

BASILICA OF ST. MICHAEL THE ARCHANGEL

Pensacola, Florida

The Constitution of the Pastoral Advisory Council



April 29th, 2014

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PREAMBLE

We, the members of the Basilica of Saint Michael the Archangel, asserting our common belief in God, one baptism, one faith, and sharing with our Rector the tasks of teaching and leading the people of God in their Christian vocation, do hereby adopt this Constitution.

BYLAWS

ARTICLE I – NAME

The Council established herein will be known as the Pastoral Advisory Council (PAC) of the Basilica of St. Michael the Archangel of Pensacola, Florida.

ARTICLE II – OBJECTIVES

- Section 1. To assist and support the Rector in promoting the spiritual vitality of Basilica membership through prayer and active worship; and through identification of potential or actual Parish spiritual needs, and to recommend alternatives to satisfy those needs.
- Section 2. To formulate, promote and co-ordinate designated Parish social activities and social welfare activities.
- Section 3. To maintain a watchful eye on the physical condition of Parish physical facilities, formulate plans, promote, and coordinate upkeep and renovation activities.
- Section 4. To be a channel of communication within the Parish and outward toward the community.

ARTICLE III – COUNCIL MEMBERSHIP

- Section 1. The PAC's membership shall consist of the Rector who will vote only in the case of a tie, (8-12) voting members of the Parish, appointed by the Rector, and (2) non-voting ex-officio positions: the Parish Permanent Deacon and a representative from the Finance Committee.

- Section 2. Members must be registered members of the Basilica of St. Michael the Archangel for at least one year and at least eighteen (18) years of age.
- Section 3. Employees of the Parish may not serve as voting members of the PAC. Two persons from the same family (i.e. husband and wife or parent and child) may not serve on the PAC at the same time.
- Section 4. A PAC member may be removed for just cause by a vote of two-thirds of all voting members of the PAC or by the decision of the Rector. Examples of just cause include, but are not limited to: moving from the Parish without submitting a resignation, physical or mental incapacity, conviction of a felony, losing “good reputation” in the Parish or community.

ARTICLE IV - TERM OF OFFICE

- Section 1. All members of the PAC will serve a term of three (3) years that will begin on August 1.
- a. Any individual appointed to fill a vacancy will serve the remainder of the vacant term.
 - b. Interim provisions shown in items subparagraphs i. thru v. will be abrogated upon accomplishment:
 - i. The inaugural PAC will begin their terms on April 1, 2014, and will serve until July 31 of either 2016 or 2017 based on whether they are serving a two or three year term;
 - ii. The terms of the inaugural members will be staggered to ensure continuity of the PAC;
 - iii. The inaugural Executive Committee members will be elected for a term of one year as Executive Officers but will serve on the PAC for three years; three other inaugural PAC members (selected by the Rector) will also serve a term of three years;
 - iv. The remaining four inaugural PAC members will serve a term of two years; and,
 - v. New PAC members will be appointed by the Rector at the end of the agreed upon terms.
- Section 2. PAC members may be re-appointed by the Rector for a second consecutive term. Members will not be eligible for re-appointment for a period of one (1) year after the end of their second consecutive term.

Section 3. Members who must resign are requested to submit such resignation orally or in writing to a member of the Executive Committee at least one week in advance of the last meeting at which attendance is anticipated.

Section 4. Members' attendance at regular meetings and respective scheduled committee meetings is vital to the effectiveness of the PAC.

- a. The Chair may excuse a single absence;
- b. Justification for a second consecutive absence must be presented to and authorized by the PAC Chair ahead of time; and,
- c. Upon a third consecutive absence the PAC member is automatically removed and a replacement shall be appointed by the Rector. Such new member(s) shall serve for the unexpired term of the vacating member.

ARTICLE V - OFFICERS AND DUTIES

Section 1. Officers of the PAC will be the Rector as President, Chair, Vice-Chair and Recording Secretary. These officers comprise the Executive Committee. The Rector and/or the Deacon may attend any meeting of any committee or any subcommittee, whether the committee or sub-committee is permanent or temporary. Officers will be elected by PAC from within its membership, and this applies to all committees and sub-committees.

