

CHARTER AND BY-LAWS

St. Boniface Church Parish Pastoral Council

Revised September 25, 2024

I. CHARTER:

The Parish Pastoral Council (hereinafter, “**PPC**”) is established to assist the pastor in making decisions, reviewing the annual budget, co-creating a multi-year master plan, setting priorities, and hearing the perspectives and concerns of the parishioners. The PPC thus serves an important function and works for the betterment of the parish.

The PPC’s role is a consultative one. The pastor has the primary responsibility for the administration of the parish and is superior to the PPC. The pastor must approve the PPC’s suggestions and decisions before they can be implemented.

The PPC’s members (hereinafter, “**MEMBERS**”) bring their own perspectives and those of the parishioners to the pastor, helping to further the dialog and communication between the pastor, the PPC, the parish staff, and the parish’s various committees and organizations.

It is anticipated that in the future the PPC will also assist the pastor in his role administering to the Family of Parishes to which St. Boniface now belongs. This assistance, which might include planning, goal setting, and plans for overall collaboration, might be both directly to the pastor and through a unified council that represents all parishes within the family.

II. BY-LAWS:

A. MEMBERS:

1. MEMBERSHIP – The PPC should be large enough to assist the pastor in his role. The number will necessarily vary depending on the needs of the pastor and availability of prospective MEMBERS.
2. DEMOGRAPHICS – To the extent possible, the composition of the PPC should reflect the diversity of the parish.
3. TERM OF OFFICE – It is expected that a MEMBER serves an initial term of three years. At the sole discretion of the pastor, a MEMBER may be asked to serve up to two additional terms.
4. SELECTION – MEMBERS are appointed by the pastor.
5. QUALIFICATIONS – MEMBERS must be Catholic or enrolled in the RCIA program. MEMBERS must also be parishioners and at least 16 years old. Staff members
6. are eligible to serve as MEMBERS if they meet the above criteria.

7. CONDUCT – MEMBERS must understand that they are called to work together in a spirit of faith and prayer. Their service on the PPC is a further sign of Christ’s love for them. MEMBERS may be removed at the sole discretion of the pastor.
8. COMMUNICATION – It is expected that the MEMBERS work proactively in discovering concerns, suggestions, and feedback from parishioners for sharing at the PPC.

B. MEETINGS:

1. The PPC shall meet bi-monthly on the fourth Wednesday beginning in January. These meeting will be conducted in a spirit of cooperation.
2. Upcoming meeting dates are announced at Mass, in the bulletin, and on Facebook. These notices are to include an invitation for parishioners to share their concerns and suggestions with the MEMBERS.
3. Special meetings may be called by the pastor or the chair after consultation with the pastor.
4. Minutes shall be kept and reviewed for approval at the subsequent meeting. Once approved, the minutes are made available to the parishioners through inclusion in the bulletin.
5. The meetings will follow an agenda pre-reviewed by the pastor.
6. Parish staff have a critical role in the operation of the parish. Staff personnel may attend PPC at the invitation of the pastor.

C. COMMITTEES:

1. The pastor may establish standing committees to address various areas of parish life. These committees should report their activities to the PPC, whether in person or in writing.
2. Ad hoc committees may also be established by the PPC after consultation with the pastor.

D. OFFICERS:

1. Chair:
 - a. The PPC shall be chaired by a person so designated by the pastor.
 - b. The chair shall be a member of the PPC.
 - c. The chair shall prepare the agenda for review by the pastor and run the meetings.
 - d. The chair shall be responsible for orienting new members. This orientation will include providing copies of the Charter and Bylaws, the most recent minutes, and the parish goals.
 - e. A parish staff person is not disqualified from serving as an officer.
2. Vice-Chair –
 - a. Runs the meetings when the chair is absent.
 - b. Assists the chair with other duties as assigned by the chair.
3. Secretary:
 - a. A MEMBER shall be selected to serve as secretary.

- b. The duties of the secretary are to keep the minutes of the meeting, maintain PPC records, and handle any correspondence.

E. REVIEW OF BY-LAWS:

The PPC shall review these by-laws at each January meeting. Any proposed amendments shall be brought to the attention of the pastor.

APPROVED:

Fr. Rodolfo Coaquira-Hijale, MCCJ
Pastor

Date: _____

WITNESSED:

Ms. Jackie Chesher
Chair

Document signed and witnessed on September 25, 2024.