



CONSTITUTION AND BY-LAWS

Pastoral Advisory Council

The Pastorate of
St. John the Evangelist
and
St. Joseph-on-Carrollton Manor
Frederick County, Maryland



ARTICLE I. NAME

The name of the body shall be the Pastoral Advisory Council, hereinafter referred to as 'PAC'.

ARTICLE II. PURPOSE

Section 1. As the collegial, consultative body representing both parish communities, the purpose of the PAC shall be:

- a. To maintain, as individuals and as a body, an active life of prayer and discipleship in response to God's call to ongoing conversion;
- b. To share responsibility with the pastor for the life, mission, and ministries of the pastorate;
- c. To assist the pastor in assuring the mission effectiveness of the pastorate through recommendation and active cooperation in the setting of broad policy directions for the pastorate;
- d. To act as an authentic representative voice of the People of God, which includes all individuals and groups of the pastorate community;
- e. To provide an open, honest, and respectful forum of communication and dialogue regarding pastorate affairs;
- f. To actively encourage the engagement of all pastorate members in the life and ministries of the pastorate.

Section 2. Pursuant to the purpose set forth in Section 1 of this Article, the PAC shall perform the following functions as consultative recommendations to the pastor:

- a. It shall annually review, update, and reflect on the pastorate vision statement and mission priorities;
- b. It shall collaborate with the pastor and staff annually to review and update the Strategic Plan, including the statement of the needs and goals of the pastorate, priorities among such needs and goals, and allocation of personnel, material, and financial resources for implementation; and,
- c. It shall routinely seek and collect input from the pastorate, facilitate feedback, and present items to the pastor and staff for consideration and implementation.

ARTICLE III. OPERATION

Section 1. The PAC shall submit its recommendations to the pastor in the form of conclusions resulting from the considered reflection and discussion by the PAC. Ordinarily, the Pastor's determination regarding any recommendations by the PAC is final.

Section 2. The pastor shall communicate to the PAC by the next regularly scheduled meeting, a response to its recommendation(s). If the pastor, for grave reasons of fidelity to the Gospel, obedience to Church or civil law, other serious financial or administrative considerations, or religious/spiritual reasons, feels that he cannot in good conscience accept or carry out the recommendation (s) of the PAC, he shall fully and frankly communicate such reservations to the assembled PAC.

Section 3. PAC members and the pastor, excluding other clergy and staff, are voting members. A quorum is a simple majority of PAC members and the pastor, excluding other clergy and staff, and is necessary for decisions of the PAC. The work of the PAC shall not be limited to the scheduled meetings and may from time-to-time require ad hoc virtual, email and/or teleconference sessions, to complete time-bound work. The decisions of these sessions will be recorded in the minutes of the next meeting.

ARTICLE IV. MEMBERSHIP

Section 1. The PAC shall consist of no more than 15 members, exclusive of the pastor, other clergy, and staff, with sufficient representation of the two parishes, and have no fewer than 10 members.

Section 2. All members shall serve until their successors are duly appointed, selected or elected and qualified. No member shall be eligible to serve more than two consecutive full terms. However, they can serve again after at least one year absent from the PAC.

ARTICLE V. NOMINATIONS, SELECTIONS, APPOINTMENTS, AND REMOVALS

Section 1. Parishioners who:

- a. Have attained the age of sixteen years by the date of appointment;
- b. Are baptized, confirmed, and registered members of the pastorate in good standing;
- c. Maintain a public lifestyle consistent with Church teaching;
- d. Are actively contributing to the activities of the pastorate;

shall be eligible to serve on the PAC as members. All persons meeting these same qualifications shall likewise be eligible to participate in the nomination process.

Section 2. The Nominating Committee shall consist of the pastor, the council chair, and three members selected together by them. The committee shall actively and publicly seek to identify qualified parishioners and obtain their consent to stand as candidates for the PAC. Every effort should be made to ensure that the number of candidates exceeds the number of expiring and open positions. The candidates not selected shall be considered for inclusion in the roster in Section 5.

