



**Corpus Christi Catholic Parish**  
**Bay City, Michigan**  
**Pastoral Council Statutes**



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**PARISH COUNCIL**

- The Council may have up to twenty-one members.
- The Council shall have the following five ex officio members: Pastor, Faith Formation Director, Liturgist, Business Manager, and Pastoral Minister. Ex officio members will provide council with information relating to their respective positions.
- The Council shall have twelve at-large representatives selected from the membership of the parish. Terms will be three years. Any council member may serve up to two consecutive terms through the nomination process. Council members may be nominated for additional terms after a one year hiatus, never serving more than two consecutive terms.
- The council may have up to two alternates. The term for an alternate will be one year. It is suggested that alternates attend all meetings. If a vacancy occurs, an alternate will complete the term of the vacated member.
- The Council may have up to two youth representatives nominated by members of the parish. Recommended ages are 16-22 for youth representatives. Youth representative terms will be one year, renewable up to three years.
- The Pastor may appoint a person to Council to fill a vacancy.

**NOMINATION AND SELECTION OF NEW MEMBERS**

The Council shall follow the nomination and selection process as outlined:

**Announcement to Parishioners.** In March parishioners will be notified by Mass announcements, bulletin, and website as to the role of council and commissions. Nomination forms will be available via bulletin, website, and at all church entrances. Nominations are due the second weekend of April.

**Nomination.** Parishioners may nominate any member in good standing for council or parish commissions. Completed forms may be dropped in the collection basket, nomination boxes, or at the Parish Office during the nomination period. Parishioners are encouraged to nominate themselves.

**Notification of Nominees.** The Parish Office will verify that each nominee is a registered member of the parish and has been confirmed. The nominations will then be given to the respective chair of each commission so they can contact each nominee personally, explain the basics of the council/commission and ask if the nominee would be willing to serve on the council/commission. If a nominee is concerned about the three year commitment, they can be offered a one year term as an alternate member.

**Slate of Nominees.** All nominees agreeing to their specific nomination will have their names added to the selection process which will be held at the May Parish Council meeting.



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**Facilitation of the Selection Process.** The selection process will be placed on the agenda of the May Parish Council meeting. The chair/designee will accept nominations from each commission, then prepare a slip of paper or adhesive label of each nominee name, including commission/council vacancy and if “alternate only”. Openings are addressed separately for each commission and for council. The first names drawn will become official members for the specified terms (unless the nominee is designated as alternate only). Two additional names may be drawn to serve as alternate members if two alternates were not previously selected.

**New Member Orientation.** At the first meeting of the new fiscal year an orientation will be given to all Parish Council members. By-Laws and other documents will be distributed to members as deemed necessary to assist them in successfully completing their term as Parish Council members.

### **OFFICERS**

The officers of Parish Council will consist of the chair, the vice-chair, and the secretary. Officer terms will be for one year, renewable up to three years. These officers along with the Pastor shall form the Executive Committee which serves the Parish Council and is responsible for creating and distributing the agenda, meeting minutes, and other necessary information to Council members. The vice-chair will step in to chair a meeting if the chair is unable to attend a meeting and will become the chair in the event of a vacancy.

### **MEETINGS**

Parish Council meetings shall be held monthly from September through May, with no meeting in December. An additional meeting may be held in June as a “picnic” to welcome and introduce newly selected members, and to thank members who have completed their terms. At this meeting, election of new officers shall be held. All decisions of the council will be reached by consensus of the council.

### **COMMISSIONS**

The following Standing Commissions of the Council shall be known as:

- **Liturgy Commission**
- **Faith Formation Commission**
- **Christian Service Commission**
- **Administration/Finance Commission**
- **Stewardship Commission**



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The Council will be updated on commission progress and programs by a representative of each commission at each regular council meeting.

All commissions are asked to send monthly minutes to the Parish Office and they will be distributed via email to all council members. Parish Council members are encouraged to attend any commission meetings. Commissions may request representation from the Council at any time for information and advice.

**COMMISSION GUIDELINES**

- The recommended number of commission members is nine. Terms will be three years. Members may serve up to two consecutive terms through the nomination process. Commission members may be nominated for additional terms after a one year hiatus, never serving more than two consecutive terms.
- Commissions may have up to two alternates. The term for alternates will be one year. It is suggested that alternates attend all meetings. If a vacancy occurs, an alternate will complete the term of the vacated member.
- It is recommended that each commission shall have a chair, a vice-chair, and a secretary. Officer terms will be for one year, renewable up to three years.
- Each commission shall have one ex officio member who provides the commission with information relating to the works of the respective commission.
- The Pastor may appoint a person to any commission to fill a vacancy.

**AMENDMENTS**

The Council Statutes may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.

**SUBMISSION OF STATUTES COPY TO THE DIOCESE**

A copy of the Statutes will be submitted to the Planning Coordinator or designee whenever changes are approved. The copy will also be placed in the parish file. The Statutes will be reviewed on a regular basis usually in conjunction with the development of a new pastoral plan for the parish.

Approved by Parish Council 5/4/16