach recommends to the Pastor programs which address the social mission of the Church. The Parish Outreach Ministry consists of the various ministries:

- Bereavement Support
- Blood Drive
- Elizabeth Ministry
- Friendly Visitors
- H.O.P.E.
- Hospital Visitation
- Martha Ministry
- Parish Outreach
- Prayer Shawl Ministry
- Respect Life Ministry
- Senior Club
- Welcome Ministry

5.6 New Ministry Formation: Any member of the Parish who wishes to form a Ministry may do so by presenting their concept in person or in writing to one of the the Parish Council Officers. The presentation should include: (1) whom the ministry would serve; 2) goals and objectives of the ministry; and 3) the proposed ministry leader. Upon receipt of such presentation, the Parish Council Officers will take the matter under consideration, forward its recommendations to the Pastor and obtain final direction on the matter. The President of the Parish Council will then communicate the decision back to the presenter(s). If a new Ministry is approved, it will be assigned to an existing Lead Ministry for implementation and ongoing support.


5.7 Decommission/Consolidation: If for any reason a Lead Ministry completes its purpose, is no longer required, or becomes unable to maintain adequate functionality, the Pastor can either eliminate or consolidate the affected ministry.

ARTICLE VI: AMENDMENTS

6. Amendments: The by-laws may be altered, amended or repealed by the Pastor.

ARTICLE VII: AFFIRMATION

We, the undersigned officers of the St. Philip Neri Parish Council, confirm our desire to further the goals of our faith community, hereby affix our signatures below attesting to the heretofore Parish Council Bylaws, as written:



Cameron S. Bowser, President
St. Philip Neri Parish Council

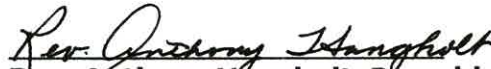


Dave Klauder, Vice-President
St. Philip Neri Parish Council



Mary Rose Giambrone, Secretary
St. Philip Neri Parish Council

Approved and amended this date, June 24, 2020



Rev. Anthony Hangholt, Parochial Admin.
St. Philip Neri Parish

Attachment 1

OATH OF FIDELITY ON ASSUMING A ROLE AS A ST PHILIP NERI PARISH COUNCIL MEMBER

I, (state your full name), on assuming the role of a Parish Council Member of St Philip Neri Catholic Church, promise that I will always preserve communion with the Catholic Church whether in the words I speak or in the way I act.

I will carry out my responsibilities to the universal church and to St Philip Neri Catholic Church in accordance with the Parish Council By-Laws.

I will preserve the deposit of faith in its entirety, hand it on faithfully and make it shine forth, while shunning contrary teachings.

I will follow and foster the common discipline of the whole church and will look after the observance of all ecclesiastical laws in the Code of Canon Law.

I will follow the Holy Shepherds, Canon Law and my Pastor as authentic doctors and teachers of the faith. I will faithfully assist my Pastor to carry out the apostolic mandate.

I take this obligation freely with Christian obedience, fidelity, and commitment. So help me God.