

# THE JAIPUR DIOCESAN PASTORAL COUNCIL



## CONSTITUTION AND BYE LAWS

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# Forward

“There is an appointed time for everything and a time for every affair under the heavens, a time to be born and a time to die. A time to plant .....” thus begins the third chapter of the book of Ecclesiastes. Today I rejoice in the Lord for it is an opportune time to be born and a time to plant.

The Catholic Diocese of Jaipur was erected on August 28th 2008, bifurcating it from Ajmer-Jaipur Diocese. My ardent desire at the time of my installation, was to set up a Diocesan Pastoral Council at the earliest in order to provide a platform to the faithful of the Diocese to be actively involved in the evangelical life of the Church in Jaipur Diocese. Information was conveyed to all the Parish Priests to set up Parish Pastoral Council in all parishes and see to its effective functioning. It did take two summers, by the time all parishes realized this plan.

Meanwhile the Constitution of Parish Pastoral Council was printed and made available to all Parish Council members. A seminar was conducted at Bikaner, in which 40 parish council members from Bikaner zone participated ; while the one in Jaipur was attended by 75 parish council members, from Jaipur and Alwar zones. The seminar was to explain and acquaint the faithful with the functioning of the Parish Council ; the rights and duties of council members and their role in the Parish.

After a thorough preparation, we are now launching the Diocesan Pastoral Council. The Constitution and Bye Laws of the Jaipur Diocesan Pastoral Council are being published. We invoke the blessings of the Holy Spirit on all members of this Council that He may inspire and guide, mould and form their minds and hearts so that they become true witnesses of the Gospel, in the Diocese of Jaipur and ardent seekers of the Truth.

+Oswald Lewis

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## THE JAIPUR DIOCESAN PASTORAL COUNCIL

### CONSTITUTION AND BYE-LAWS

#### 1.1.0. Preamble :

1.1.1. Vatican II says. "The pastors, indeed, know well how much the laity contribute to the welfare of the whole Church. For they know that they themselves were not established by Christ to undertake alone the whole salvific mission of the Church to the world, but that it is their exalted office so to be shepherds of the faithful and also recognise the latter's contribution and charisms that everyone in his own way will with one mind, cooperate in the common task." (LG 30).

1.1.2. Lay people who are found to be suitable are capable of being admitted by the sacred pastors to those ecclesiastical offices and functions which, in accordance with the provisions of law, they can discharge. (Can 228 : I)

1.1.3. Lay people who are outstanding in the requisite knowledge, prudence and integrity, are capable of being experts, or advisors, even in councils in accordance with the law, in order to provide assistance to the pastors of the Church (Can. 228.2)

1.1.4. In exercising his ministry the Bishop should ensure that the faithful are duly involved in Church affairs; he should recognize their right and duty to play their part in building up the Mystical Body of Christ. (CD 16).

1.1.5. It is highly desirable that in each diocese a pastoral council be established over which the diocesan Bishop himself will preside and in which specially chosen clergy religious and lay people will participate. (CD 27).

#### ARTICLE II:

##### 2.1.0. The Role and Mission of the Laity:

2.1.1. But the laity too, share in the priestly, prophetic and royal office of Christ and, therefore, have their own role to play in the mission of the whole people of God in the Church and in the world (AA2).

2.1.2. Lay people whose particular vocation places them in the midst of the world and in charge of the most varied temporal tasks, must for this very reason exercise a very special form of evangelisation. Their own field of evangelizing activity is the

vast and complicated world of politics, society and economics but also the world of culture, of the science and arts, of international life and of mass media. (EN 70)

2.1.3. The laity can also feel themselves called or be called to work with their pastors in the service of the ecclesial community, for its growth and life, by exercising a great variety of ministries according to the grace and charisms which the Lord is pleased to give them (EN 73).

#### **2.2.0. Secular Character:**

2.2.1. A secular quality is proper and special to laymen. It is true that those in holy orders can at times engage in secular activities, and even have a secular profession .... But the laity by their very vocation, to seek the Kingdom of God by engaging in temporal affairs and by ordering them according to the plan of God (LG 31).

