

Incarnation Parish Pastoral Council Statutes

Revised [**March/2026**]

Purpose

1. The Incarnation Parish Pastoral Council, hereafter Parish Council, is established according to the norms of Canon Law and the particular law of the Diocese of Peoria. The Pastor presides over the Parish Council which serves as a consultative body to advise him in fostering pastoral activity in the parish.
2. The Parish Council assists the Pastor:
 - in promoting the Catholic faith in the Parish and in the community;
 - in developing a pastoral plan to make disciples of all nations and facilitating the participation of parishioners;
 - in monitoring Parish activities for effectiveness;
 - in coordinating charitable works for those in need in the parish and the community; and
 - in communication with members of the parish.
3. The Parish Council does not take part in confidential matters or in personnel decisions.

Membership

4. The Parish Council is presided over by the Pastor and is composed of ex officio and appointed members.
5. The ex officio members include the parish trustees, the parochial vicar, and the coordinator of evangelization. These persons are ex officio members of the Parish Council for as long as they hold this position.
6. The Parish Council shall also have 8 appointed members who are chosen to serve a term of three years. Council members may not serve more than two

consecutive terms. The terms of the selected members shall be staggered.

7. The term for Council members shall begin in January of each year.
8. A member with three consecutive unexcused absences shall cease to be a member of the Parish Council. A member may also resign from the Parish Council by submitting his or her resignation to the President or Pastor.
9. When a vacancy occurs on the Council, the Pastor, after seeking advice from the Council, shall appoint a replacement to serve out the member's unexpired term.

Appointment of Members

10. Any adult registered member of the Parish in good standing is eligible to become a member of the Council. It is desirable if the members of the Parish Council be chosen from among the various worship sites.
11. Notice of upcoming openings in the Parish Council shall be given to the parishioners, inviting them to nominate new members of the Parish Council. The notice shall indicate to whom the nominations should be presented.
12. Nominations of new members may be submitted by one month before the anticipated opening. A member may nominate himself or herself, or may be nominated by another parishioner. The members of the Parish Council should encourage the nominations of qualified parishioners. The Pastor shall appoint those nominated unless he judges them unqualified to serve.
13. A member of the Parish Council who is completing a first term, and who desires to serve a second term, may renominate himself or herself.
14. After hearing the members of the Parish Council at the meeting in December, the Pastor shall appoint the new members of the Parish Council from those

nominated.

15. The newly appointed members shall be announced in the Parish bulletin.

Officers

16. The officers shall be President, Vice President and Secretary.

17. The President shall lead meetings of the Council. The President shall be responsible for preparing an agenda for each Council meeting in conjunction with the Pastor. The President may appoint ad hoc committees as may be useful.

18. The Vice President shall perform the duties of the President in his or her absence.

19. The Secretary shall keep minutes of each meeting and shall distribute those minutes for approval at the following meeting. A copy of the minutes shall be kept by the Parish.

20. After receiving the advice of the members of the Council, the Pastor shall appoint the officers at the first meeting of the new term.

Meetings

21. The Parish Council shall meet regularly, at least 6 times per year, generally on the 3rd Wednesday of the month. The President or the Pastor may reschedule or cancel any regular meeting.

22. The Pastor or President may convene special meetings upon notice to all members of the Council.

23. A quorum for any meeting shall consist of 50% plus 1 of the voting

members. Ex officio members do not vote.

24. Recommendations of the Parish Council may be made to the Pastor by consensus. When a vote is necessary, motions shall be approved by simple majority of the voting members.
25. The Council meetings are not open to the public. Guests may be invited by the President or the Pastor.
26. Topics for discussion may be recommended to the President by any parishioner. The topic may be added to the agenda of a Council meeting with the approval of the President or the Pastor.

Committees

27. The President may form ad hoc committees when useful. The committee may be composed of Parish Council members or other non-members. The committee chair shall be a Parish Council member.
28. The Parish Council may vote to establish standing committees which shall continue from year to year. Standing committees may be established for nominations/elections, evangelization, education, spirituality, or any other worthy purpose.

Amendments

29. These statutes may be amended by the Pastor or by a two-thirds (2/3) vote of all voting members of the Council, with the approval of the Bishop or Vicar General in accord with the norm of the particular law of the Diocese of Peoria.

These statutes were adopted by the Parish Council, with the approval of the Pastor on March 18, 2026.

Pastor (printed)

Pastor (signed)

Date