

**CORPUS CHRISTI CHURCH**  
**PARISH COUNCIL BYLAWS**

*Revised January 2024*

Our Parish's Vision Statement:

*Christ's Joy, Hope, and Healing Received and Shared.*

Our Mission Statement:

*Fed by the Word and the Eucharist, we are the Body of Christ called to WELCOME, WORSHIP, and GROW in relationship with Christ who leads us to SERVE and INVITE others to DISCIPLESHIP.*

**ARTICLE I - TITLE**

The name of this organization shall be known as the ***Parish Council*** (referred to herein as the "*Council*") of Corpus Christi Parish, Chatham Township, New Jersey (referred to herein as the "*Parish*").

**ARTICLE II - PURPOSE**

The Council is a consultative body to the Pastor, comprised of committed parishioners with varied backgrounds, perspectives, skills, and talents. The Council is called to be aware of and help respond to the needs of the people of the Parish. The Council's ministry is to envision, plan, and oversee the implementation of policies and activities (present and future) in line with the Parish Vision/Mission Statement.

The Council's purpose is to:

- a. Serve as a consultative body to the Pastor.
- b. Prayerfully discern the needs of the Parish community.

- c. Establish clear, concise goals and objectives based on the June 2022 Parish survey of the present and emerging needs of the Parish community.
- d. Serve as a vehicle for constructive dialogue with the Parish community
- e. Identify and call forth the gifts and talents of the members of the Parish community.
- f. Coordinate, encourage, and promote Parish ministries and activities to be faithful to the Vision and Mission of Corpus Christi.
- g. Collaborate with the Parish staff and Finance Council in serving the needs of the Parish.
- h. Work to support and implement Diocesan policies and directives in light of the Gospel and the teachings of the Universal Catholic Church.
- i. Create subcommittees as may be needed to fulfill these purposes.

### **ARTICLE III– MEMBERSHIP**

#### **SECTION A: Members**

The Pastor, Parochial Vicar, a Parish staff member, the Parish business administrator and other Parish trustees shall be *ex officio* (non-voting) members of the Council. Their role will be to act as resource persons to the committee.

The Council will consist of no fewer than 5 and no more than 11 (voting) members (referred to herein as Regular Members).

The membership of the Council should strive to reflect the demographic makeup of the entire Parish community.

If deemed necessary to fulfill the Council's mission, the Pastor may adjust the number of *ex officio* and Regular Members of the Council.

Each Council member endeavors to listen to parishioners and then faithfully present their concerns, ideas, and questions to the Parish Council.

#### **SECTION B: Membership Criteria**

Members of the Parish community who fulfill the following three

requirements shall be eligible for regular membership on the Council:

- 1) Registered member of the Parish for a minimum of 6 months.
- 2) Has received the Sacraments of Baptism, Eucharist, and Confirmation (exception: teen members preparing for Confirmation).
- 3) Participate in some aspects of Parish life (e.g. attend Parish social events, attend Mass, participate in Eucharistic Adoration).

### SECTION C: Types of Members and Terms of Service

#### Types of Members

The Pastor is the leader of the Council.

Membership on the Parish Council will consist of :

- 1) Chairperson: appointed by the Pastor to serve for a three-year term.
- 2) Vice-Chairperson: elected by the Council for a two-year term.
- 3) Recorder: elected by the Council for a two-year term.
- 4) Regular Members: selected through the new member selection process annually in the spring, to serve staggered three-year terms.
- 5) *Ex officio* (non-voting) members include the Pastor, Parochial Vicar, a Parish staff member, the Parish business administrator, and Parish trustees.

#### Terms of Service

Interim Period: For First Two-Year Term 2022-2024

For the first two-year term, the Pastor will appoint the Chairperson, Vice-Chairperson, and Recorder. After the first term, the Council will elect the Vice-Chairperson and Recorder from their own voting membership.

Inaugural members chosen by the Pastor will serve for a two-year term, with the option to renew for a third year to assist with continuity of membership while the Council is established.

#### Regular Term (beginning 2024)

The Council shall initiate a call to all eligible parishioners to demonstrate their

interest in becoming a Regular Member in the spring of each year. The process by which Regular Members are selected will be included in Addendum A, Article I.

Regular Members will have staggered three-year terms. Terms shall begin in September and end in June.

A member who is unable to attend 50% of the meetings in a year will forfeit his/her membership, except in extraordinary circumstances.

Upon the expiration of their term, members may submit their interest for a subsequent term. Regular Members may serve two consecutive terms. Following two consecutive terms, a Regular Member must take a one-year absence before returning to service on the Council.

If deemed necessary by the Pastor to the fulfillment of the Council's mission, the Pastor may adjust the terms of service of the Council members.

#### SECTION D: Vacancies

In the event a Regular Member cannot complete his/her term, the Pastor, upon review and consultation with the Council, will appoint an eligible parishioner as a member to complete the unexpired term.

#### SECTION E: Removal of Member

The Pastor may remove a Regular Member and/or *ex officio* member of the Council following advice and consultation with the Parish Trustees and the Parish Staff. In the event of a termination of a member's service, the Pastor will advise the member in writing of the termination.

#### SECTION F: Council Meeting Minutes

The minutes of each meeting will be available on the Parish home page within two weeks after the meeting. Certain circumstances, as determined by the Pastor and Council leadership, may prohibit sharing some specifics of agendas or minutes on the home page.

