

**Rvsd. June, 2008**

SAINT JANE FRANCES de CHANTAL PASTORAL COUNCIL  
CONSTITUTION AND BY-LAWS

PREAMBLE

We, the people of St, Jane Frances de Chantal, in union with our pastor and the archbishop, unite to form a pastoral council,

Article I

The name of this body shall be: The Saint Jane Frances de Chantal Church Pastoral Council, hereinafter referred to as "the Council",

A. The purposes of the Council shall be:

1. To act as a voice of the parishioners to the pastor.
2. To assess the needs of the parish, to determine its strategic objectives and goals, and to promote the mission of the Roman Catholic Church in our community.
3. To encourage, by all available means, a vigorous and effective lay apostolate.
4. To participate, by active cooperation with Area Councils, and with the Archdiocesan Pastoral Council, the mission of the Church within the Archdiocese.
5. To be a visible witness to all people of the message and service of Our Lord Jesus Christ through community and worship.

B. Pursuant to the purposes set forth in Section A of this Article, the Council shall perform the following functions:

1. It shall review and approve, with recommendations at its discretion, the proposed Parish budgets by June each year.
2. It shall approve or disapprove membership of the Parish in any secular community or professional organization.
3. It shall render to all parishioners from time to time, but not less often than annually, a full report on the spiritual, material and financial condition of the Parish.
4. It shall take whatever other action it may deem appropriate to fulfill the purposes set forth in Section A of this Article.

## Article II Operation

- A. The Council shall submit its recommendations to the Pastor, in writing, in the form of conclusions consisting of motions duly made, seconded, and passed by a majority vote. A copy of the minutes submitted to the pastor satisfies the written requirement.
- B. If the Pastor feels that he cannot in good conscience accept and carry out the recommendations of the Council, he shall fully and frankly communicate his reservations with regard to them to the assembled Council. If the pastor does not communicate such reservations by the second next regularly scheduled meeting of the Council following the date on which the recommendations were submitted to him, the Council shall be entitled to presume their acceptance.
- C. If, notwithstanding the reservations of the Pastor, the Council shall by a two-thirds majority vote to sustain its original recommendation, and no other means offers itself at the Parish level to resolve the situation, either the Pastor or the Council, through its President may petition the matter at issue to the Ordinary for such action as he/she may deem fitting.

## Article III Membership

- A. The Council shall have three types of membership: elective, automatic, and appointive and only these members shall have a vote.
- B. The salaried staff of the parish shall act in a support/advisory capacity to the Council by active participation in the standing committees of the Council but shall not have a vote.
- C. Each chairperson of a standing committee (or designated representative) is an appointed member of the Council with full voice in its deliberations and right to vote.
- D. There will be twelve lay persons elected at-large, with full voice and vote. They shall be elected to the Council according to the electoral procedure specified in article IV "Elections". Eleven shall be elected for a 3-year term, with 3 elected the first year, 4 elected the second year, and 4 elected the third year. The twelfth member shall be a youth member elected by the youth for a 1-year term. No elected member may serve consecutive terms.
- E. In the event a council member cannot complete his/her term, the runner-up with the highest number of votes from the previous election will be invited by the Pastor to fill the vacancy and complete the term. If there are no remaining candidates from the previous election, the Pastor, in consultation with the Council, shall fill this vacancy.

#### Article IV Elections

- A. Any fully-initiated lay person who is a practicing member of the parish, shall be eligible for election to the Council.
- B. During the Pastoral Council meeting in September the Nominating Committee will be formed. This will include one member as the chairperson and two other members to complete the Committee. Their function will be to gather names for nomination from the present Pastoral Council, submit a bulletin notice for open nominations, gather biographies on nominees and publish them in the bulletin, present the results to the Pastoral Council and welcome newly elected members.
- C. In the months of September through February the existing Pastoral Council members will submit at least two names of potential members. The first bulletin in March will have a notice that will ask parish members to submit their names for nomination to the Council. This should state that the nominations are open to all Confirmed parish members, youth included. The first week in March the chairperson of the Nominating Committee will ask the parish members on the Council's list to submit their names for nomination.
- D. The first bulletin in April will contain a complete list, along with a short biography, on each of the parish members that are being nominated for the Council. Voting will take place the first weekend in May at all the Masses.
- E. Those members of the parish that are elected will be welcomed at the June meeting.

