

# CORPUS CHRISTI CATHOLIC CHURCH PASTORAL COUNCIL CONSTITUTION

## Council Vision

A community of Catholic faithful working together for the glory of God.

## Council Mission Statement

To serve the community of Corpus Christi Parish by providing an environment conducive for the faithful of the community to worship God, receive the sacraments, and ultimately to serve God.

In serving the community of Corpus Christi Parish, the Council will advise the Pastor in any practical issue pertaining to the Parish, by investigating and considering pastoral matters, and formulating conclusions as recommendations for the Pastor, while adhering to the doctrinal and moral teachings of the Catholic Church. The primary functions of the Pastoral Council include, but are not limited to:

- I. Evaluate and research the needs of the Parish and to present the results of the research and the plan to the Pastor.
- II. Discuss the financial recommendations with the Finance Council.
- III. Recommend new policies to the Pastor.
- IV. To promote communication, understanding, and resolution among Parish ministries/organizations and parishioners.
- V. In the event issues of non-liturgical nature arise which disrupt parish life, the Pastoral Council and the Pastor will discuss such issues, with the Pastoral Council making recommendations to the Pastor.

## Preamble

As members of the Pastoral Council, we, the members of the Corpus Christi Parish, consistent with the provisions of the Canon 536 of the Code of Canon Law, under the leadership of the Diocesan Bishop and Parish Pastor, commit ourselves to use our diverse talents and gifts to further the mission of Jesus Christ in our Parish Community.

## Article I - Purpose

The Pastoral Council is an advisory body to the Pastor with consultative vote only and functions in accordance with any norms that are established by the diocesan Bishop. The primary mission of the Council is to advise the Pastor on matters of Parish policy, planning and other items at the request of the Pastor. The administration of the Parish and the execution of the Parish policies are the responsibility of the Pastor and the parish staff.

## Article II - Duties and Responsibilities

The principal responsibilities of the Council are:

1. To assist in the process of ongoing pastoral planning and the development and updating of the parish pastoral plan by developing goals and objectives and the assignment of priorities for the future of the parish.
2. To engage in an annual review and evaluation of the progress that is being made to implement the parish pastoral plan.
3. To provide guidance to the pastor in developing parish policies that will be executed by the parish staff.
4. To serve as an instrument of communications, bringing issues of concern to the attention of the pastor.
5. To be actively involved in the life of the parish community and to be available to parishioners to receive comments and suggestions about parish ministries, policies and programs.
6. To make prayer for the parish an integral part of their personal and communal lives.
7. To work to demonstrate and inspire enthusiasm within the parish community by their example of leadership.
8. To promote positive communications and understanding among parish organizations, consistent with the guidance of the Pastor.
9. To work toward consensus as a model in decision making, to promote the unity and mutual good of the Council and parish.
10. To review the annual budget prepared by the Parish Finance Committee and make any recommendation to the Pastor.
11. To propose programs ministries that respond to needs within the parish community.

## Article III - Relationship of the Council with the Pastor

As noted in Canon 536.2, the "pastoral council possesses a consultative vote only and is governed by the same norms established by the diocesan bishop." While ultimately responsible for the spiritual and temporal affairs of the parish, the Pastor:

1. Assists in the formation of and gives approval to the Council agenda.
2. May call special meetings of the Council.
3. Seeks the guidance of the Council in matters of parish planning and other matters affecting the life of the parish.

4. Does not vote when seeking advice from the Council on issues brought before the council.
5. Provides formational opportunities to assist Council members to understand and exercise the responsibility that is entrusted to them.

#### Article IV - Relationship of the Council with the Pastor

The Pastoral Council is made up of the following categories of membership:

1. Ex-officio Members
  - a. Ordained clergy (priests and deacons) assigned to the parish.
  - b. A non-voting representative who serves the parish and communicates to Parish Staff and Finance Council. This representative has voice at the Council meetings. This has been the Parish Manager. (Amended July 20, 2017)
2. Selected Members
  - a. There will be seven (7) selected members.
  - b. In accordance with the provisions of Article IX herein, each year applications to serve on the Council will be announced in the parish. Those who meet the membership criteria will be eligible to submit their names for consideration. Those expressing a willingness to serve are interviewed by current Council Members for nomination of the Council Members for membership. If the number of nominated applicants to serve exceeds the number of vacancies, the Council shall make an initial review and recommendation regarding the candidates, and the Pastor shall make the final selection of the members to serve on the Council. (Amended October 14, 2014.)
  - c. Terms for those selected will be for three years and are staggered so that all terms do not expire at once. A member may be called forth for an additional term, but may not serve three (3) consecutive terms (9 years). New members may be called forth up to six (6) months prior to beginning their respective term.
  - d. Vacancies occur when a member resigns, is unable to serve, or the terms ends. In the event a vacancy occurs when a member is unable to complete a term, the term shall be completed by a new member appointed by the Pastor.
3. Parish Staff

While not officially members of the Parish Council, senior members of the parish staff will be requested to attend Council meetings. It will be the discretion of the Pastor to require staff members to participate in the Council meetings.