#### **2.3.0. Call to Sanctity**

2.3.1. Fortified by so many powerful means of salvation, all the faithful, whatever their condition or state, are called by the Lord, each in his own way, to that perfect holiness whereby the Father Himself is perfect (LG II)

#### **2.4.0. Mutual Need:**

2.4.1. The distinction which the Lord made between sacred ministers and the rest of the People of God entails a unifying purpose since pastors and the other faithful are bound to each other by a mutual need. (LG 32).

2.4.2. They must assist one another to live holier lives even in their daily occupations. By their competence in secular fields and by their personal activity, elevated from within by the grace of Christ, let them labour vigorously so that by human labour, technical skill, and civic culture, created goods may be perfected for the benefit of every last man, according to the design of the Creator and the light of His Word. (LG 36).

2.4.3. The lay apostolate and the pastoral ministry complement one another. (AA6).

#### **2.5.0. Apostolate of Social Environment:**

2.5.1. The apostolate of the social milieu, that is the efforts to infuse a Christian spirit into the mentality, customs, laws, and structures of the community in which a person lives, is so much the duty and responsibility of the laity that it can never be properly performed by others ..... It is here in the arena of their labour, profession, studies, residence leisure and

companionship that laymen have a special opportunity to help their brothers. They need a full awareness of their role in building up society, an awareness which will keep them preoccupied with bringing Christian large-heartedness to the fulfillment of their duties, whether family, social or professional. If laymen can meet all these needs, their behaviour will have a penetrating impact, little by little on the whole circle of their life and labours. (AA 13).

#### **2.6.0. Personal Involvement :**

2.6.1. Deserving of special honour and commendation in the Church are those lay people, single or married, who devote themselves and their professional skill either permanently or temporarily, to the service of associations and their activities (AA22).

#### **2.7.0. Church is Incomplete:**

2.7.1. The Church has not been truly established, and is not yet fully alive, nor is it a perfect sign of Christ among men, unless there exists a laity worthy of the name working along with the hierarchy; (AG 21).

### **ARTICLE III**

#### **3.1.0. Short Title, Extent and Commencement :**

3.1.1. This body shall be called "THE JAIPUR DIOCESAN PASTORAL COUNCIL"

3.1.2. It extends to the whole of the Diocese.

3.1.3. It comes into force on ..... 2008 the date of its inauguration by the Rt. Rev. Dr. Oswald Lewis, Bishop of Jaipur at the Cathedral.

#### **3.2.0. Registered Office:**

3.2.1. The office of the Council shall be located at  
Bishop's House, Ghat Gate, Jaipur-302 003  
Tel. No. 2600743/5144424

### **ARTICLE IV**

#### **4.1.0. Definitions:**

In this Constitution, unless the context otherwise requires -

4.1.1. "The Diocese" means the Catholic Diocese of Jaipur

4.1.2. "The Bishop" means the Catholic Bishop of Jaipur

- 4.1.3. "The President" means the Catholic Bishop of Jaipur
- 4.1.4. "The Vice President" means the Vicar General of the Catholic Diocese of Jaipur
- 4.1.5. "The Secretary" means the Honorary Secretary
- 4.1.6. "The Joint Secretary" means the Joint Honorary Secretary.
- 4.1.7. "The Council" means Jaipur Diocesan Pastoral Council, constituted under Article VIII.
- 4.1.8. "The General Body" means the body of members assembled at the duly convened meeting.
- 4.1.9. "The Executive Committee" means the Executive Committee of the Council, constituted under Article XI
- 1.1.10. "The Cathedral" means the Church of Our Lady of the Annunciation, Malviya Nagar, Jaipur
- 1.1.11. "Lay Organization" means any lay organization or association in the mission station/parish of the Diocese, which has ecclesiastical approbation.

