

**THE PASTORAL COUNCIL OF THE
CHURCH OF THE RESURRECTION
ROMAN CATHOLIC CONGREGATION, INCORPORATED**

PREAMBLE

“We believe that the Father so loved the world that He gave His own Son to save it. Indeed, through this same Son of His He freed us from bondage to sin, reconciling all things unto Himself through Him ‘making peace through the blood of His cross,’ so that ‘we might be called sons of God, and truly be such.”

“Christ is the light of all nations. Hence, this most sacred Synod, which has been gathered in the Holy Spirit, eagerly desires to shed on all men that radiance of His which brightens the countenance of the Church. This it will do by proclaiming the gospel to every creature.” (Decree of the Church; Vatican II Council Documents)

“By the sacrament of orders, priests are configured to Christ, the Priest, so that as ministers of the Head and co-workers of the episcopal order they can build up and establish His whole Body which is the Church.” (Decree of the Priesthood; Vatican II Council Documents)

"In the Church, there is diversity of service but unity of purpose. Christ conferred on the apostles and their successors the duty of teaching, sanctifying, and ruling in His name and power. But the laity, too, share in the priestly, prophetic, and royal office of Christ and therefore have their own role to play in the mission of the whole People of God in the Church and in the world." (Decree on the Laity; Vatican II Council Documents)

In response to the Decrees of the Second Vatican Council, and in accordance with the directives of the Archbishop of Baltimore, the Pastoral Council has been formed with the intent and desire to structure our parish community so that all of the laity and religious of the Church of the Resurrection Parish, with their diverse talents and needs, may be encouraged to exercise their responsibilities and to embrace their duties as full-fledged members of this ecclesiastical family.

In this spirit of cooperation and assistance in calling upon the graces of Almighty God, we do ordain and establish this Constitution for the Church of the Resurrection Roman Catholic Congregation, Incorporated in the Archdiocese of Baltimore.

CONSTITUTION

(As amended November 24, 2009)

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is "The Pastoral Council of the Church of the Resurrection Roman Catholic Congregation, Incorporated" hereinafter called the "Council".

ARTICLE II. PURPOSE

The purpose of the Council shall be:

1. To serve and be Christian witnesses in this community
2. To serve as a consultative body to the pastor
3. To give of itself, its representatives, and committee members the time, effort, and work essential for an effective council
4. To establish procedures for the Council and the Council's committees which foster involvement, honesty, communication and collaboration
5. To be a sounding board for the needs and wishes of the parish
6. To generate a greater degree of involvement on the part of all parishioners
7. To assist parishioners in recognizing their need to exercise their apostolate both in the Church and in the world, in both the spiritual and temporal orders
8. To assist parishioners in understanding and adjusting to the Church's views relating to concepts as collegiality, service, authority and responsibility as well as to preserve the best traditions of the Church
9. To implement policy and procedures set forth by the Archdiocese, pastor, staff, and Pastoral Council

ARTICLE III. MEMBERSHIP

There shall be three (3) types of membership on the Council:

- A. Elected members, who shall be voting members
- B. Appointed members, who also shall be voting members
- C. Permanent members, who shall be non-voting members

ARTICLE IV. OFFICERS

Section 1. The officers of the Council shall be a president, vice-president, recording secretary, and corresponding secretary.

Section 2. The nomination and election of Council officers shall be conducted as prescribed by the by-laws.

Section 3. The duties of the officers shall be those prescribed in the By-Laws.

ARTICLE V. MEETINGS

Section 1. The Council, in order to properly discharge its responsibilities, shall meet regularly.

Section 2. Special meetings shall be convened by the president, whenever the need for such meetings is evident or, at the request of any three members, by stating the reasons in writing to the president.

ARTICLE VI. COMMITTEES

Section 1. Such committees as are necessary to conduct the work of the Council shall be established. It shall be the responsibility of the Council to determine the need for committees not specified herein.

