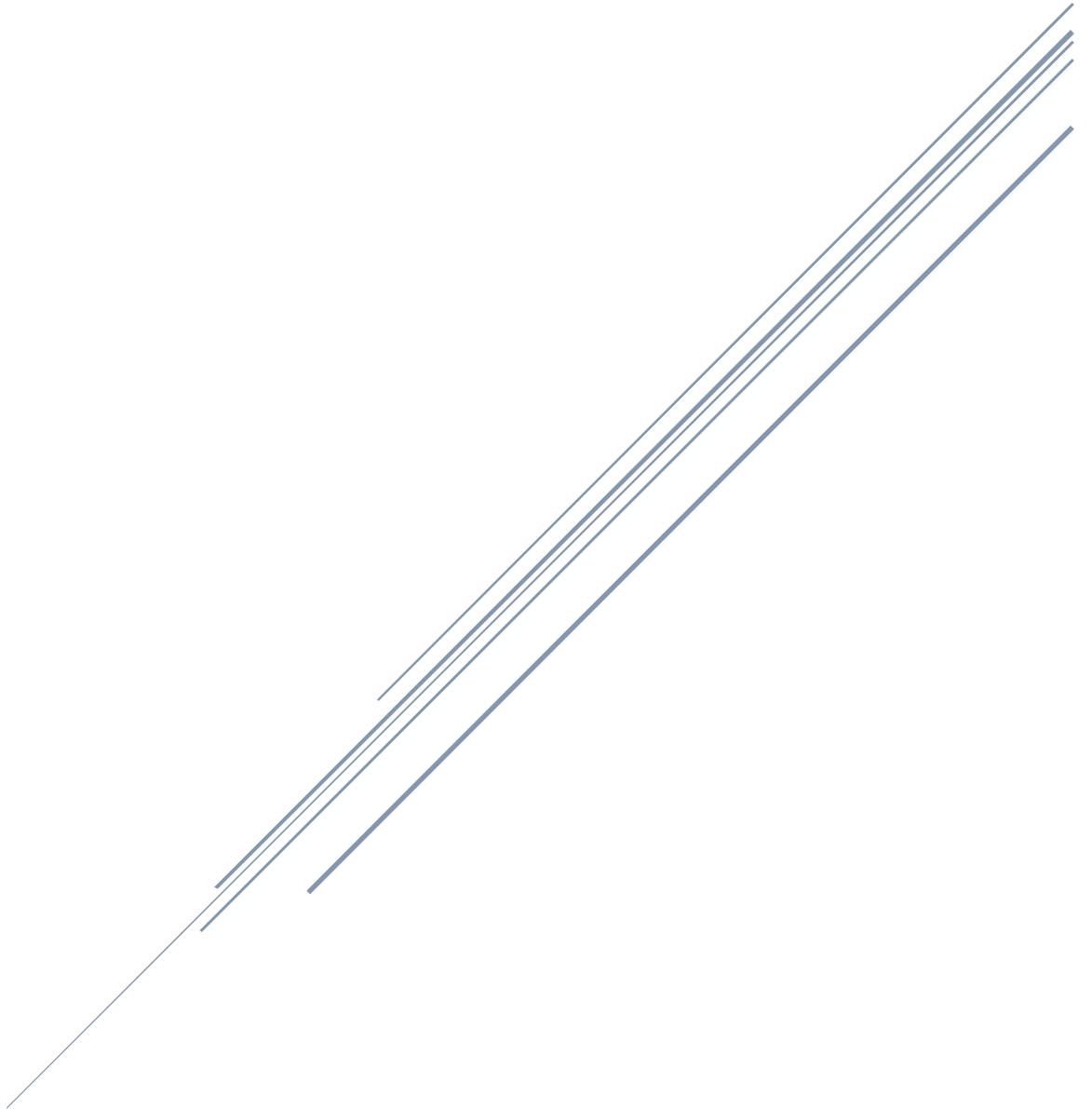


SAINT OLAF CATHOLIC PARISH

Pastoral Council Bylaws

February 19, 2026

Saint Olaf Catholic Parish - 276 E 1700 S, Bountiful, Utah 84010



February 2026

Saint Olaf Parish Pastoral Council Guidelines (By Laws)

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These guidelines may be amended by recommendation to, and acceptance by the Pastor, at any regular meeting, or by a special meeting called for this purpose.