## ARTICLE V

### 5.1.0. Aims and Objectives:

- 5.1.1. To provide a forum for regular dialogue among the Catholics of the Diocese.
- 5.1.2. To study and weigh those matters which concern the pastoral works in the Diocese and to propose practical conclusions concerning them. (Can. 511)

## ARTICLE VI

### 6.1.0. Nature:

- 6.1.1. The Council has only a consultative vote. It is for the Bishop alone to convene it, according to the needs of the apostolate, and to preside over it. He alone has the right to make public the matters dealt with in the Council (Can. 514 : 1)
- 6.1.2. It may transpire that questions bearing on faith, orthodoxy, moral principles or laws of the Universal Church may come in for discussion at the Council meeting, or may need to be clarified. In such cases, the final decision shall rest with the Bishop.
- 6.1.3. The role of Catholics in politics, spiritual life of parishes, active participation in the liturgy, education of Children, Christian meaning of education, evangelisation, small Industrial

schemes, social service schemes, community development schemes, self help projects to solve unemployment of domestic workers, family apostolate, relationship between clergy and laity, etc, could form topics for discussion in the Council.

## ARTICLE VII

### 7.1.0. Composition

- 7.1.1. The Council shall be a representative body of the Catholics of the Diocese, who are members of Christ's faithful and are in full communion with the Catholic Church; clerics, members of institutes of consecrated life, and especially the lay people. (Can 512 : 1).
- 7.1.2. The members of Christ's faithful assigned to the Council are to be selected in such a way that the Council truly reflects the entire portion of the People of God which constitutes the Diocese, taking account of the different regions of the Diocese, of social conditions and professions, and of the part played in the apostolate by the members, whether individually or in association with others (Can 512; 2).
- 7.1.3. Only those members of Christ's faithful who are out-standing in firm faith high moral standards and prudence are to be assigned to the Council (Can 512 : 3)
- 7.1.4. It is desirable that the majority of the members of the Council are lay men and women who are experts in various fields such as religion, art social sciences, finance branches of engineering, medical sciences, education, law, banking, etc

## ARTICLE VIII

### 8.1.0. Membership:

- 8.1.1. Membership of the Council shall be of three categories: Ex-Officio, Elected and Nominated
- 8.1.2. All members of the Council shall have completed the age of twenty-one years, at the time of their election or nomination.
- 8.2.0. Ex-Officio Members:
- 8.2.1. The Bishop shall be the President
- 8.2.2. The Vicar General shall be the Vice President
- 8.2.3. Provincial Superiors of Men and Women Religious Congregations residing in the diocese.
- 8.2.4. The Parish Priest of the Cathedral.

8.2.5. The Diocesan Director of the Laity

**8.3.0. Elected Members:**

8.3.1. Clergy - one member each from all the three deaneries respectively.

8.3.2. Clergy (Religious) - one member from each Congregation

8.3.3. Religious Sisters - two members from the medical apostolate; three from the educational ministry and one from Catechetics /social Work.

8.3.4. Under the changing circumstances in the future concerning the religious personnel and apostolic activities, competent lay people could also be elected from the medical, educational, social apostolate, besides the religious.

8.3.5. Secular Institute-one member

8.3.6. Catechist one member

8.3.7. Lay Organization-one member from each organization, one married couple from Marriage Encounter and two from the youth.

**8.3.9. Lay Representatives:**

**Alwar Deanery:** One member each from Alwar, Bandikui, Bhiwadi, Behror, Sikar, Jhunjhunu & Khetri Nagar.

**Bikaner Deanery:** Two members from Bikaner, One member each from Suratgarh, Sriganganagar, Churu & Hanumangarh.

**Jaipur Deanery:** Two members each from Malviya Nagar, Mansarovar, Heerapura, Jhotwara and St. Xavier's, One member each from Ghat Gate, Dausa, Gangapur City, Phulera, Nagaur

8.3.10. In case of new mission stations/parishes that may be opened in any Area hereafter, one representative shall be elected to the Council from that particular mission station/parish.

**8.4.0. Nominated Members:**

8.4.1. Members may be nominated by the Bishop either from the laity, clergy or members of institutes of consecrated life or societies of apostolic life.