- a. *Chair:* The Chair is the presiding officer of all PAC meetings. The Chair is an Ex Officio member of all permanent committees (see Article VI); and of temporary committees, and all sub-committees. The Chair will be notified of and may exercise discretion to attend any committee or sub-committee meeting or may request the Vice-Chair attend in his/her stead.
- b. *Vice-Chair:* The Vice-Chair shall perform the duties of the Chair as needed. He/she shall assist with coordination of all committees and may attend any meeting at the discretion of the Chair.
- c. *Recording Secretary:* In coordination with the Chair the Recording Secretary is responsible for publishing the agenda for PAC meetings, taking and transcribing minutes of those meetings, reproducing all printed matter and providing information as needed to PAC members. The Parish will be responsible for reasonable expenses incurred and will reimburse those costs upon submission of receipts or a written statement signed by the Chair.

Section 2. The term of office for Officers of the PAC will be one (1) year. Officers may be re-elected for a second consecutive term. There must be a one (1) year gap between two consecutive terms before re-election is authorized for additional terms.

ARTICLE VI – COMMITTEES and SUB-COMMITTEES

Section 1. The PAC will carry out the functions and shown under Article II-Objectives through designated Committees. It will have the following Standing Committees.

- a. Membership Committee;
- b. Spiritual Life Committee;
- c. Faith Formation Committee;
- d. Social Committee;
- e. Social Welfare Committee;
- f. Maintenance and Facilities Committee;
- g. Communications and Community Outreach Committee.

Section 2. Each Committee shall have a minimum of three (3) members. A Committee Chair will be selected from PAC members and approved by the Rector.

Section 3. The Committee Chair should structure respective committee membership from within the PAC or registered, qualified Basilica parishioners to accomplish a mission or task, keeping the Chair and Rector informed.

Section 4. The PAC Chair will resolve overlapping activities between committees.

Section 5. Each Standing Committee Chair shall present a report (with a written copy for the record) of its activities to the PAC during regularly scheduled meetings.

Section 6. Sub-committees may be necessary to carry out the work of PAC committees. Such sub-committees will be selected and supervised by the PAC member Chair of the corresponding Standing Committee and may be comprised of members of the PAC or Basilica registered parishioners as necessary to accomplish that sub-committee's mission or task.

Section 7. Sub-Committees may be temporary or permanent as necessary and approved by the Rector. The sub-committee's tenure shall not be affected by the appointment of new PAC members, but shall continue until the completion of its task, or until the PAC decides to terminate its activities.

ARTICLE VII – COMMITTEE FUNCTIONS

Section 1. The Membership Committee shall assist and support the Rector by working to increase Basilica membership and to support the existing membership of the Parish. It would be responsible for keeping the Rector apprised of parishioners' health and welfare status; of parishioners' pending activities such as extended absence or travel; and of changes or pending changes to parishioners' personal status such as marriage, births, or divorce. Responsibilities will also include developing and maintaining a database of parishioners' skills and how those skills could be made available to support Basilica activities or needs; following-up with newly registered members of the Parish and helping acquaint them with other Parish members and activities.

Section 2. The Spiritual Life Committee shall assist and support the Rector in developing a Spiritual Plan for the year. This shall include assisting with other liturgical duties including preparations for Mass; interacting with and making recommendations to the Music Director; developing a ministries training program; instituting parish retreats and missions; assisting in the planning of decorations in the Basilica that are consistent with the Church liturgical calendar; assisting in recruiting and training of liturgical ministers as needed.

Section 3. The Faith Formation Committee shall assist and support the Rector in coordinating and planning education programs for adults and children in the parish. These programs should include Rite of Christian Initiation for Adults (RCIA) classes, religious education classes for children in non-Catholic schools grades K-8, continuing religious education for adults in the Parish, Bible studies, marriage preparation classes, baptism classes, and any other educational and/or faith enriching classes or activities as determined by the Rector and the PAC.

Section 4. The Social Committee shall assist and support the Rector in promoting and co-ordinating designated Parish social activities and assisting in maintaining and publishing a calendar of Parish social events including Sunday coffees following Mass.

Section 5. The Social Welfare Committee will provide assistance to those in need - both to parishioners and to members of the community. The Committee shall coordinate a shut-in ministry, visitation of the sick, a bereavement ministry, mission programs, and other social outreach ministries as inspired by the Gospel: ...feeding the hungry, healing the sick, clothing the naked, giving drink to the thirsty, visiting prisoners, and being the salt of the earth and the light of the world.

Section 6. The Maintenance and Facilities Improvement Committee shall maintain a watchful eye on the physical condition of Parish physical facilities, and formulate plans, promote and coordinate upkeep and renovation activities in conjunction with the Parish Facilities Manager.