#### Article V Officers

- A. The officers of the Council shall be a President, Vice-President, and Secretary, each of whom shall be elected from among the members of the Council to serve for a term of one year.
- B. The members of the Council shall, at the Annual Meeting in June vote among themselves for the three offices specified in Section A above. Following nominations, voting shall be by secret ballot; and in the event of a tie, balloting shall be continued until a candidate receives a majority. Each office shall be taken individually, thus permitting candidates not elected to be nominated for the next subsequent office.
- C. The President shall preside at all meetings of the Council, and shall have the authority to call such special meetings as in his/her judgment should be called. He/she shall appoint the chairperson of all standing and special committees. He/she might serve as the representative to the regional council.
- D. The Vice-president in the absence of the President or in the event of the latter's inability for any reason to carry out the functions of his/her office, shall assume, during such absence or disability, the duties of the President. He/she shall perform such other duties as may be delegated to him/her by the President.
- E. The Secretary shall take minutes of all regular and special meetings of the Council, reduce such minutes to writing, preserve them in a permanent record,

and send copies of such minutes to all members of the Council at least one week prior to the next regularly scheduled meeting. He/she shall prepare and send out all correspondence necessitated by the work of the Council and shall maintain permanent files of such correspondence, He/she shall also prepare notices to appear in the parish bulletin pertaining to the work of the Council.

- F. In the event of a vacancy in any office except that of President, the Council shall elect someone from among its own members to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of the President, the Vice-President shall automatically succeed and fill out the unexpired portion of the term.
- G. Each officer shall, at the expiration of his/her term of office, turnover to his successor all books, papers, and other records and property pertaining to his/her office not later than ten days after said expiration.

#### Article VI Committees

- A. The chairperson of each Standing Committee, in consultation with the President, shall be free to name to the committee parishioners who are not members of the Council in order to provide the breadth and depth that the work of the committee requires.
- B. The following shall be the standing committees:
  - Executive
  - Building and Properties
  - Social Justice and Community Concerns
  - Education
  - Evangelization
  - Finance
  - Liturgy
  - Development
  - Hospitality
  - Youth and such other committees as the Council may deem necessary. Each acts in such areas and with such powers as may be delegated to it by the full Council.
- C. The chairperson shall have the authority to call meetings of the committee as often and at such times as in their judgment may be necessary. A report on the work of the committee and minutes of their meeting will be submitted, in writing, at all regular meetings of the Council.
- D. The Executive Committee shall be composed of the officers of the Council acting with such powers as may be delegated to it by the full Council. It shall be the responsibility of the Executive Committee to coordinate and prepare the agenda for all regular meetings of the Council, and to make such agenda available to the Secretary for inclusion in the previous month's minutes when mailed to the Council members prior to the next meeting.
- E. The Building and Properties Committee shall be responsible for evaluating and developing recommendations for the proper maintenance of and improvements to the building and grounds of the parish and shall coordinate scheduling the use

of facilities.

