



Parish Pastoral Council

2015 By-Laws

Article I Mission and Purpose

A. Section one: Mission Statement

1. Sacred Heart Parish is a welcoming and diverse community rooted in our Catholic faith and rich heritage.
2. Through worship, evangelization, ministries, service, parochial education, and lifelong faith formation, we are called to build the kingdom of Jesus in this time and place.

B. Section two: Purpose and Function of the Parish Pastoral Council (PPC)

1. The PPC exercises shared responsibility for the pastoral life of the parish under the leadership of the pastor. In this context, the purpose of the PPC is to prayerfully engage the people and the Pastor in common reflection about the parish's mission and its ministry, and to plan and evaluate in light of the Gospel and church teachings.
2. The basic responsibilities are these:
 - a. To lead an ongoing effort in promoting stewardship in our parish
 - b. To lead efforts in evangelization (This could include things like new parishioner receptions, parish outreach, new member orientation, etc.)
 - c. To lead efforts of parish planning by trying to implement the strategic planning initiative and to review and update that plan periodically.
 - d. To research the needs, the ideas and the hopes of the faith community
 - e. To encourage and support existing ministries
 - f. To evaluate the quality of life in the parish faith community
 - g. To plan for the parish's future by recommending policies, procedures and programs, that bear witness to its values and fulfill the Church's mission



C. Section three: Accountability

1. The PPC in canon law is a consultative body. Its actions do not have binding force, but are advisory to the Pastor who recognizes and nurtures the Spirit-filled gifts present within the parish community, and who is assisted in all of this by those whom he serves.

Article II Composition and Discernment (Calling Forth)

A. Section one: Composition

1. Membership

- a. The PPC is composed of at least nine members. The parish Trustees, Pastor and other clergy are Ex officio members. The Pastor presides at the meetings, but a chair convenes and runs the meetings.
- b. A quorum is necessary to hold a PPC meeting. A quorum is defined as a majority of the appointed PPC members that must be present.

2. Qualifications and terms

- a. The PPC and its members must be active members of Sacred Heart Parish community of faith. They must be confirmed, practicing Catholics, at least 18 years old and registered parishioners.
- b. The members of the PPC should be discerned for the gifts that will serve the mission of the parish.
- c. Every member shall serve a three-year term beginning in January of each year. (One third of the members rotate in/out at this time.) New member will be introduced at Mass and retiring members will be thanked.
- d. At the end of the three-year term, the members wishing to continue service can be nominated again. No more than two full terms to be served by any member.

3. Vacancies in Membership

- a. Vacancies occurring prior to August 31 will be filled by appointment of the Pastor upon recommendation by the chair of the PPC. Upon approval the individual (s) shall serve to the end of the term of the person they are replacing. If the person wants to extend their term they shall place their name in nomination.
- b. Vacancies which occur after September 1st will be filled with the regular discernment process.



B. Section two: Discernment

1. Parish leadership is a ministry, which serves the faith community.
 2. A standard nominating committee will consist of the third year members of the PPC. Throughout the year their responsibility will be the following:
 - a. Ask the parish community to propose names for the PPE. This can be done by solicitation of names through the Sunday collection. People are asked to not only nominate themselves, but others who have leadership gifts.
 - b. This may require the PPC and pastor to encourage parishioners to submit their name.
 - c. A person who is recommended by several parishioners would be considered a strong candidate.
 - d. A midyear discernment process takes place starting in June every year if there are vacancies.
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2. The Discernment Process
 - a. The discernment process will begin in September every year under the direction of the PPC for outgoing members.
 - b. A process is engaged in like that described above.
 - c. During November, those representatives of the PPC in the third year of their term interview the candidates. The candidates indicate their interest in serving on the PPC by submitting a questionnaire (see appendix 1). The interviews are based on the information in the questionnaire and are designed to assure the commitment of the candidates and their ability to serve on the PPC.
 - d. Based on the information from the interviews, the outgoing members of the PPC and any other PPC members who are in charge of the discernment process, along with the staff liaison, compile a proposed list of new members to be presented to the Pastor for approval.
 - e. The members approved by the Pastor are notified in early December and attend an orientation meeting in mid to late January.