**ARTICLE IX**

**9.1.0. Term of Membership:**

9.1.1. The term of Council shall be three years and elected and

nominated members shall be eligible for a second consecutive term only. (Can. 513: 1)

9.1.2. The ex-Officio members shall retain their membership as long as they are in office.

9.1.3. When the See is vacant, the Council lapses. (Can. 513: 2)

9.1.4. A vacancy can be caused in any one of the following ways:

(i) Death of a member;

(ii) Resignation of a member;

(iii) Absence for three consecutive meetings without a valid excuse in writing, unless absence has been condoned

(iv) Migration outside the Diocese for a period exceeding six months

(v) Transfer outside the Diocese

(vi) Expulsion by the President for reasons of misconduct or misdemeanor.

9.1.5. A vacancy caused during the tenure of membership shall be filled by nomination by the President or the Parish Priest of that particular parish. The person thus nominated shall retain membership until the expiry of the terms of his/her predecessor.

**ARTICLE X**

**10.1.0. Meetings:**

10.1.1. All business at the meetings shall be transacted by discussion by the General Body. However, discussion by groups may precede the General Body meeting.

10.1.2. The Council shall meet at least once a year on a date and place announced by the Secretary, after obtaining prior consent of the President

10.1.3. Extraordinary meeting shall be called by the President whenever he thinks it desirable, or on a request by not less than one third of the total member of the Council.

10.1.4. Notice of meetings, specifying place, date, time and agenda of the meetings, shall be conveyed to the members by the Secretary according to the rules laid down by the Council.

10.1.5. The agenda for the Council meetings shall be approved by the President, prior to its being sent to the members.

10.1.6. The quorum for the purpose of conducting the business of the

Council shall be one-half of the total number of members of the Council. In the event of there being no quorum at any particular meeting, the meeting shall stand adjourned for fifteen minutes; thereafter, at the discretion of the President, the meeting can be held for the purpose of conducting any business of the Council, notwithstanding the fact that there is no quorum.

10.1.7. The Council shall have the right to invite experts to speak at the meetings, even though they may not be parishioners.

10.1.8. The Council shall ordinarily take an open vote either by tacit assent or by a show of hands. However for questions of greater importance or of a more delicate nature, the President shall call for a vote by a secret ballot and shall do so if at least three persons of the Council demand it. A simple majority is sufficient for carrying a resolution, except in the case of an amendment of the Constitution or of the framing of a bye-law, in which case Article XIII shall apply.

10.1.9. In the case of tie, a second ballot shall be held. If the tie remains unbroken even after the second scrutiny, the President shall have the deciding vote.

## ARTICLE XI

### 11.1.1. Office bearers:

11.1.0. The officers of the Council shall be:

- (i) the President;
- (ii) the Vice President;
- (iii) the Secretary.
- (iv) the Joint Secretary

11.1.2. The Bishop shall be the ex-Officio President of the Council. He shall make decisions on all matters.

11.1.3. The Vicar General shall be the ex-Officio Vice President of the Council

11.1.4. The Secretary and the remaining office-bearers shall be elected by the general body of the Council from among its members at the first meeting at the beginning of a new term. Election shall be by a secret ballot and simple majority shall suffice for the election of the office-bearers.

### 11.2.0. The Executive Committee:

11.2.1. The Council shall constitute from among its members an Executive Committee and such Committees or

Subcommittees, as and when the need is felt, for any specific purposes in keeping with the objects and functions of the Council.

11.2.2. Reports and /or resolutions of such Committees or Sub-Committees shall be submitted to the Executive Committee who may, in their wisdom, deliberate on them and/or modify them before forwarding the same to the President for his approval.

11.2.3. The Executive Committee shall consist of the President and the vice President of the Council, who shall be ex-Officio members and the following members who shall be elected by the Council from among its members:

- (i) the Secretary
- (ii) the Joint Secretary
- (iii) Memembrs:
  - (a) Clergy (Diocesan) - one member.
  - (b) Clergy (Religious) - one member
  - (c) Religious Sister - one member
  - (d) Lay Organization - one member
  - (e) Laity - four members one of each sex from the Hindi and English-speaking congregations.

