

**1. ROLE**

- a. The Pastoral Council (PC) exists as an advisory group to the Pastor
- b. The PC should listen to the parishioners and address their needs to keep the pews filled
- c. The PC should know what is going on, what groups are doing and encourage and support those efforts

**2. MEMBERSHIP**

- a. There shall be no more than 22 members (including the pastor) on the PC
- b. There are two classes of membership, 1) Voting and 2) Nonvoting
- c. Employees of the parish shall be deemed "nonvoting" members of the PC
- d. It is recommended (but not required) that the members of the PC should be parishioners of St. Jerome Parish.

**3. TERM OF MEMBERSHIP**

- a. Term of membership on the PC shall be 3 years\* running from January 1 to December 31
- b. An individual may serve 2 consecutive terms
- c. After 2 consecutive terms, a 1-year hiatus from the PC is required
- d. \*Initial members of the PC have been randomly assigned terms of 1, 2, or 3 years to allow for staggered expiration of terms

**4. RESPONSIBILITIES OF MEMBERS**

- a. Participate in one or more of the 4 Commissions
  - i. Spiritual/Parish Life
  - ii. Social Ministry
  - iii. Education/Formation
  - iv. Buildings/Grounds
- b. Act as a liaison between various groups within the Parish and the PC
- c. Attend meetings regularly
- d. Vote (if a voting member) on matters taken up before the PC
- e. Represent the parish responsibly

**5. MEETINGS**

- a. Meetings will be regularly scheduled on the 2<sup>nd</sup> Tuesday of each month January through June and September through December. (Total 10 meetings per annum)
- b. Meetings will be at 6 PM
- c. Meeting date and time may be changed based on availability of members
- d. A quorum of members shall be when a majority of the voting members is present

**6. CONSENSUS**

- a. Consensus shall be considered to have been reached when a simple majority of voting members present vote in the same manner.
- b. Bearing in mind the PC's advisory capacity, such votes are nonbinding recommendations to the pastor

**7. CASUAL VACANCIES**

In order to fulfill our role on the council, it is important that each member participates in meetings as well as other activities in the parish as such:

- a. Any member who meets the following criteria for any reason, whether excused or not, shall be considered as potentially unable to fulfill their role on the PC
  - i. Missing any 3 consecutive meetings
  - ii. Missing 5 meetings in a calendar year
- b. Such members may be asked to vacate their membership on the council

**8. NEW MEMBERS**

When necessitated by vacancy (through term expiration or other reasons), new members shall be obtained through one of the following:

- a. An expiring member who is NOT completing 2 consecutive terms may submit themselves for consideration
- b. Any PC member may recommend an individual for consideration
- c. A call for applicants may be made through the bulletin, social media, pulpit announcements, etc.
- d. The pool of potential candidates will be discussed by the PC and a recommendation made to the pastor for member(s)
- e. The pastor will make the final decision on membership
- f. In the event of an incomplete term, the new member will finish out the incomplete term and then be eligible for a 2nd term as per item a of this clause.
- g. Whenever possible, the selection of members should occur in advance so that the PC is always at its full complement

**9. OFFICERS**

- a. There shall be 3 officers of the PC
  - i. Chairman
  - ii. Vice Chairman
  - iii. Secretary
- b. Term of office shall be 2 years
- c. Officers whose term of office is expiring may be nominated to succeed themselves
- d. Officers whose term of office is expiring may be nominated to fulfill another officer position
- e. Vacated officer positions shall be filled through nomination, 2<sup>nd</sup> and voting at a subsequent PC meeting

**10. COMMUNICATION WITH THE PARISH**

- a. Parish council minutes, once reviewed and approved will be translated into Spanish and then posted in both languages a) on our Website, b) via Flocknote, c) on the bulletin boards in the church/chapel and d) mailed to the homebound (Bulletin mailing list).

**11. REVIEW OF GUIDELINES**

- a. These guidelines shall be reviewed at a minimum annually, or more frequently should the need arise