Section 7. The Communications and Community Outreach Committee shall be representatives of the PAC and Rector to assist in formulating plans and activities that will reach the spiritually lost in the local community; work with the Pastor on marketing strategies and public relations to help facilitate communication throughout the community.

ARTICLE VIII - MEETINGS

Section 1. An agenda shall be prepared prior to all meetings with input from the Executive Committee or any PAC member. The agenda must be approved by the Rector.

Section 2. Parishioners who desire to do so should suggest items for the agenda one week in advance or may introduce an item at the meeting but it may be tabled at the discretion of the Chair or Rector.

Section 3. Regular PAC meetings will be held monthly excluding the summer months during which called meetings will be conducted as necessary at the call of the Chair and with the approval of the Rector.

Section 4. Called meetings are at the discretion of the Rector or the Chair in consultation with the Rector, or by written request of three (3) members of the PAC. The purpose of a called meeting shall be stated in writing and at least three (3) days notice given if possible, and have the approval of the Rector.

Section 5. An Emergency meeting may be called by the Rector or Chair at any time but must be a bona fide emergency. In this instance a bona fide emergency would exist if failure to have a meeting and take corrective action or measures would result in catastrophic harm to the Parish entity, a Parish facility, or an individual Parish member.

Section 6. For any PAC meeting to go forward, whether regular or called, the Rector must be in attendance. If the Rector cannot attend, the meeting must be re-scheduled.

Section 7. PAC meetings and committee and subcommittee meetings shall be open to all parishioners as observers. If a parishioner wishes to make a comment, the Chair may recognize the parishioner after PAC members have completed their remarks. Comments may be considered by PAC members, and the discussion may be continued; or in the event discussion is closed, comments made by an observer may be considered during voting by PAC members. This Section also applies to sub committees.

Section 8. Disruption is the act of interrupting without recognition of the Chair, continuing to speak after a reasonable amount of time, or continuing to speak or make any commotion if requested to desist by the Chair. Disruption of PAC, committee or sub-committee proceedings is not allowed and anyone guilty of disruption will be requested to remain silent or to leave in peace at the discretion of the Chair. In any event, all parties will be treated with dignity and in the Spirit of Christ.

ARTICLE IX - APPROVAL OF COUNCIL ACTION

- Section 1. Fifty percent (50%) plus one (1) of the voting members of the PAC shall constitute a quorum. Voting may take place via email at the discretion of the Chair and under rules established by the Chair.
- Section 2. A vote by simple majority of the quorum constitutes disposition of any action pending before the PAC with the exception of Amendments to this Constitution (see Article X).
- Section 3. All actions proposed and approved by the PAC are recommendations to the Rector who shall have final discretion and must make in any event a definitive decision or take definitive action within a reasonable period of time.
- Section 4. In the case of a PAC/Rector irreconcilable disagreement, the PAC shall have the right to request a joint Rector/PAC meeting with the Bishop to resolve the matter.

ARTICLE X – AMENDMENTS

Steps 1. thru 10. will be followed to amend this Constitution and By-Laws:

1. A motion to Amend is submitted to the PAC in writing;
2. The motion is presented to the PAC by the Chair;
3. The motion is discussed and debated by the PAC;
4. The Chair closes the discussion and calls for a vote to ratify or disapprove the proposed Amendment;
5. The vote of $\frac{2}{3}$ of the entire PAC is required for the Amendment to be ratified;
6. If ratified, the Amendment must then be approved by the Rector.
7. The Rector must either approve or disapprove the ratified Amendment;
8. If approved, the Amendment becomes effective on the designated date and will be incorporated into the Constitution by the Recorder.
9. If the Rector does not approve the PAC may exercise its prerogative to appeal to the Bishop under the provisions of ARTICLE IX Section 4.
10. Upon completion of its incorporation into the Constitution the Recording Secretary makes distribution to all parties.

ARTICLE XI- PARLIMENTARY AUTHORITY

Christian charity and common courtesy shall govern the PAC meetings. (All parliamentary procedures of the PAC not covered by this Constitution and By-Laws shall be governed by the current issue of Roberts Rules of Order, revised.)

Approved by: *Basilica of St. Michael the Archangel Rector, the Very Reverend Joseph Callipare and the Pastoral Advisory Council on April 29, 2014*

Amendment 1

The Social Committee shall be co-chaired by an appointed member of the PAC whose regular term is three years and by the President of the Sodality during that person's one year term of office.

Approved by: *Basilica of St. Michael the Archangel Rector, the Very Reverend Joseph Callipare and the Pastoral Advisory Council on August 7, 2014*