

ST. CLETUS PARISH - PASTORAL CARE COMMISSION BY-LAWS

ARTICLE I – NAME

Section 1. The name of the organization shall be the St. Cletus Pastoral Care Commission and includes the following: Ministry of Care, Compassionate Care Ministry, and the Nursing Ministry, and any other Ministry designated by the Pastor.

ARTICLE II – PURPOSE

Section 1. The purpose of the Commission shall be: To provide ministry services to parishioners in need. Specifically, the Ministry of Care provides prayer, companionship and the Eucharist to the sick, elderly, handicapped, hospitalized and homebound. The Compassionate Care Ministry provides the recently bereaved with help and support of both a practical and spiritual nature, and the Nursing Ministry provides wellness help to parishioners.

Section 2. Pursuant to the purposes set forth in Section 1, the Commission shall perform the following functions:

- A. Oversee and take direct responsibility for the effective functioning of the Care Ministries, thereby ensuring that the ministers are effectively trained and those in need of these services receive them.
- B. Make recommendations to the Parish Pastoral Council [PPC] for shaping and guiding the mission of the Commission through open and constructive communication.

ARTICLE III – MEMBERSHIP

Section 1. The Commission shall consist of the Staff Liaison designees responsible for the member ministries, the two PPC representatives, and a minimum of two persons from each of the Ministry of Care Ministry, the Compassionate Care Ministry and one member from the Nursing Ministry nominated collectively by those respective ministries.

Section 2. A quorum shall be a minimum of six members from those listed in this Commission.

ARTICLE IV – OFFICERS

Section 1. The officers of the Commission shall consist of a Chairperson, Co-chairperson and Secretary.

- A. The Chairperson shall:
 - 1) Conduct all meetings of the Commission.
 - 2) Organize and coordinate activities and process of the Commission and assist in preparing agendas.
 - 3) Monitor implementation of recommendations of the Commission and report on such to the PPC as required or deemed necessary by the PPC or the Commission

- B. The Co-chairperson of the Commission shall:
 - 1). Serve in the absence of the Chairperson
 - 2). Serve as interim chairperson should the chairperson resign or be removed for any reason until an election can be held by the commission members to elect a replacement chairperson.

- C. The Secretary shall:
 - 1) Record the minutes of the Commission's regular and special meetings;
 - 2) Transcribe the minutes and preserve them in a permanent record;
 - 3) Distribute copies of such minutes to all members of the Commission at least one week prior to the next meeting, along with an agenda for that meeting.
 - 4) Ensure minutes reflect all members present or absent.

ARTICLE V – ELECTIONS OF OFFICERS

Section 1. Officer Elections.

- A. The officers of the Commission shall be elected for a term of two (2) years by a majority of the Members of the Commission. Staff Liaison designees and PPC representatives may not hold office. The term of office shall begin on November 1st and conclude on the 31st of October two years later.

- B. The election of officers shall be conducted at the October meeting of the Commission, with the election of the Chairperson and Secretary taking place on alternate years.

- C. There shall be no limitation on the number of consecutive terms any officer may serve.

ARTICLE VI – VACANCIES

Section 1. Filling Vacancies on the Commission.

- A. Any member or officer of the Commission may resign by filing a written resignation with the Chairperson.

- B. Any vacancy of a representative member shall be filled for the unexpired term by appointment by the respective ministry that appointed the departing member.

- C. Any vacancy of an officer shall be filled by the election of a member to complete the unexpired term by a majority vote of the Commission members. Staff Liaison Designees are non voting members as per Article V, A.

ARTICLE VII – AMENDMENT OF THE BYLAWS

Section 1. Amendment of these Bylaws shall be by two-thirds vote of Commission members in attendance at a meeting of the Commission.