

**OUR LADY OF VICTORY CATHOLIC CHURCH
PASTORAL COUNCIL
CONSTITUTION AND BY-LAWS**

PREAMBLE

We, the members of Our Lady of Victory Parish, acknowledge that we have in common our belief in one God, one faith, one baptism, and that we share in the task with our pastor of teaching, sanctifying, and leading the people of God into awareness of their vocation as Christians to be the salt of the earth and the light of the world. We believe that we are bound to each other by mutual need and that all of us have been blessed with special gifts and talents. We desire to exercise our right and duty in sharing our ministry for our own spiritual growth and development and for the promotion of the local and universal Church.

We, therefore, united to form a Pastoral Council in the spirit of Vatican II, recognize and affirm our alliance with the Holy Father, the Bishop of Pensacola-Tallahassee, our pastor, and our parish community. We dedicate ourselves to work in harmony with them in the building of the Body of Christ, to represent all members of the parish, to seek out and utilize individual talents and to affirm our love of God and our love for each other as one parish family. We undertake this task as Stewards of the Gospel and our community.

CONSTITUTION

ARTICLE 1- NAME

The Council established herein will be known as the Our Lady of Victory Pastoral Council. It will be referred to in this document as the Council.

ARTICLE II-OBJECTIVES

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| Section 1 | To establish a vision for the future growth of the parish with the cooperation of all members of the community. |
| Section 2 | To promote continual renewal of the Church through shared responsibility for spiritual growth of the parishioners. |
| Section 3 | To represent, as council members, all phases of parish endeavors. |
| Section 4 | To serve as a receptive medium of communication within the parish. |
| Section 5 | To assist the pastor in his responsibilities with regards to the spiritual development of this parish, through the promotion of understanding and cooperation among all parish entities. |

BY-LAWS

ARTICLE I MEMBERSHIP OF THE COUNCIL

- Section 1 The Council membership shall consist of the pastor, six members of the parish elected by the parish, two persons appointed by the pastor and two additional members. with one vote, from the parish youth, chosen by the youth. The pastor may invite members of the clergy and religious groups as observers in the parish.
- Section 2 Elected members will be an active Catholic, at least 18 years of age, and be registered in the parish.
- Section 3 All Council member terms will be for two years, elected or appointed. Any individual appointed to fill a vacancy will serve the remainder of the vacant term.
- Section 4 Council members having served any part of two consecutive terms will not be eligible for re-election for a period of one year.
- Section 5 Members are expected to attend scheduled meetings. Any member absent from meetings may be subject to removal.

ARTICLE II-OFFICERS AND DUTIES

- Section 1 President: The pastor is the ex officio President of the Council and voting member. Officers of the Council will be Chairperson, Vice-Chairperson and Secretary.
- Section 2 The term of office for Officers of the Council will be for one year with provisions for re-election.
- Section 3 Chair: The Chair is elected by the members of the council on the first meeting following the election. The Chair is presiding officer of all Council meetings. The Chair is also responsible to ensure the proper flow of the meeting through the use of the agenda. The agenda is provided one week prior to any scheduled meeting.
- Section 4 Vice-Chair: The Vice-Chair shall perform the duties of the Chair during the Chair's absence. Following the election of the Chair, the Vice-Chair is elected in similar fashion.
- Section 5 Secretary: The Secretary is responsible for publishing the agenda for Council meetings, taking and transcribing the minutes of all Council meetings, reproducing all printed matter necessary and will provide information as needed. Following the election of the Vice-Chair, the Secretary is elected in similar fashion.

ARTICLE III .NOMINATIONS AND ELECTIONS

Section 1 In September, the Council shall appoint a nominating committee consisting of at least three persons and designate a committee chair. The duty of the nominating committee will be to present to the council a proposed slate of candidates in October.

Section 2 Upon completion of a slate of nominees, the list of names will be published to the general parish membership. An election will be held in November. All parishioners eighteen years of age or older may vote. The nominees receiving the highest number of votes shall be elected and installed at the next council meeting. The results of the election will be filed for reference in case of vacancies.

ARTICLE IV .VACANCIES

Section 1 Vacancies may occur on the Council when a member submits a written resignation to the pastor, when an individual leaves the jurisdiction of the parish, or if the individual is removed by the pastor for just cause.

Section 2 If the Chair resigns the chair, this office will be assumed by the Vice-Chair. The office of the Vice-Chair will be filled by a current member of the Council with a majority vote of the Council members.

Section 3 If a *vacancy* of an elected member occurs with more than three months left in their term, the position will be filled by an unelected candidate from the previous election in the order of votes received. The replacement will serve the balance of the term. If no such candidate is available, the pastor will appoint the replacement.

If a vacancy of an appointed member occurs with more than three months left in their term, the pastor will appoint a replacement to serve the balance of the term.

If any vacancy occurs with three months or less remaining in their term, the vacancy will be filled in the next election.

ARTICLE V .AD HOC COMMITTEES

Section 1 For needs of a temporary nature, the Council shall establish special committees. Upon completion of its task(s) the special committee will be dissolved.

Section 2 The committee's tenure shall not be affected by the election of a new Council but shall continue until the completion of its task or until the Council decides to terminate activities.

ARTICLE VI - MEETINGS

Section 1 Regular meetings of the Council will be announced to the parish and are open to all parishioners.

Section 2 Special meetings may be called at the discretion of the pastor or the Chair. Any special meeting must be approved by the pastor. It shall be left to the discretion of the Council whether any special meetings will be open.

Section 3 In order for any Council meeting to be held with the pastor absent, the pastor must first give his approval in writing/e-mail, for the meeting to the Chair or other Officer of the Council.

ARTICLE VII- APPROVAL OF COUNCIL ACTION

Section 1 A quorum consists of 6 voting members.

Section 2 Consensus is desired to indicate Council unity on any action proposed by the Council.

Section 3 All actions proposed by the Council are considered as recommendation to the pastor to assist him in final decisions for the common good of the parish.

ARTICLE VIII

This Constitution and By-Laws may be amended at any regular meeting providing the amendment has been submitted in writing at the previous regular meeting and discussed. Two-thirds approval by the voting members shall be necessary for adoption.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Roberts Rules of Order should guide meetings of the Council.