



# CHURCH OF THE PRESENTATION

*A welcoming Catholic community leading people into a growing relationship  
with Jesus Christ through Word, Worship, and Outreach.*

271 W. SADDLE RIVER RD. • UPPER SADDLE RIVER, NJ 07458 • PH: 201-327-1313

## **Church of the Presentation Pastoral Council**

### **Article 1: Name of Organization**

The name of the organization is "The Pastoral Council of the Church of the Presentation Parish" located in Upper Saddle River, New Jersey. It will be referred to as the Pastoral Council ("PC") in this document.

### **Article 2: Purpose and Aim**

The purpose and aim of the "PC" are to consult the Pastor on pastoral issues, plans, and activities that foster the parish's mission statement. It is a representative body of the faithful whose focus is on the whole parish community.

The responsibilities of the "PC" are to:

- Collaborate with the Pastor and Finance Council on parish efforts and pastoral planning.
- Address strategic questions posed by the Pastor. The "PC" will research the questions, discern, and recommend appropriate action.
- Identify, seek out, and work collaboratively with the appropriate stakeholders while researching these questions.
- Dialogue with parishioners regularly and represent parishioner views on strategic and pastoral issues to the "PC".

The "PC" will support the Pastor in his role as shepherd of the parish. They should foster unity in the parish, encourage full participation of the parishioners in parish life, and promote ongoing dialogue among the staff, parishioners, and the various parish organizations.

### **Article 3: Membership**

A. Members of the "PC" are appointed by the Pastor.

1. *Ex officio* the Pastor (whose advisory Council this is) and Parochial Vicar(s) are members of the "PC".
2. The number of appointed members of the "PC" shall not exceed a total of ten, all of whom will be appointed by the Pastor. Of the ten one will serve as President of the "PC", and one will serve as Secretary.
  - a. Often one should be a member of the Parish's Youth Ministry.
3. See Article 4 regarding terms of "PC" members.
4. No paid staff or Finance Council members (except for one Finance Council member acting as a liaison between these Councils), shall be a member of the "PC".
5. They can be reimbursed only for expenses directly related to carrying out their "PC" service.

B. Qualifications

1. Any registered parishioner who is a confirmed Catholic, may be appointed and serve as a member of the "PC".
2. Members are chosen for the talents and gifts they can contribute to enabling the "PC" to accomplish its purpose and aim.
3. Members should have an active role in at least one ministry.
4. Members should be team players, discreet, even-tempered, and open-minded, and should reflect the parish's various social and demographic backgrounds while maintaining focus on the whole parish community.



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## **Article 4: "PC" Terms and Member Changes (Additions, Openings, & Withdrawals)**

- A. Terms: All "PC" members are asked to serve a term of three years; with the possibility of one additional three-year term if the "PC" member so chooses.
  1. This applies to "PC" officers as well.
  2. Youth Ministry members are asked to serve a term of one year.
    - a. All adult members are required to be certified under the Protecting God's Children Program.
- B. Additions to or vacancies will be filled by appointment by the Pastor.
  1. However, any qualified parishioner may inquire to the Pastor's office to seek an appointment to the "PC".
  2. "PC" members may also make recommendations to the Pastor for any additions to or vacancies.
- C. Withdrawals
  1. Any member of the "PC" may withdraw at any time by advising the Pastor and/or "PC" Officer.

## **Article 5: Responsibilities of the Pastor and "PC" Officers.**

- A. Pastor
  1. The Pastor must be present at all meetings of the "PC". He may preside personally or entrust that responsibility to the President.
  2. The Pastor bears the responsibility to ensure that the "PC" recommendations are in accordance with the laws and teachings of the Church and Diocesan policy.
  3. Recommendations of the "PC" are made to the Pastor. They are not binding on him; however, he is not to act contrary to the recommendation without an overriding reason which should at least be communicated to the "PC".
- B. President
  1. The President, appointed by the Pastor, shall conduct all regular and ancillary meetings of the "PC" at the Pastor's request.
  2. In consultation with the Pastor, the President shall also be responsible for the preparation of the agenda for each "PC" meeting.
  3. Other duties may be assigned to the President and may include, but are not limited to:
    - a. Organizing and coordinating activities and work entrusted to the "PC" by the Pastor.
    - b. Developing and maintaining an annual "PC" calendar.
    - c. Facilitating "PC" meetings by helping members work together, participate fully in discussions, and make recommendations.
    - d. Advocating before the Pastor all "PC" recommendations.
    - e. Assisting the incoming President to understand the responsibilities of the office and the available resources.
- C. Secretary
  1. The "PC" Secretary, appointed by the Pastor, shall:
    - a. Maintain a written record of the minutes of the "PC" and ensure that the minutes, after being approved by the Pastor, are available to the "PC" members.
    - b. Initiate, receive, and respond to all correspondence as necessary.
    - c. Preserve all reports and documents committed to his/her care.
    - d. Write condensed reports regarding the recommendations of the "PC" for the





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parish bulletin, which will be approved by the Pastor before submission to the bulletin editor.

- e. Take attendance at meetings and record absences.
- f. Maintain the official list of all "PC" members and their terms and keep those lists current with regard to address, phone number, and email;
- g. File copies of all records with the parish secretary to be preserved in the parish archive.
- h. Ensure that copies of the latest version of these Bylaws are kept in the parish archives.

## **Article 6: Committees**

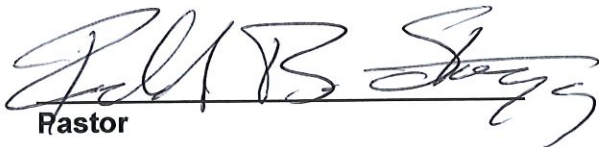
- A. The Pastor may appoint special committees/task force as the need arises either of his own accord or in response to a request by the "PC".
- B. All committees should recognize that they are to support the "PC" in making knowledgeable and informed recommendations to the Pastor about their area of interest.

## **Article 7: Meetings**

- A. Meetings shall be held at such time, place, and date as the Pastor may designate.
- B. The "PC" shall meet at least four (4) times a year. Special-called meetings outside four minimum meetings may be called as required.
- C. Notice of the "PC" meetings, provided by the President via e-mail distribution. Notice of intended absence from any meeting should be given to the Pastor or any Officer of the "PC".
- D. The Pastor may call a meeting at any time for any reason keeping in mind due consideration for those who are to attend.
- E. The "PC" looks for opportunities to engage with the parish community throughout the year.

## **Article 8: Amendments to these Bylaws**

- A. Amendments may be recommended by a two-thirds vote of the membership of the "PC". Amendments may be implemented only after the approval of the Pastor.
- B. These Bylaws of the Pastoral Council of the Church of the Presentation are hereby approved and adopted as attested by the signatures below.

  
\_\_\_\_\_  
Pastor

3/27/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
"PC" President

03. 27. 23  
\_\_\_\_\_  
Date