PREAMBLE

We, the members of the Saint Olaf Parish community, Bountiful, Utah, affirming our union with the People of God through the grace of the Holy Spirit, recognizing ourselves as sharers in the role of Christ, the Priest, the Prophet, and the King, declaring ourselves willing to accept the mission of Our Lord Jesus Christ to carry on His work of salvation, pledging our cooperation with the pastor assigned to our parish in carrying out the apostolate of the Holy Catholic Church through an advisory role with respect to its spiritual, education, social and administrative matters, do hereby join together and form a Parish Pastoral Council.

ARTICLE I – NAME

The name of this body shall be the Saint Olaf Pastoral Council, hereinafter referred to as “Pastoral Council”.

ARTICLE II – AUTHORITY AND RESPONSIBILITY

In each diocese, to the extent that pastoral circumstances recommend it, a pastoral council is to be established whose responsibility it is under the authority of the bishop, to investigate all things pertaining to pastoral works, to ponder them and to propose practical conclusions about them” (Canon 511).

SAFE ENVIRONMENT: The Diocese of Salt Lake City is committed to ensuring the safety of children, young people and vulnerable adults and providing pastoral outreach to victims.

ARTICLE III – PURPOSE AND FUNCTIONS

Section 1. Purpose. The purpose of the Pastoral Council shall be:

“It will be the function of this council to investigate and consider matters relating to pastoral activity and to formulate practical conclusions concerning them.” (Vatican II: The Pastoral Council Decree on Bishops, no. 27)

- a. **Like Diocesan Pastoral Councils**, Parish Pastoral Councils will investigate the pastoral environment, reflect on it, and recommend conclusions to the pastor:
- b. Discern the religious and temporal needs of the parish and its people.
- c. Establish goals to meet those needs
- d. Identify and utilize the resources to meet those needs.
- e. Provide an open, affirmative forum of communication and dialogue between pastor, staff, parish organization and parishioners regarding parish affairs.
- f. Make visible the life of the parish community and bring influence for good in the local community.
- g. Participate with the local community in activities where the Church should have an active role.

Section 2. Function. Pursuant to the purposes set forth in Section 1 of article II, the Council shall perform the following functions:

- a. Stimulate dialogue and communication with fellow parishioners and local community members through social encounters, special meetings, personal endeavors, wherever the pastoral climate is made manifest.
- b. Reflection on the pastoral environment, goals and solutions may be communicated through the parish bulletin, web and social media, pulpit announcements and meeting summaries.
- c. Through dignified, meaningful, and updated affirmative communication the celebration of the sacred liturgy, people truly participate and are awakened to the depth and richness of the Eucharistic celebration.

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ARTICLE IV – MEMBERSHIP

The church expects that council members can study, reflect, and recommend conclusions.

Section 1. Pastoral Council Membership

- a. Membership shall consist of four categories: permanent members (Ex-Officio), elected members, ministry leaders from regular parish ministries and appointed members.
 - 1) **Permanent Members (Ex-Officio)** shall be the: Pastor or Administrator, Deacon, President, Vice-President, Recording Secretary, Office Manager, School Principal, Music Director, Finance Chairman and Directors of Faith Formation and Order of Christian Initiation.
 - 2) **Ministry Leaders:** (Standing Ministries) The leader elected by each ministry. No member of the Council shall represent more than one ministry: Council of Women, Knights of Columbus, Ladies of Charity, Youth Ministry, Young Adult Ministry, Vocations Ministry, Respect for Life, and Hispanic Ministry.
 - 3) **Elected Members:** There can be up to 4 members elected from the parish to the role of Member-at-Large.
 - 4) **Appointed Members:** Building and Maintenance, Home and School Representative, Giving Tree.
- b. All members are voting members

Section 2. Qualification of Members

- a. To qualify as a member of the Pastoral Council, the candidate must be a practicing Catholic from Saint Olaf Parish or a practicing Christian married to a parishioner.
- b. 16 years of age or over
- c. Desire to serve the Church and work toward the betterment of the whole parish and community.
- d. Willingness to commit time and effort to meetings and committee work.