Section 2. The following standing committees shall be established:

- A. Finance
- B. Liturgy
- C. Property Management
- D. Social Justice
- E. Youth
- F. Education
- G. Parish Outreach and Communications
- H. Parish Planning
- I. Parish Development

Section 3. For each committee, the president, in consultation with the pastor, shall appoint a Chairperson promptly after the Annual Meeting, which is the first meeting of each administrative year. Such appointees are subject to the approval by the Council's Executive Board. The chairperson of each committee, in consultation with the pastor, shall appoint at least three (3) additional parishioners to serve on the committee. Committee chairpersons shall designate the membership of each committee having regard to the professional knowledge and competence desired in each case.

Section 4. All members of the Council shall serve as a member of at least one standing committee, with the exception of elected officers who are automatically members of the Executive Board.

ARTICLE VII. PASTOR-COUNCIL RELATIONS

Section 1. The pastor is the appointed representative of the Ordinary. As the spiritual shepherd of the worshipping community, he has a dual responsibility: (1) to proclaim the Word of God, administer the Sacraments, perform the spiritual and corporal works of mercy and to offer spiritual assistance, and (2) to the Ordinary of the diocese, to whom he is accountable for the welfare of the persons in his charge and for the administration of the parish.

Section 2. All decisions of the Council must be affirmed by the pastor. To this end, the Council shall submit all recommendations to the pastor in writing within seven (7) days after the meeting, and a response, if requested, should be back to the Council at its next meeting. A pastor may decline to accept a decision by the Council if the pastor judges that the decision violates any of the following:

- Matters of faith or morals
- Church law
- Archdiocesan policy
- Good order in the parish

Should a proposal be vetoed by a two-thirds (2/3) vote of all voting Council members, and should the Council again express disagreement with the pastor, the Council may appeal the pastor's decision to the archbishop.

ARTICLE VIII. AMENDMENTS

Section 1. Any proposed amendment or alteration of this Constitution must be submitted in writing to the president of the Council and signed by three (3) members of the Council.

Section 2. The president shall notify the members of the Council of such a request, in writing, two (2) weeks prior to the regular meeting at which the request is to be considered. All amendments shall be published in the parish bulletin prior to the regular Council meeting at which a vote is to be taken.

Section 3. Two-thirds (2/3) of the voting members of the Council must approve each amendment.

Section 4. In the event that 5% of the registered parishioners shall dissent with the vote of the Council, the amendment may be placed to petition for referendum before the parish at large, and the majority of those parishioners voting shall govern.

**THE PASTORAL COUNCIL OF THE
CHURCH OF THE RESURRECTION
ROMAN CATHOLIC CONGREGATION, INCORPORATED
(hereinafter called the "Council")**

BY-LAWS

(As amended May 8, 2012)

ARTICLE I. COUNCIL CALENDAR AND MEETINGS

Section 1. The administrative year of the Council shall run from the June meeting to the June meeting of the following year. The June meeting shall be the Annual Meeting. Both the incumbent and the newly elected and appointed Council members shall attend the June meeting. The fiscal year of the Council shall run from July 1 to June 30.

Section 2. A Parish budget for the coming fiscal year shall be approved by the incumbent Council for recommendation to the Pastor prior to the end of each administrative year.

Section 3. The Council shall hold regular monthly meetings at least ten times per year. Except as provided in section 5 below, all regular and special meetings shall be open to all members of the parish as observers. Parishioners who wish to speak at an open meeting shall contact the President, prior to the meeting, so they may be placed on the agenda for that meeting or for the next available meeting.

Section 4. Special meetings may be called by the President, or at the request of any three Council members, the purpose of which shall be stated in the call.

Section 5. The President may close a regular or special meeting, or any portion thereof, and conduct a closed session with the elected Council members and with any other individuals designated by the President. Council members shall keep confidential all matters discussed during closed sessions. The Council shall take all reasonable steps necessary to maintain the confidentiality of its closed sessions including requiring all elected, appointed and permanent Council members to sign confidentiality agreements. Any Council member who violates this obligation shall forfeit membership on the Council.

Section 6. An annual Mass of Installation for the Council and its elected officers will be held on the first Sunday in June or on such other date as determined by the Pastor.

Section 7. The presence of a majority of voting members of the Council shall constitute a quorum.

Section 8. Notice of the regular meetings of the Council shall be placed in the parish bulletin on the Sunday before the meeting. This shall be considered sufficient notice to the parish. Notice of all special meetings shall be given to all members of the Council at least forty-eight (48) hours prior to such a meeting.