## **ARTICLE IV - OFFICERS/STRUCTURE**

### **SECTION A: Chairperson**

The Council Chairperson is selected by the Pastor (3-year term).

The Council Chairperson shall have the following duties:

1. Call and chair all meetings of the Council:
2. Oversee all activities of the Council.
3. Prepare meeting agendas with the Pastor and Vice-Chairperson.

### **SECTION B: Vice Chairperson (two-year term)**

The Vice-Chairperson shall have the following duties:

1. Chair meetings in the absence of the Chairperson.
2. Assist the Chairperson in overseeing the Council's activities, including preparation of meeting agendas.
3. Administer and facilitate the annual selection of members.

### **SECTION C: Recorder (two-year term)**

The Recorder shall have the following duties:

1. Submit a draft written record of minutes of all Council meetings to the Chairperson.
2. Maintain an attendance record of all Council members' meeting attendance.

### **SECTION D: Selection of Vice-Chairperson and Recorder**

Any Council member wishing to serve as Vice-Chairperson or Recorder shall indicate interest to the Pastor and the Chairperson. If more than one Council

member indicates interest for either position during a particular year, one member will be selected at random for each position.

If no Council member approaches the Pastor and Chairperson with interest to serve as Vice-Chairperson or Recorder in any particular year, the Pastor and Chairperson will undertake prayerful discernment and make a determination regarding which Council member would be best suited for the open position. The Pastor and Chairperson will approach the member to discuss the position and encourage the member to prayerfully accept the role.

#### SECTION E: Subcommittees

May be formed as needed by the Council.

### **ARTICLE V – MEETINGS**

#### SECTION A: Schedule

Regular meetings of the Council will be held five (5) times per year from September to June. The exact dates and times will be determined by the Pastor and Chairperson with input from the Council.

The Pastor may convene additional meetings and/or executive sessions as he may deem necessary.

A majority of the total voting membership of the Council shall constitute a quorum for the meetings.

#### SECTION B: Conduct

The Chairperson focuses the Council on the agenda and encourages participation.

Each member should be willing to share ideas and listen to others with an attempt to understand and value differing opinions. The consensus method of decision-making will be employed.

#### SECTION C: Prayer

Prayer should be an integral part of each Council meeting, led by different members of the Council.

#### SECTION D: Order of Business

The usual order of business of Council meetings will be as follows:

Call to order

Prayer

Approval of prior meeting minutes

Pastor's Report

Chairperson's Report

Subcommittee Reports

Old Business

New Business

Reminder of time and date of next meeting

Closing prayer

#### ARTICLE VI - AMENDMENTS

Amendments to these Bylaws may be proposed by any member of the Council at any regular meeting. The procedure to propose and incorporate an amendment is as follows:

- a. Members first advise the Pastor and Chairperson that they wish to propose an amendment.
- b. Members may propose amendments at the next regular meeting.
- c. The proposed amendment shall be published in the minutes of that meeting.
- d. At the next regular meeting, the Council shall determine by consensus whether to incorporate the proposed amendment to these By-Laws.

#### ARTICLE VII – CHANGE OF PASTOR

Upon a change of Pastor in the Parish, the Council is dissolved. The new Pastor may choose to reinstate the former Parish Council or proceed with the process of forming a new one, or otherwise as the Pastor deems necessary and appropriate.

**ARTICLE VIII – RELATIONSHIP TO THE PARISH FINANCE COUNCIL**

The Parish Finance Council is separate and distinct from the Parish Pastoral Council. Once a year, the Parish Finance Council will make an informational report on the state of Parish finances to the Parish Pastoral Council, noting any major factors or trends that could have budgetary impact.

**ARTICLE IX – ADOPTION**

*These Bylaws be and are hereby adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 and supersede any previously adopted version.*

BY \_\_\_\_\_  
Rev. T. Kevin Corcoran, Pastor



**ADDENDUM A, ARTICLE I,**  
**SELECTION OF REGULAR**  
**MEMBERS**

The Vice Chairperson of the Parish Council shall administer the selection of new members as follows:	
January	<p>Pastor educates the Parish of the purpose of the Council and the membership process.</p> <p>Week One:</p> <ul style="list-style-type: none"> <li>- Information is published in the bulletin about the role of the Parish Pastoral Council. Pulpit talk by Pastor in which all parishioners are asked to pray, discern, and name persons whom they feel have the gifts to serve in the Council.</li> </ul> <p>Week Two:</p> <ul style="list-style-type: none"> <li>- Pulpit talk given by the Chairperson/Vice Chair.</li> </ul>
Late January/February	Parishioners, The Pastor, Parish staff, and current Council members nominate others using the nomination form, which will be provided by the Council and available in the bulletin and on the Parish website.
March/April	Nominees are invited to schedule a one-on-one informational meeting with a member of the Council to learn more about the position and ask questions.
March	Candidates who wish to continue with the process complete the Council application and submit to the Parish office.
April	With input from the Council and Parish staff, the Pastor prayerfully determines which applicants are to become candidates.
	All candidate names are randomly selected from the pool of approved candidates.
	Vice Chairperson thanks all candidates for

	participating and advises each person of the outcome of the selection process.
Late April/May	Outcome of selection is shared with the Parish community, and new Regular Members are installed on the Council.

For the first year only (2023), the Vice Chairperson will call a special selection process in the Fall to select two additional voting members for the council, who will serve from January 2024 through June 2025.