Section 3 – Meeting Attendance and Participation

- a. The pastoral council is a volunteer organization. Though not mandatory, attendance and participation at the meetings is expected.
- b. Membership in the Pastoral Council is a serious obligation for the functioning of the Parish.
- c. If a member is unable to attend a meeting, he or she should notify the secretary or the president and send a substitute if possible.
- d. If any member fails to attend regularly without excuse or is unable to carry out the functions of his/her role, the Executive Committee will contact the person to determine his/her intent towards future participation.
- e. Continued membership is at the discretion of the pastor or executive committee

ARTICLE V – OFFICERS

- a. The officers of the Pastoral Council serve at the discretion of the Pastor and council.
- b. They shall be President, Vice-President, and the Recording Secretary.
- c. The officers shall be installed at the discretion of the pastor usually at first official meeting of each term

Section 1. The President shall:

- a. Preside over all meetings of the Pastoral Council.
- b. By direction of the pastor and in corroboration with other members, will accept and welcome membership of all standing and ad hoc committees.
- c. Report to the pastor and parishioners periodically the progress of the Council.
- d. Represent the Pastoral Council to external organizations, in partnerships with local charities, interfaith groups, and community service projects, fundraising initiatives, community outreach ensuring alignment with the parish's mission and values.

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Section 2. The Vice-President shall:

- a. Perform all responsibilities of the President should the president become absent or unable to function.
- b. Perform other duties as assigned by the President.
- c. Act as a liaison between the Pastoral Council and external organizations, representing the parish's interests and values in partnerships with local charities, interfaith groups, and community service projects when the President is not available or when the president assigned it as an additional duty or responsibility.
- d. Participate in the planning and execution of major parish events, such as festivals, fundraisers, and religious celebrations, contributing to their success through logistical coordination, volunteer recruitment, and promotional activities.

Section 3. The Recording Secretary shall:

- a. Take minutes of all regular and special meetings of the Pastoral Council,
- b. Preserve them in a permanent record,
- c. Send copies of such minutes to all members of the Pastoral Council at least one week prior to the next regularly scheduled meeting.
- d. Maintain attendance records and other records of the Pastoral Council.
- e. Perform other duties as assigned by the President.
- f. When the President and Vice President are not available or when the president or pastor assigns attendance as an additional duty, the recorder will act as a liaison between the Pastoral Council and external organizations, representing the parish's interests and values in partnerships with local charities, interfaith groups, and community service projects
- g. Participate in the planning and execution of major parish events, such as festivals, fundraisers, and religious celebrations, contributing to their success through logistical coordination, volunteer recruitment, and promotional activities.

ARTICLE VI – EXECUTIVE COMMITTEE

- a. The Executive Committee shall be composed of the pastor, office manager and the officers of the council. (Pastor or Deacon, President, Vice-President, Recording Secretary, Office Manager)
- b. It shall be the responsibility of the Executive Committee to prepare and distribute the agenda for all meetings of the council.
- c. Shall provide summaries of Pastoral Council actions for the parish bulletin or through other methods of parish communication.
- d. Reserve and ensure adequate meeting space to accommodate all council members.

ARTICLE VII – MINISTRIES

Section 1. The ministries of the Council shall be Worship, Education, Service, Stewardship

a. Worship

- 1) Liturgy - Promote renewal through liturgical catechesis that inspires vibrant and uplifting Eucharistic celebrations that foster Catholic identity amidst the diversity of the community.
- 2) Music - Develop and promote vibrant music ministry programs.

b. Education

- 1) Faith Formation - comprehensive vision of faith formation that realigns the Office of Religious Education to include more specialized adult faith formation (e.g., ministry formation, liturgical formation, Hispanic Ministry).