ARTICLE II. OFFICERS

Section 1. Election of Council Officers

- A. The Annual Meeting shall be chaired by the incumbent president. After the incumbent Council completes all remaining business from the current administrative year, the incumbent president shall call for the seating of the newly elected and appointed Council members, followed by the nomination and election of officers for the new administrative year.
- B. Officers shall be nominated from elected members of the Council who will serve during the coming year.
- C. The officers shall be elected by written ballot and by majority vote of voting Council members who will serve during the coming year. In the event three (3) or more candidates are nominated and no one receives a majority vote, or in the event of a tie vote, balloting shall be continued until a candidate receives a majority. Each office shall be filled individually, permitting candidates who are not elected to be nominated for the next subsequent office being voted upon.
- D. The nominations for the office of president of the Pastoral Council shall be limited to those elected Council members having a minimum of one (1) year's experience serving on the Council.
- E. Officers elected shall assume office at the close of elections, and shall serve for a term of one year, or until their successors have been elected. Following the election of all the officers, the newly elected president shall chair the remaining portion of the meeting.
- F. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.
- G. In the event any officer can no longer serve, a successor shall be elected at the meeting following notice of this vacancy, with the exception of the president, who will be replaced by the vice president.

Section 2. The Executive Board

- A. The Executive Board shall be composed of all elected Council Officers. The immediate past president of the Council and the pastor shall be considered ex-officio members on this Board. This Board shall meet at the call of the president.
- B. Duties:
1. Approve appointments of committee chairpersons
 2. Remove non-functioning Council members
 3. Consider plans for the future and incorporate them in their annual report which is due to the pastor by the end of the administrative year

Section 3. Duties of Officers

- A. It shall be the duty of the **President** to:
1. Call regular or special meetings,
 2. Prepare an agenda and forward it, along with the minutes of the last meeting, to the Council members at least two (2) days prior to the scheduled meeting,
 3. Preside at all meetings of the Council,
 4. Appoint a parliamentarian subject to the approval of the Executive Board, and
 5. Make executive appointments, such as standing and special committees.
- B. It shall be the duty of the **Vice President** to:
1. Assist the president in all matters as requested by the president,
 2. Exercise all duties of the president in the absence of the president,
 3. Coordinate the activities of all the committees, collect minutes from each committee and maintain a file of these minutes.
- C. It shall be the duty of the **Recording Secretary** to:
1. Record minutes of all regular and special meetings of the Council,
 2. Preserve the minutes of all regular and special meetings of the Council by posting/archiving them on the Parish Web-site and memorialized by paper copy (one hard copy would be maintained by the Parish office for preservation),
 3. As soon as practicable following the Pastoral Council meeting, send a meeting synopsis to the bulletin editor(s) for publication in the Parish Bulletin, and
 4. Post approved minutes of Council meetings on the Parish Web site as soon as practicable following final approval.
- D. It shall be the duty of the **Corresponding Secretary** to:
1. Handle any necessary correspondence in the name of the Council, and
 2. Perform such other duties as requested by the Executive Board.

ARTICLE III. MEMBERSHIP OF THE COUNCIL

Section 1. Qualifications of Members and Total Council Membership

- A. Any person shall be eligible for membership on the Council who:
- (1) Has attained the age of 16 years on or before June 1 following the election;
 - (2) Is Catholic, baptized, and in good standing with the parish;
 - (3) Has a clear understanding of what is expected and has expressed a willingness to fulfill those obligations;
 - (4) Is a member of a registered household in the parish;
 - (5) Is a contributing member of the parish;
 - (6) Has the parish as the center of their liturgical life; and
 - (7) Is not a full or part time member of the parish staff.
- B. The Council shall consist of a minimum of twelve (12) elected voting members and a maximum of 15 total elected and appointed voting members.

Section 2. Elected Members

A. There shall be twelve (12) elected voting members. They shall serve for a term of three (3) years consecutively. They shall have voice and vote. Election of four (4) representatives from the parish at large shall be held annually. The four (4) nominees receiving the highest number of votes shall serve for the term of three (3) years.

B. Any elected Council member failing to attend three (3) regular meetings in an administrative year can be removed by a majority vote of the Council.