3. The PPC is urged to involve volunteers to serve on Ad Hoc committees as a way to initiate new leadership in the parish. The members of these committees are not full members of the PPC and the committees have a defined life span.

Article III Formation of PPC Members

- A. After joining the PPC the new members should be given an in service to orient them to the workings of the PPC. There should also be on going formation especially in the areas of Evangelization and Stewardship.
- B. It is expected that all members engage in personal prayer and other activities for their ongoing growth as leaders in a faith community.
- C. It is expected that PPC members participate in ongoing adult education and formation activities sponsored by the parish.

Article IV Membership Duties

A. Section one: Fiscal Year and Budget

1. The parish fiscal year runs July 1 to June 30th
2. The PPC is expected to submit funding requests to the finance officer if they anticipate expenditures during the upcoming fiscal year. These requests should be submitted by February when the budgeting process begins.

B. Section two: PPC Leadership

1. The PPC will have a chair and vice chair that will be chosen annually by the Pastor. The chairs will be chosen during the month of November/December to allow time for orienting themselves to their new duties and for meeting the new members during January orientation.
2. The chair of the PPC is ideally a third year member, the vice chair is ideally a 2nd year with the expectation they will succeed the chair in their third year.
3. Guidelines for selecting the chairs and vice chairs include selecting candidates having the capacity to complete the duties identified below; having been active church members possessing leadership qualities.
4. The term for chair and vice chair is one year.
5. Other leadership positions may be created without altering these bylaws.

C. Section three: Duties of Leadership



1. The Chair

- a. Prepares Agendas with suggestions from other members of the PPE
- b. Calls and leads meetings
- c. Coordinates work
- d. Develops and maintains annual activity calendar, goals for the year and membership roster
- e. Maintains open and frequent communication with other PPC members and answers their questions
- f. Performs other duties of the chair

2. The Vice Chair

- a. Records and provides minutes
- b. Leads the meeting in absence of the chair
- c. Performs all other duties pertaining to the office of the vice chair

D. Section four: Duties of Members

1. Members shall educate themselves and utilize relevant resources to become well versed on the current issues facing the Church.
2. The PPC members will be expected to attend scheduled PPC meetings, read and research various materials and prepare for each meeting.
3. Members who are absent from three meetings in a calendar year will be asked by the chair to re-evaluate their commitment. If it is mutually discerned that a member will not continue they will submit written resignation to the chair and pastor.
4. Members should support parish events.
5. Ad hoc committees may be created as needs arise.

E. Section five: Relationship to other Parish Groups

1. The PPC is encouraged to seek ways of collaborating with other parishes in the Rock Island Vicariate.
2. PPC needs to seek cooperation with other parishes that are part of the Seton School system.



F. Section six: Consensus

1. The PPC will utilize consensus decision-making as they seek to lead the parish
2. Consensus exists when members of the group are prepared to accept an idea, even though they may have some reservation about it. Consensus only implies that discussion has been open and all points of view have been considered. Although group member may not be in complete agreement the solution or proposal falls within their range of acceptability and support. If the PPC cannot come to an agreement at this time, the issue will be referred to committee and the responses will be brought to the next meeting.
3. In other words the Pastor and PPC work together in prayerful discernment to make a decision. Prayer is an essential component of the process.
4. It should be noted that the majority of members should be present if a major recommendation is to be made.

G. Section seven: Amendments to Bylaws

1. These by laws may be amended by a consensus recommendation of the PPC in consultation with the Pastor.
2. The proposed changes shall be presented to the PPC during a PPC meeting and then amended at the following meeting to allow for prayerful discernment.

PPC by laws updated
November 2015