11.2.4. The President and Vice President of the Council shall be the Chairman and Vice Chairman respectively of the Executive Committee.

11.2.5. A member of the Executive Committee shall hold office as such until the expiry of his terms as a member of the Council but subject to his being a member of the council, he shall be eligible for re election

11.2.6. In addition to the powers and duties conferred and imposed on it by this Constitution, the Executive Committee shall exercise such powers and discharge such duties as may be prescribed by regulations

11.2.7. The Executive Committee shall be responsible for the implementation of the decisions of the Council after the approval of the Bishop

### 11.3.0. Duties of Office bearers:

11.3.1. The President shall moderate the proceedings of the meeting of the council



11.3.2. The Vice President shall assist the President in carrying out his duties. In the absence of the President, he shall preside over the meetings of the Council

11.3.3. In the absence of the President and the Vice President, no meeting of the Executive Committee can be held.

11.3.4. The Secretary shall convene the meetings of the General Body in consultation with the President at least one month before the appointed date and shall call for topics for the agenda giving a period of two weeks time. He shall send the finalized agenda to the members for discussion.

11.3.5. The Secretary shall issue notices of meetings to all the members, record the minutes of the meetings, tally counts of the ballot, and perform other duties attached to the office of the Secretary that the Council may require for its efficient functioning.

11.3.6 The Joint Secretary shall assist the Secretary in the performance of his/her duties, and shall fulfill these duties in the absence of the Secretary.

## **ARTICLE XII**

### **12.1.0. Powers of the Council to make regulations:**

12.1.1. The Council may make regulations consistent with the provisions of this constitution, or the rules made there under to carry out the purpose of this Constitution.

12.1.2. In particular and without prejudice to the generality of the foregoing power, such regulations may provide for -

- (a) the summoning and holding of meetings of the Council and the Executive Committee or any other Committee or sub Committee constituted under Article XI, the time and place at which such meetings shall be held, the conduct of business thereat and the number of persons necessary to constitute a quorum
- (b) the functions of the Executive Committee or any other Committee or Sub Committee constituted under Article XI
- (c) any other matter which is to be or may be provided by regulations under this Constitution and in respect of which no rules have been made.

## **ARTICLE XIII**

### **13.1.0. Bye-laws and Amendments:**

13.1.1. Provided that the Constitution remains in accordance with the provisions of Canon Law and the Diocesan regulations that may emanate from time to time

- (a) the council shall frame bye-laws regarding any procedural matter thought desirable for proper functioning of the Council. Such bye-laws shall be adopted by a two thirds majority vote.
- (b) the Constitution may be amended at a meeting of the Council by not less than two thirds of the members present and voting, and with the approval of the President, after a clear fifteen day's notice in writing, has been given of the proposed amendment to the Council and approval has been obtained from the Bishop.

## **ARTICLE XIV**

14.1.0. Validity of proceeding of the Council, the Executive Committee or other Committee or Sub-Committee not to be invalidated by reason of vacancy, etc.

14.1.1. No proceeding of the Council or the Executive Committee or any other Committee or Sub Committee shall be invalid merely by reason of -

- (a) any vacancy in, or defect in the Constitution of the Council, the Executive Committee or any other Committee or Sub Committee, or
- (b) any defect in the election or nomination of a person acting as a member thereof, or
- (c) any irregularity in procedure not affecting the merits of the case.

## **ARTICLE XV**

### **15.1.0. Protection of action taken in good faith:**

15.1.1. No suit, prosecution or other legal proceeding shall lie against the diocese, the Council or any member of the Council, the Executive Committee or any other Committee or Sub-Committee or Office bearers of the Council for anything which is done in good faith or intended to be done under this Constitution or any rule or regulation made there under.

## **ARTICLE XVI**

### **16.1.0. Interpretation:**

16.1.1. Should any doubt arise about the interpretation of any Article or Section or Clause of this Constitution, the interpretation in this regard shall be given by the President, whose decision shall be final