C. In the event an elected member resigns, dies, or is removed from office, the President, in consultation with the Pastor and the Executive Board, shall appoint a successor as soon as practicable to complete the remaining term of office. The results of the most recent Council election shall be considered, but shall not be determinative. In the event that the position remains unfilled at the next Council election, the number elected will be increased as necessary to fill any remaining terms starting with the person receiving the fifth (5th) largest number of votes. If the number of elected members falls below nine (9), a special election shall be held.

D. No member may be elected to more than two (2) consecutive three (3) year terms. They may, however, be elected or appointed again after at least one full year off the Council. Time served as an appointed member prior to election shall have no effect on this term limitation.

Section 3. Appointed Members

A. The Pastor, in consultation with the Executive Board, may name one (1) to three (3) parishioner(s) to serve as appointed members of the Council. Appointed members shall serve for a term of one (1) year. They shall have voice and vote.

B. Any appointed member failing to attend three (3) regular meetings in an administrative year can be removed by a majority vote of the Council.

C. In the event an appointed member resigns, dies or is removed from office, the Pastor, in consultation with the Executive Board, may appoint a successor to complete the remaining term of office.

D. No appointed member may serve more than three (3) consecutive full one (1) year terms. They may, however, be appointed again after at least one full year off the Council.

Section 4. Permanent Members

The following shall be permanent members of the Council with voice but no vote:

- The pastor
- The associate pastor(s)
- The permanent deacon(s)
- The principal of Resurrection-St. Paul School

ARTICLE IV. ELECTIONS

Section 1. Eligibility for voting

Any person shall be eligible to vote in the general parish elections who:

- A. Has attained the age of 16 years by the date of the election
- B. Is Catholic, baptized, and in good standing with the parish
- C. Is a member of a registered household in the parish
- D. Is a contributing member of the parish
- E. Has the parish as the center of their liturgical life

Section 2. The responsibility for elections of members to the Council shall reside with the Nominations and Elections Committee.

Section 3. Nominations for members of the Council shall be made in writing by means of a Parish Council Nomination Form or via an e-mail with the same information as on the form.

A. The nomination form must be signed or e-mailed by the individual making the nomination and shall include the following information pertaining to the nominee: name, age, address, and phone number. This does not preclude an individual from self-nomination.

B. All persons accepting a nomination must complete an informational form and provide the following; name, age, address, occupation, family information, local parish activities, other Church activities and a statement about their desire and willingness to serve on Council.

Section 4. All nominations must be made in writing to the chairperson of the Nominations and Elections Committee no later than three weeks prior to the election.

Section 5. The Nominations and Election Committee shall:

- A. Prepare information about each nominee to be given to the members of the parish one (1) week prior to the election
- B. Prepare appropriate ballots and conduct the election in March or at such other time on the date set by the Executive Board.
- C. Tabulate the results and notify the President of the Council and Pastor of the election results
- D. Notify all election candidates of the results within twenty-four (24) hours of the election
- E. Publish in the bulletin the names of those elected to the Council

Section 6. In the event of a tie for the last seat, the incumbent Council shall, by closed ballot, vote for one person between the two nominees having the tie vote. In the event this also results in a tie, the President of the Council shall cast the deciding vote.

Section 7. Newly elected Council members shall receive orientation by attending the remaining Council meetings for the administrative year, having voice only, and by attending a special orientation session presented by the Executive Board prior to the June meeting.

ARTICLE V. COMMITTEES

Section 1. General

A. Standing committees of the Council shall be as specified in the Constitution. Membership and duties specific to each standing committee are specified in the subsequent sections of this article.

B. Special committees may be established as the need arises. Appointments for chairpersons and members of a special committee shall follow the rules established for standing committees in the Constitution.

C. For each committee, the President, in consultation with the Pastor, shall appoint a Chairperson promptly after the Annual Meeting. Such appointees are subject to the approval by the Council's Executive Board. As a guideline, it is recommended that committee chairpersons serve for a maximum of three (3) years.

D. As soon as practicable following their appointment, each committee chairperson shall designate a Vice-Chair of the committee. The vice-chair shall assist the chair in all matters as requested by the chair and exercise all duties of the chair in the absence of the chair.

