

**BYLAWS OF THE PARISH PASTORAL COUNCIL
OF THE
CHURCH OF ST. IGNATIUS OF LOYOLA**

- I. NAME**
- II. PURPOSE AND OBJECTIVES**
- III. AUTHORITY AND JURISDICTION**
- IV. MEMBERSHIP**
- V. NOMINATION AND SELECTION OF MEMBERS**
- VI. OFFICERS & MEMBERS**
- VII. PARISH FINANCE COUNCIL**
- VIII. PARISH COMMISSIONS**
- IX. MEETINGS**
- X. REVISIONS AND AMENDMENTS**

ARTICLE I – NAME

The name of this body shall be the Parish Pastoral Council [PPC] of the Church of Saint Ignatius of Loyola, Chestnut Hill, MA.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1 – Purpose

To provide prayerful, discerning, leadership with the pastor to ensure and implement the mission of St. Ignatius parish by facilitating the planning, initiation, promotion, and review of the evangelization, worship, spiritual formation, religious education, social justice and other service activities within the parish community.

Section 2 – Objectives

- A. To assess adequately the needs of the whole parish and its members.
- B. To foster unity and a sense of community in the parish and to ensure that all parish activities are conducted in a manner that will best serve the interests of the parish as a whole.
- C. To ensure that a high quality of Faith and Spiritual Formation Programs, reflecting Ignatian Spirituality, are provided for both adults and children of the parish and that our Sacred Liturgies support the spiritual welfare of our parishioners.
- D. To ensure that the teaching of the Church on Peace and Justice are proclaimed through education, advocacy and service.
- E. To ensure that an active, balanced program of social, cultural, and educational activities is available to parishioners.
- F. To oversee development, implementation, evaluation and communication of short- and long-term plans for the parish.

ARTICLE III – AUTHORITY AND JURISDICTION

Section 1 – Policy Making

The Pastor is the administrator of the parish and as such is responsible to the Archbishop. The PPC is a discerning body alongside the pastor for all governance matters of the parish, including but not limited to spiritual, educational and social except to the extent limited by Church law (e.g. Parish Finance Council), faith and morals, diocesan policy, and civil law.

Section 2 – Decisions of the PPC

Consensus through Communal Apostolic Discernment (CAD) is the normal process for decision making within the PPC. To be most effective the process requires:

- a) genuine Ignatian indifference, that is, putting aside one's own agenda;
- b) listening as well as speaking on the part of all;
- c) placing the best interpretation on the thoughts and opinions of another.

If consensus cannot be reached according to the Chairperson, the matter is tabled for further prayer and reflection.

Section 3 – Pastor Action and Diocesan/Provincial Appeal

Since the Pastor is part of the prayerful discernment and consensus building process, decisions will reside with the entire body of the PPC.

Should the relationship between the pastor and the PPC become strained, either may appeal to the Jesuits UEA Provincial Assistant for Parishes or the appropriate diocesan board.

ARTICLE IV – MEMBERSHIP

Section 1 – Members

- A. The PPC shall normally be composed of not fewer than 10 and no more than 12 members.
- B. Although the PPC is not a representative, but discerning body, it is desirable to have representation from all aspects of the parish to the extent possible.
- C. PPC members may serve as members but not as chairperson of a Parish Commission in the parish. If they already serve as chairperson for a commission, they will have to resign that position before joining the PPC.

Section 2 – Commitment

Members of the PPC are expected to be in regular attendance at meetings and to participate in retreats and other PPC sponsored functions. A PPC member who finds it necessary to be absent from two or more meetings should reassess his or her ability to make the necessary commitment to serve as a member of the PPC.

Section 3 – Vacancies

In the event that a vacancy occurs among the PPC members during the year, the members shall consider selecting a qualified person to serve the unexpired term beginning immediately.

Section 4 – Taking Office

Members shall normally take office at the September meeting of the PPC, and will serve until their successors take office.

