

CONSTITUTION OF THE PASTORAL COUNCIL  
ST. MARY'S CHURCH  
BALD WINSVILLE, NEW YORK

Revised January 07, 2026

MISSION STATEMENT FOR THE PARISH

The faith community of St. Mary's parish conscientiously strives to enter the spirit-led process of growth, a growth in love and service of God and one another. All members of the parish community are called to be ministers of this growth, each contributing his or her talents for the good of all in God's kingdom.

Together we are a parish dedicated to proclaim the Word, provide meaningful liturgy, serve God's people, and foster devotion to the Blessed Virgin Mary. Through team ministry we strive to up-build and serve. Under the guidance of the Holy Spirit, we share in seeking direction and decisions through the means of the Pastoral Council.

SECTION I

PURPOSE OF THE COUNCIL

The purpose of the Pastoral Council is to identify the spiritual and temporal needs of the parish community, and to encourage members of the parish community to participate in the life of the parish. As a Council, the members are responsible to assess the needs of our parish. The members, in consultation with the Pastor and staff, shall research and discuss and through consensus, recommend ways to meet those needs.

SECTION II

MEMBERSHIP OF THE COUNCIL

All members of the Pastoral Council must be confirmed, registered Catholic members of the parish in good standing. The membership shall consist of selected members and appointed members. Selected members are selected by the Leadership Committee which consists of the pastor, chair, vice-chair, secretary and the trustees. All members shall be involved in parish activities.

A. Appointed Members

1. Pastor
2. Trustees (2)
3. Finance Committee Chair (attends quarterly)
4. Member(s) as appointed by the Pastor

B. Selected Members

1. The number of selected members shall be between eight (8) and twelve (12).

### SECTION III OFFICERS OF THE COUNCIL

The Council shall have a Chair, a Vice-Chair, and a Secretary.

### SECTION IV

#### A. PROCESS FOR SELECTION OF SELECTED MEMBERS

In January of each year, the Council will ascertain the number of selected member vacancies on the Council that have arisen or will soon arise as a result of expired terms, as well as the total number of selected members that should be chosen to meet the requirements of Section II [B] (between eight and twelve). Members of the parish will be informed of our membership selection process and educated on the roles of Pastoral Council members. All confirmed, registered members of the parish will be invited to consider submitting an application for Pastoral Council membership by submitting a letter describing their background and why they would like to be part of our Pastoral Council. At the end of February, the Pastoral Council's Leadership Committee, including those whose term of office is about to expire, will discern the submitted names and select the new selected members of the Council. Newly selected members will be announced the following weekend.

#### B. TERMS OF MEMBERSHIP

- A. Selected members shall serve three (3) year terms, after which they may opt to serve one additional term of one year, two years or three years.
- B. Members appointed by the Pastor shall have a term of office of one year unless a longer term is specified by the Pastor.

- C. Membership on the Council will automatically end if the member is no longer registered in the parish. When a vacancy results, the Pastor may appoint a replacement to fill the unexpired term.

## SECTION V

### OFFICERS OF THE COUNCIL

The Council shall have a Chair, a Vice-Chair, and a Secretary

## SECTION VI

### SELECTION OF OFFICERS

At the March meeting, position responsibilities of each officer are distributed to the Council membership. Any member whose term does not expire in the current Council year, as set forth in Section IX, may submit his or her name for an officer position during the months of March and April. In May, Pastor shall select officers for the following year. The term of office of an officer shall be one year or until such time as a new officer is appointed, whichever is longer. In the event of a vacancy in the office of Chair, Vice-Chair or Secretary, the Pastor may appoint a member to complete the term of office.

## SECTION VII

### DUTIES OF OFFICERS

#### A. Chair

1. Call and conduct all meetings of the Council.
2. Remind members of their need for attentiveness to their responsibilities if this is necessary.
3. Appoint and charge the Chairperson of each standing committee and any ad hoc committees, in consultation with the Pastor.
4. Serve as Chairperson of the Leadership Committee.
5. Obtain reports from Committee Chairpersons and distribute copies of the reports to Council members in advance of Council meetings.
6. Announce the date and arrangements for Council meetings to the parish in adequate time in advance of the meetings via the Parish Bulletin.
7. Distribute an agenda to members in adequate time in advance of each Council meeting.

#### B. Vice-Chair

1. Conduct all meetings of the Council and Leadership Committee in the absence of the Chair.
2. Assume the office of Chair for the remainder of the unfulfilled term if it becomes vacant.
3. Be responsible for compliance with Section IV of this Constitution in relation to the recruitment of new pastoral council members when a vacancy occurs due to the expiration of a term or for some other reason and present a list of interested parishioners to the Leadership Committee.

#### C. Secretary

1. Record, publish, and maintain the minutes of all meetings of the Pastoral Council and Leadership Committee.

### SECTION VIII

#### COMMITTEES

The Chairperson of an ad hoc committee of the Council may be appointed from the Council at the discretion of the Chair.

The committee Chair is responsible for the workings of their committee.

Chairpersons of committees must report to the Council on their activities as often as directed by the Chair.

#### A. Leadership Committee

The Leadership Committee shall consist of the Pastor, Chair, Vice-Chair, Secretary and the Trustees, and shall meet at the discretion of the Pastor or Chair. The Leadership Committee shall be responsible for the selection of new selected members.

- B. Ad Hoc committees with defined terms may be appointed by the Pastor or Chair at will or by direction of the Council.

### SECTION IX

#### MEETINGS

- A. The Council is scheduled to meet periodically. New members will be invited to the meeting held in March which shall be considered the first meeting of the twelve (12) month term and commencement of the term of office for each selected or appointed member.

B. The Pastor or Chair may call a special meeting of the Council, if warranted.

## SECTION X

### AMENDMENTS

The Constitution may be amended by providing the proposed amendment to the Council Chair in writing at a meeting of the Council and approval by at least 2/3 majority vote of the Council at the next regular meeting following presentation to the Council.