Section 3. Annually, considering candidates offered by the Nominating Committee, the PAC shall vote on new members, sufficient to fill expiring terms, for a three-year term. PAC voting shall be conducted by secret ballot. In the event of a tie, the candidate shall be chosen by coin toss. Appointments shall be made annually on the third weekend in October following a public announcement.

Section 4. The PAC shall be commissioned annually at a Eucharistic Liturgy following new appointments and shall take office at the next council meeting.

Section 5. The Nominating Committee shall retain a roster of candidates from which are drawn

replacements in the event that a vacancy occurs among the serving PAC membership during the council year. The selection from this group will follow the same process in Section 3. Replacement members serve the remainder of the vacant term. If no candidate is available, the pastor may appoint someone to complete the term.

Section 6. PAC members who lose eligibility to serve or are unable to meet the expectations, necessary involvement, and requirements of the PAC purpose and activities, may resign, or, after appropriate consultation, be removed from the PAC by a supermajority vote of two thirds of members at a meeting at which a quorum is present.

ARTICLE VI. OFFICERS

Section 1. Whereas the pastor presides over the work of the PAC, the chairing and facilitation of the meeting is delegated to duly selected officers. The officers of the PAC shall be Chair, Vice-Chair, and Secretary.

Section 2. The members of the PAC shall strive to have an annual Retreat Day to reflect on the upcoming year. During the retreat or at a time otherwise determined, for the selection of officers of the PAC, members willing to serve as officers shall make their intentions known, with at least one candidate for each position from each parish, the pastor will present his slating preference to the PAC for their assent. The pattern shall be that the chair and vice-chair alternately represent the two parishes, as practicable.

Section 3. The chair shall facilitate meetings of the PAC and, in consultation with the pastor, shall call such special meetings as may be necessary. The chair of the PAC shall render periodic reports to the pastor and the parishioners on the completed and projected work of the PAC and shall perform all other duties that customarily devolve upon the chair, not specifically mentioned herein.

Section 4. The vice-chair, in the absence of the chair or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the chair. The vice-chair shall perform such other duties as may be delegated to it by the chair.

Section 5. The secretary shall be responsible for maintaining minutes of all regular and special meetings of the PAC, preserving them in a permanent record and distributing copies of such minutes, along with the agenda for that meeting, to all members of the PAC at least one week prior to the next regularly scheduled meeting. The secretary shall be assured of support and assistance from the pastorate staff in carrying out these duties.

Section 6. Each officer shall, at the expiration of his/her term of office, turn over to his/her successor all books, papers, and other records and property pertaining to the office not later than ten days after said expiration.

ARTICLE VII. COMMITTEES

The Nominating Committee shall recommend candidates for PAC membership and operate as described in Article V, Section 2. The PAC shall establish ad hoc and standing committees as appropriate to accomplish the functions of the PAC.

ARTICLE VIII. COUNCIL YEAR

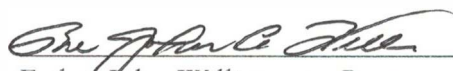
The council year shall align with the pastorate's fiscal year.

ARTICLE IX. REVISION OF BY-LAWS

Any amendments proposed with respect to the PAC's By-Laws shall be distributed or mailed to all members at least thirty (30) days prior to any PAC meeting at which such amendment is to be considered and acted upon. Amendments to the PAC's By-Laws may only be approved upon favorable vote of a simple majority of all members.

IN WITNESS WHEREOF, the undersigned pastor and chair by signature below as attested by the undersigned Secretary hereby certify and confirm that this Constitution and By-Laws have been properly approved by the appropriate quorum of the PAC and that these are the act and deed of the PAC.

ATTEST:


Father John Williamson, Pastor


Bill Milani, Chair


Jane Owens, Secretary