ARTICLE V – NOMINATION AND SELECTION OF MEMBERS

Section 1 – Eligibility

Any parishioner who:

- a) has attained the age of eighteen years by the date of the selection process,
- b) is a fully initiated member of the Church and
- c) is, or has been, active in at least one aspect of parish life,

shall be eligible for selection to membership on the PPC.

Section 2 – Nomination

In January of each year the PPC will assess the number of anticipated vacancies by September of that year. At this time, also, three currently-serving PPC members will be appointed to serve as a Nominating Committee to evaluate PPC nominees and make a recommendation of suitable candidates to the whole PPC.

In February or early March of each year, the parish will be notified that the PPC is accepting self-nominations or nominations of others.

All those nominated by a third party will be contacted by one of the current PPC members to explore interest, explain in some detail the function and way of proceeding of the PPC as a listening and discerning body, and answer questions.

Any interested nominee should then provide a written statement of why he or she feels called to serve on the PPC and engage in the PPC's way of proceeding. This statement should include reference to their experience of and involvement in the parish as well as any other personal background that the nominee feels would be helpful to the process.

The Nominating Committee will:

- a) collect the written statements,
- b) interview each of the nominees,
- c) in the event that any nominees are personally known to a current PPC member, solicit comments from them regarding known nominees and
- d) use the collected information to identify the nominees suitable to present to the whole PPC.

Section 3 – Selection

Having read and reflected upon all statements in advance, the pastor, because of his unique role in the parish, can remove any nominee from consideration.

No later than June, the Nominating Committee will present to the PPC the list of suitable nominees with supporting documents and offer a summary of each. Questions and comments will in turn be raised by each PPC member, including the Pastor. The highest objective would be for the PPC to reach a consensus around the best nominees for the vacancies. If consensus cannot be achieved for a given nominee, the nomination will be tabled and reconsidered at the next PPC meeting. If consensus still cannot be achieved, and it is not a matter covered by Article VI, Section 6 B, that nominee will not be admitted as a member of the PPC.

In the case that the number of suitable nominees exceeds the number of vacancies on the PPC, the members will use the Nominal Group Technique in secret ballot, assigning reverse values for their top 3 choices. A members' first choice will receive a value of 3, second choice 2, and third choice 1.

Those nominees with the highest aggregate number will be elected, up to the number needed to fulfill the vacancy or vacancies.

In case of a tie, the Nominal Group Technique will be used again but limited only to those candidates that were in the tie.

It is not necessary to fill all openings in the case of too few suitable nominees.

Section 4 – Term of Office

Members shall serve a term of a full three years. Members in good standing may continue for a second full or partial term renewing their commitment annually. No parishioner shall serve more than two consecutive terms. Those wishing to serve additional terms, must leave the PPC for at least one full-year before being considered for selection. Normally, no more than two members shall be replaced at one time.

ARTICLE VI – OFFICERS & MEMBERS

Section 1 – Officers

The officers of the PPC shall be a Chairperson, Vice Chairperson and Secretary.

Section 2 – Selection of Officers

The continuing members of the PPC shall, in a Spring meeting each year, select the Chairperson when their 3-year term is completed, and also a Vice Chairperson and Secretary for the next academic year using the decision process in Article III, Section 2.

Section 3 - Terms of Officers

- A. The Chairperson, regardless of the previous number of years on the PPC, shall serve for 3 years as Chairperson with a possible one-year renewal for another two years for a maximum of 5 years as Chairperson. They may stay on as a PPC member for an additional year.
- B. The Vice Chairperson will serve for one-year, renewable yearly for no more than

3 years or until their term of membership ends.

- C. The Secretary will serve for at least one year but can be renewed each year until the end of their term of membership on the PPC.

Section 4 - Duties of Officers

- A. The Chairperson
 - a) Presides at PPC meetings.
 - b) Meets with the Pastor to prepare agenda.
- B. Vice Chairperson
 - a) In the Chairperson's absence, chairs PPC meeting.
 - b) Meets with Pastor and Chairperson to prepare agenda.
- C. Secretary
 - a) Keeps accurate minutes of PPC meetings and
 - b) Submits copies to the Chairperson for submission to members.