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- 2) Order of Christian Initiation Adult
- 3) School
- 4) Youth Ministry/Young Adult Ministry - Promote and enhance comprehensive Youth Ministry in parishes and missions appropriate to the context.
- 5) Vocations
- 6) Respect for Life
- 7) Home and School

c. Service

- 1) Council of Women
- 2) Knights of Columbus
- 3) Ladies of Charity
- 4) Communications
- 5) Members-at-Large

d. Stewardship

- 8) Finance – The Finance Committee is not part of the Pastoral Council under canon law. However, a close liaison should be maintained through information and recommendations.)
- 9) Building and Maintenance

Section 2. Other permanent or Ad Hoc Committees may be established as required. Membership of committees will be drawn from the entire parish. (i.e. Giving Tree, Catholic Identity, Unity in Diversity, Dignity of the Human Person)

Section 3. Building and Maintenance Advisor, through input, inspection and reported repairs, will discern the physical needs of the entire parish campus:

- a. Will determine the priorities of maintenance and upkeep projects of parish property.
- b. Undertake any improvements, enlargements to the property which may be deemed necessary, except where the decision in such matters is reserved to the bishop.
- c. Necessary repairs should be reported to the church office. The work will be prioritized in collaboration with the pastor.

ARTICLE VIII – MEETINGS

- a. The pastoral council year begins on the first day of August. All members should be prepared to conduct business with the August meeting. Date of member Installation will be determined.
- b. The Pastoral council will meet at least once each month, except for June and July of each year.
- c. At the pastor's discretion, meetings are usually scheduled on the second Monday of each month adjusted for long weekends and holidays.
- d. August meeting may be rescheduled at the pastor's discretion to reduce conflicts with back-to-school events.
- e. Meetings are open to all parishioners to attend. However, participation in council discussion by non-members will be at the invitation or permission of the pastor or presiding officer.
- f. A quorum at each meeting will be at least half the council membership.
- g. Decisions will normally be reached by the consensus method.
- h. Minimize formal parliamentary procedures and voting.
- i. Formal policy decisions are finalized through formal procedures: Motion, Second, Majority Vote.
- j. Formal policy decisions will be documented as an amendment to this document on the signature page.

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k. In the event of a tie or split vote, the pastor will carry the final vote.

ARTICLE IX – NOMINATION AND TERM OF APPOINTMENT

Section 1 – Vacancies

- a. When unplanned vacancies occur on the council, the vacant position shall be filled as soon as practicable. (within 2 meetings, if possible)
- b. The Pastor will seek input about a suitable candidate from the Pastoral Council, other organizations, and individuals from the parish.
- c. The pastor will decide what method of assumption will be used:
 - 1) **Popular Election.** Involves voting by ballot which is distributed and involves the entire parish in the selection of council members by popular vote.
 - 2) **Discernment.** Requires that a small number of educated parishioners discern who should be on the council.
 - 3) **Hybrid.** Selecting council members at an open meeting combines the merits of election and discernment.

Section 2 – Elections

- a. At the end of a term of office, for elected members, a general election is scheduled during the last months of the term. (i.e. Nominations in April, Elections in May, new officers take over at the start of the subsequent term)
- b. **Nominations** – Nominations to the elected positions will be solicited from the parish members at large, vetted and approved with concurrence of the pastor.
- c. **Elections** – Elections will take place for the candidates vetted through the nomination process.
 - 1) The entire parish is permitted to vote for the candidates presented on the ballot.
 - 2) The election is decided by popular vote. The top vote getters are presented to the council for installation.
 - 3) Installation occurs at the discretion of the pastor and concurrence of the council.
- d. **Appointment** – Appointment is for a two-year term but may be modified to meet the needs of the parish.
- e. **Members-at-Large** – New members are elected for a two-year term and assume their role with the first meeting of the new term.

Section 3 - Term of Office:

- a. **Permanent Members (Ex-Officio)** Shall serve at the discretion of the pastor.
- b. **Ministry Leaders:** Shall remain as a representative to the pastoral council for as long as that person holds office in their respective ministry.
- c. **Elected Members:** Shall serve a term of office of two years.
- d. **Appointed Members:** Shall remain as representative to the pastoral council at the discretion of the pastor.