E. All committees shall submit a copy of their meeting minutes to the vice-president of the Council as soon as they become available. These minutes will then become a part of the permanent record of the Council.

F. By January 15 of each year, each committee shall present in writing to the Executive Board a proposed program plan for its activities during the coming fiscal year. The program plan shall consist of the Committee's long-range goals and specific objectives to be achieved in the coming fiscal year and any other information requested by the Executive Board.

G. By February 15 of each year, each committee shall present in writing to the Finance Committee, and to the Executive Board, its proposed program plan and budget for its activities during the coming fiscal year. The budget shall consist of an itemized breakdown of:

1. Anticipated income (if any)
2. All non-salary expenses
3. The amount of general parish funds needed to achieve the objectives of the coming fiscal year.
4. Any other information as requested by the Finance Committee

Section 2. The Finance Committee

A. Membership:

The pastor, as Secretary-Treasurer of the Corporation, as well as the Chairperson and Parish Accountant shall be permanent members of the Finance Committee. The remainder of this committee will be selected by the pastor from the parish at large.

B. Duties:

1. Prepare and approve by January 31 of each year, an itemized list of projected parish income for the upcoming fiscal year;
2. Monitor the total parish budget for the current fiscal year and prepare supplements, plans and financial statements, as needed;

3. Recommend sources of income;
4. Provide a draft version of the parish budget for the upcoming fiscal year for discussion at the March Council meeting. The final version shall be presented at the April Council meeting;
5. Review and audit budgets and fund raising programs of parish organizations; and
6. Publish semi-annual and annual financial statements

Section 3. The Liturgy Committee

A. Membership:

The committee shall be composed of a member of the clergy, the music director, and at least three (3) parishioners chosen in consultation with the pastor

B. Duties:

1. To educate the general parish in all phases of the liturgy of the church
2. To insure that the liturgy is celebrated according to the guidelines of Vatican II and the policy of the Archdiocese of Baltimore

Section 4. Property Management Committee

A. Membership:

The committee shall be composed of the chairperson and at least three (3) parishioners chosen in consultation with the pastor.

B. Duties:

1. To supervise maintenance of buildings, grounds and equipment of the parish
2. To conduct inspections of Parish buildings and properties (semi-annually at a minimum)
3. To evaluate the repairs needed on the parish campus and make recommendations for repairs
4. To review and make recommendation on bids for the repairs and/or construction of any new buildings on the parish campus
5. To consult with Finance Committee Chairperson regarding all matters pertaining to bids, costs and expenditures
6. To consider and implement maintenance contracts for heating, janitorial services, and others as deemed necessary

Section 5. Social Justice Committee

A. Membership:

The Social Justice Committee shall be composed of the chairperson and at least three (3) parishioners chosen in consultation with the pastor.

B. Duties:

The purpose of the committee is to examine human needs and social injustices and help the parish carry out its mission to alleviate those needs and correct those injustices by determining for each what action responses are called for by way of:

1. Direct services
2. Empowerment
3. Advocacy
4. Consciousness-raising among the parishioners and in the wider community

Section 6. Youth Committee

A. Membership:

The Youth Committee shall be a combination of adults and youth who are willing to develop and support the Resurrection Parish Youth programs.

B. Duties:

1. To foster the total person and spiritual growth of parish youth of Middle and High School ages
2. To develop and support programs and activities integrating the components of youth ministry, work and worship, the creation of community, justice and service, guidance and healing, enablement and advocacy

Section 7. Education Committee

A. Membership:

The Education Committee shall consist of the following members:

1. A representative of the Schools of Religion
2. A representative of Resurrection-St. Paul School
3. A representative of the Youth Committee
4. The administrator or designated representative of Resurrection-St. Paul School
5. A representative for the Adult Ministry
6. A representative for Family Ministry
7. A representative for Evangelization
8. The director and the assistant director of Religious Education
9. The pastor and/or his associate(s)
10. A member of the Council and/or the Finance Committee

B. Duties:

1. The Education Committee shall be responsible for the exploration, consideration and recommendation of programs concerned with all religious educational aspects of the total parish
2. Make periodic reports to the Council
3. Act in concert with the Archdiocesan Department of Catholic Education Ministries

Section 8. Parish Outreach and Communications Committee

A. Membership:

The Parish Outreach and Communications Committee shall be composed of the Chairperson and at least three (3) parishioners chosen in consultation with the pastor.