- F. The Social Justice and Community Concerns Committee shall be responsible for developing programs to help parishioners acquire an informed conscience regarding social justice and community concerns as they relate to the Parish.
- G. The Education Committee shall be responsible for developing recommendations relating to the Parish School, the Religious Education Department, and any other group concerned with education. These recommendations should be aimed at the fullest development of Christian education for the Parish Community including, but not limited to, the concepts set down in the Declarations on Christian Education in the Documents of Vatican II. The Committee shall consist of, but not be limited to, the Principal of the Parish School, the Parish Director of Religious Education, or their duly appointed representatives.
- H. The Evangelization Committee is responsible for ministries that reach out and spread the Good News of Jesus Christ. This may be done by prayer session by activities that interact with parishioners and others on a regular basis. Currently, there are four ministries:
  - 1. Welcome – serves new members of the parish; phone call, folder, Welcome Reception.
  - 2. Greeters – provides a welcome for people as they arrive at church for Mass.
  - 3. Fellowship – provides refreshments and fellowship for parishioners after Mass.
  - 4. St. Monica Ministry, Inviting Catholics Home
    - a. St. Monica Ministry – provides support for practicing Catholics who are concerned about someone who is away from the Church.
    - b. Inviting Catholics Home – provides a means for someone to return to the practice of their Catholic Faith.
- I. The Finance Committee shall be responsible for the planning, developing and recommending of procedures necessary for the effective financial administration of the Parish. The procedures include, but are not limited to budgeting, auditing of income and fund raising, including benefits. It shall submit or mail a copy of the proposed budget for the upcoming fiscal year to all members of the Council at least two weeks prior to the meeting, at which it is requesting approval of the budget by the Council.
- J. The Liturgy Committee shall be responsible for planning, developing and coordinating all the liturgical programs of worship and liturgical ministries for the parish. It shall encourage the laity to participate in all areas of worship and provide opportunities for liturgical formation and education of both ministers and assembly. It shall also encourage the laity to become actively involved in serving the community through work as Liturgical Ministers.
- K. The Development Committee shall be responsible for making proposals

regarding the general planning function of the Parish and for gathering of statistical/logistical data to develop proposals for its future utilization. The Committee will focus on development of sacrificial giving and stewardship activities.

- L. The Youth Committee shall be responsible for providing every youth in the Parish the opportunity to share in the Parish life in order to grow spiritually and personally by coordinating and supporting the needs and activities of the youth organizations of the Parish. Membership on the committee shall consist of a representative from each of the youth organizations of the Parish.
- M. The Hospitality Committee is responsible for providing refreshments for certain Parish functions such as the RCIA Reception, the All Souls' Day Memorial Mass, the Parish Mission, and other functions as needed. The Committee acts in conjunction with the Parish Council and other Parish Council Committees and organizations to accomplish the Committee's tasks.

#### Article VII Meetings

- A. The regular meetings of the Council shall be held monthly at 7:00 p.m., starting in September, unless otherwise indicated.
- B. The final meeting will be held in the month of June and shall be known as the Annual Meeting.
- C. Special meetings maybe called by the President, or by the Executive Committee, or at the written request of any six members of the Council. The purpose of any special meeting shall be stated in the call, except in cases of emergency, at least three days' notice shall be given.
- D. Regular meetings of the Council shall be open to all parishioners. It shall be left to the discretion of the Executive Committee as to whether any special meetings shall be open.
- E. Sixty percent of the voting members of the Council shall constitute a quorum. All members of the Council are expected to attend on a regular basis. If for due reason a member cannot attend, the President or Vice President will be informed. If a member misses three (3) meetings in a calendar year without presenting cause, that member's position on the Council will be terminated. If a committee chairman misses three (3) meetings in a calendar year without designating a delegate, his position will be reassigned to another member of the committee by the President in consultation with the pastor.

#### Article VIII Parliamentary Authority

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Council may adopt.
- B. The President may at his/her discretion appoint a parliamentarian, who need not be a member of the Council, to assist and advise him in presiding at all meetings.

## Article IX Ratification and Amendments

- A. This constitution may be amended at any regular meeting of the Council by a 60 percent vote, provided that there shall have been appended to the call for such a meeting a copy of the proposed amendment.

The gender and number used in this Constitution are used as a reference only and shall apply with the same effect whether the parties are of the masculine or feminine gender, and the singular shall likewise include the plural.