ARTICLE X - ROLE OF THE PASTOR IN THE PASTORAL COUNCIL

- a. The pastor, first, seeks consultation and guidance with the council. The pastor invites a representative group of parishioners to study, reflect upon, and draw conclusions about some aspect of the parish reality.
- b. The pastor consults, not because he wants to surrender responsibility for the parish, but because he wants to exercise it wisely. The pastor who consults, wants to know his people better and serve them more effectively.
- c. The pastor's role is to guide the consultation so that it might lead to wisdom, the wisdom that should inform his decisions.

ARTICLE XI - Document Review: These bylaws shall be reviewed by the council membership at least every three years, upon petition by the council membership or upon the election of a new president.

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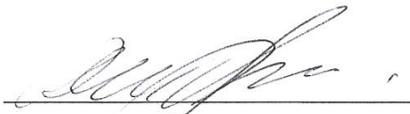
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SUMMARY

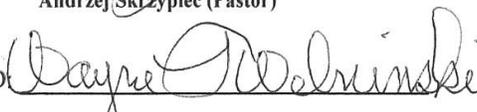
Catholic pastors consult pastoral councils to be better leaders. Bishops and priests ask their council members to investigate some aspect of the church, reflect on it, and recommend their conclusions. In brief, the work of the pastoral council is pastoral planning.

Council nominees and members usually possess a good working knowledge of their parishes. They know what the parish does, how it operates, and who the key leaders are. Serving on a council also requires the member to understand what a parish can and should be.

This council's mandate is to understand the needs of Saint Olaf Parish and its Community. As the only beacon of Catholic education between Ogden and Salt Lake our council can set the example that shines brighter than all others. We can make our church become the spotlight in the community through consistent welcome and care of all that enter?

APPROVED: 
Andrzej Skrzypiec (Pastor)

Date: 2-22-26

APPROVED: 
Wayne L. Welninski (President)

Date: FEB 18, 2026

AMMENDMENTS

1. **COVID 19 End Plan – Saint Olaf Catholic Church – PC041921**
Prescribes the conditions under which Saint Olaf Parish will proceed toward normal operations at the end of the COVID 19 pandemic.
2. **(RESCINDED) September 2025** – There was discussion of the implications of publicly using the word “BINGO” when advertising on the marquee. It is thought that our parish is flaunting the idea of playing games of chance in a state where gambling is illegal.
 - a. Our council concluded that “BINGO” would be shared only within our community and not advertised publicly.
 - b. **MOTION** proposed that the word BINGO not be posted on the marquee in front of the school. It was seconded and approved unanimously by the 12 members present.

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Introduction to Parish Pastoral Council – Dr. Mark Fischer (<https://www.pastoralcouncils.com/>)

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From: Mark Fischer <markffischer@gmail.com>

Sent: Wednesday, November 18, 2020, 4:37 PM

To: W L WELNINSKI

Subject: Re: Extracts from your Power Point Presentations

Dear Mr. Welninski,

Thanks for the good words about my website. Please feel free to use the material -- I'm glad you find it useful.
Mark

On Wed, Nov 18, 2020, at 8:39 AM W L WELNINSKI wrote:

Dr. Fischer

I have recently become the president of my parish's Pastoral Council.

In my eagerness to learn and form a basis from which to operate, I have browsed, read, perused, and watched much of the information on the www.pastoralcouncils.com website.

The information has been a boon to my knowledge and will certainly help me guide my council in the direction intended by current thought and guidance.

Part and parcel to my new role is the updating of our current council guidelines.

May I take extracts from the power point slides and insert them as part of the guidance in our amended document?

Items that quote authority, roles of councilors, pastor and conduct of elections.

Thank you very much for your attention.

If there are questions, please contact me by email or the cell number listed below.

V/r

Wayne L. Welninski

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Saint Olaf Catholic Parish Pastoral Council - Organizational Chart (2026)