B. Duties:

The Committee shall:

1. Implement and maintain a procedure to welcome new parishioners to the parish
2. Provide hospitality at special events as requested by the pastor
3. Coordinate community-building events such as; Pentecost Plaza, Fish Fridays, Coffee and Donuts, Parish Picnic, and Monthly Anniversary Masses
4. Reach out to parishioners in time of sickness and death through activities such as Greeting Card Ministry, Bereavement Hospitality, and Meals for Shut-ins

5. Publish a parish newsletter
6. Maintain the Sub-committee for Accessibility for parishioners with disabilities and other special needs

Section 9. Parish Planning Committee

A. Membership:

The Parish Planning Committee shall be composed of a member of the Parish Staff and at least five (5) parishioners chosen in consultation with the pastor.

B. Duties:

1. To establish and maintain a formal, on-going planning process which includes all aspects of Parish life
2. To establish a 3 to 5 year strategic planning process, by working with the parish leadership to develop and update a long-range planning report to provide a frame of reference for the development of the parish's annual operational goals and objectives
3. To establish a 12-month planning process to facilitate the development of overall parish goals and objectives which should be reflected in the annual budget
4. To conduct regular reviews of the progress for achieving the parish goals and objectives, and recommend adjustments as appropriate
5. To conduct end-of-year review of the parish goals and objectives utilizing the current strategic planning report
6. To provide training, as appropriate, for Pastoral Council members, committee members, and staff, in how to utilize the planning process to determine their short-term goals and objectives while keeping with the overall parish goals and objectives

Section 10. Parish Development Committee

A. Membership: The Parish Development Committee shall be composed of two Committee Co-Chairpersons, appointed by the pastor, and at least six (6) to eight (8) parishioners chosen in consultation with the pastor.

B. Duties:

1. It shall be the primary responsibility of this committee to raise the funds necessary to enable and expand the mission of the Church within the parish. This shall be accomplished through the organization of the following working sub-committees:
 - Annual Giving Sub-Committee
 - Major Giving Sub-Committee
 - Deferred Giving Sub-Committee
2. To assess the parish needs as well as opportunities for development
3. Devise a situation and action plan with corresponding financial and development plan

ARTICLE VI. REPRESENTATION ON THE REGIONAL COUNCIL

Section 1. Selection of Regional Council Representatives

A. The South Central Regional Council requires each Pastoral Council to select two (2) of its members to act as representatives to the Regional Council.

B. The Pastoral Council shall select one (1) representative each year at the Annual Meeting from the group of newly elected Council members. Each representative shall serve a two-year term.

C. Selection to this position shall be equivalent to serving on a standing Committee of the Council.

D. The representatives shall be required to present a report, either verbally or in writing, on meetings attended to the Council and the Parish.

Section 2. Failure to attend two (2) successive Regional Council meetings may result in replacement of the representative.

ARTICLE VII. PROCEEDINGS

Section 1. The presence of a majority of all voting members of the Council shall constitute a quorum.

Section 2. A quorum shall be required to conduct Council business, unless otherwise provided for in the Constitution and these By-Laws.

Section 3. Each voting member of the Council must be present in order to vote. There shall be no write-in votes or voting by proxy.

Section 4. Except as otherwise provided, a majority of the total number of voting members must approve all decisions of the Council.

Section 5. In all other matters not requiring a consensus decision, the rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Council's Constitution, By-Laws and any special rules of order which the Council may adopt. It shall be the duty of the Parliamentarian to have such an edition available at Council Meetings.

ARTICLE VIII. AMENDMENTS

Section 1. Any proposed amendment or alteration of the By-Laws must be submitted in writing to the President of the Council and must include the signatures of three (3) members of the Council.

Section 2. The President shall notify the members of the Council of such a request in writing one (1) week prior to the meeting at which the request is to be considered. All amendments shall be read in their final form at the Council meeting before a vote may be taken.

Section 3. Two-thirds (2/3) of the total number of voting members of the Council must approve each amendment.