Section 5 - Duties of Members

All members are:

- a) expected to be persons of prayer who regularly attend mass at the parish;
- b) to come prepared for the meeting;
- c) have regular attendance;
- d) be disposed to put the best interpretation on the words and actions of another;
- e) expected to set aside their own agenda;
- f) to be disposed to discern how the Spirit is working in the PPC in order to arrive at consensus.

Section 6 - Removal of Members

- A. In the case of excessive absenteeism, the Chairperson, with prior approval of the Pastor, will discuss the absenteeism with the PPC member. If the member is not able to commit to the obligations of the role, the member may be removed from the PPC.

- B. If a member seems unable to help the PPC to achieve consensus, the Chairperson will have an initial conversation with that member.
- C. If after meeting with the Chairperson, a member persists, the Chairperson with the Pastor's approval will remove the member.
- D. The Pastor may remove a PPC member at any time and will inform the Council of his decision.

ARTICLE VII – PARISH FINANCE COUNCIL

This Council, under the jurisdiction of the Pastor, will report to the PPC at least annually, giving a full understanding of the current financial health of the parish.

ARTICLE VIII – PARISH COMMISSIONS

Section 1 – Parish Commissions

- A. Purpose
 - a) Parish Commissions are established to assist in carrying out various ministries and services for the parish.
 - b) Commissions work as advisory bodies to the Pastor, Pastoral staff and PPC to aid in carrying out the mission of the Parish with respect to their particular area of competency.
- B. Establishment and Maintenance
 - a) Commissions are established by the PPC.
 - b) Any parish group wishing to establish themselves as a new Commission shall submit to the PPC a formal proposal in writing.
 - c) Each Commission determines an overall goal which directs its activities.
 - d) Each Commission creates an annual summary to present to the PPC of

activities and major events including successes, failures, and challenges.

- C. Membership and Relationship to the PPC
- a) Commissions are open to all members of the Parish.
 - b) The Chairperson of each Commission is decided within the Commission.
 - c) PPC will meet yearly with the Chairperson, Staff Liaison and/or other representatives from each Commission.
 - d) If a Commission has specific business with the PPC, a named representative is invited to attend part of the regular PPC meeting.

Section 2 – Currently Established Parish Commissions are:

- A. Liturgy
- B. Spiritual Development & Ignatian Community Building
- C. Faith Formation
- D. Outreach Ministries
- E. Peace, Justice and Reconciliation consisting of three major sub-commissions:
 - a) Immigration
 - b) Racial Justice
 - c) Green Team
 - d) LGBTQ+

Section 3 – Responsibilities of Commission Chairperson and/or Staff Liaison

- A. Open membership.
- B. Determine frequency of meetings from September through June.
- C. Organize the duties of the Commission.
- D. Report to the PPC on the activities, progress and needs of the Commission at least annually.
- E. Publish the time and place of each meeting.

ARTICLE IX – MEETINGS

Section 1 – PPC Meetings

- A. Regular meetings of the PPC shall be held at least once a month from September through June.
- B. The time and place shall be determined by the Chairperson in consultation with members.
- C. The agenda for each meeting is prepared by the PPC Officers in consultation with the Pastor.
- D. Members of the PPC may submit items to the Officers to be included on the agenda.

ARTICLE X – REVISIONS AND AMENDMENTS

Section 1 – Submittal of Proposed Revisions and Amendments

Proposed revisions or amendments shall be submitted to PPC members in writing prior to any consideration by the PPC on the change.

Section 2 - Revision and Amendment Voting

These Bylaws may be revised or amended at any regular meeting where two-thirds of the total membership are present. The changes are accepted or rejected by the PPC using the normal decision-making process (see Article 3, Section 2).

Section 3 – Review of Bylaws

These Bylaws and any amendments should be reviewed periodically.

Originally Adopted January 2, 1988

Revised in 1992

Revised June 11, 2002

Revised September 14, 2004

Revised April 12, 2016

Revised October 9, 2019

Revised March 3, 2021

Revised March 8, 2023

Revised May 8, 2024