#### Article V - Membership Criteria

1. Pastoral Council members must be at least eighteen (18) year of age,
2. Be registered and active members of the parish,
3. Have expressed special interest in the pastoral activity of the parish, have demonstrated qualities of leadership within the parish community by their past involvement in the parish ministries and/or functions.

4. Have a willingness to invest themselves in the process of studying areas that relate to the parish pastoral plan.
5. Are available to attend council meetings regularly. Three (3) unexcused absences during one (1) fiscal year will result in the loss of membership on the Council. To be excused, a member must first inform the parish office prior to the meeting that he/she will not be able to attend and provide the reason of their absence. The Pastor alone will determine whether an absence will be judged to be excused or unexcused.

#### Article VI - Officers

The officers of the Pastoral Council shall be the Pastor, the President, the Vice President and Secretary. Together, along with one (1) member selected by the members of the Council at large, they form the Executive Committee. The members of the Council shall elect the President, the Vice President and the at large member of the Executive Committee at the first meeting of the new fiscal year. Renewed annually, the terms of office for these three positions shall be for no more than three (3) years. No one may serve more than one (1) term in one of the three (3) elected positions. (Amended July 20, 2017)

1. The Pastor
  - a. Sets the agenda for each of the Council meetings in consultation with the President of the Council.
  - b. Must approve any action affirmatively voted upon by the members of the Council before to becomes effective.
  - c. Will provided Council members with the reason(s) why he has chosen not to accept any action item recommended to him by a majority of the Council members no later than the next scheduled meeting.
  - d. May call special meetings of the Council or Executive Committee, as needed.
  - e. Is responsible for oversight of policies that have received an affirmative vote of the Council membership and have been approved by him. Implementation of the approved policies may be delegated by the Pastor to an appropriate member of the parish staff.
2. The President
  - a. Presides at all Council and Executive Council meetings.
  - b. Facilitates the agenda for the Council meetings prepared by the Pastor and Parish Manager. (Amended July 20, 2017)
  - c. Appoints chairpersons for any committees that are established by the Council.
3. The Vice President
  - a. Presides at Council and Executive Council meetings in the absence of the President.
  - b. Succeeds to the Office of President should that office become vacant during a fiscal year. The Council will then elect from among its members a person to complete the term of the Vice President.
4. The Secretary

- a. The Secretary, selected from among the voting members of the Council, or a non-voting recording Secretary appointed by the President with the approval of the Pastor, shall record the Minutes of each meeting and be responsible for maintaining accurate records of the Council actions and correspondence.
- b. On the onset of the Council meeting immediately subsequent to the meeting summarized in the Secretary's Minutes, the Council will vote on the acceptance of the Minutes. Possible changes of the Minutes agreed to by popular vote of the attending Council members, will be made part of the Minutes by the Secretary.
- c. A copy of all Council Minutes will be provided to the Parish secretary for the permanent retention in the files of the Parish.

#### Article VII - The Executive Committee

The Executive Committee of the Council shall act in the place of the Council in cases of extreme necessity, as determined by the Pastor, when a matter must be addressed and the entire Council cannot be reasonably called in to special session in times to resolve the issue, or when there is not a quorum at a regular scheduled Council meeting and a matter needs to be resolved immediately rather than being tabled until the next meeting or a special meeting can be held. All actions taken by the Executive Committee must be reported to the Council at its next regular meeting.

#### Article VIII - Meeting of the Pastoral Council

1. The Pastoral Council is prohibited from meeting in the absence of the Pastor. However, the Pastor may allow a Council meeting to be held if he designates another member of the parish clergy to represent him.
2. Regularly scheduled meetings of the Council will be held in September, November, January, March and May.
3. Special meetings of the Council may be called by the Pastor or by the President with the approval of the Pastor.
4. A quorum consists of a simple majority of the selected members of the Council.
5. With the consent of the Pastor, regular Council meetings will be open to all registered parishioners. However, the Council may elect to go into Executive Session, with the approval of the Pastor, at which time guests will be required to leave.
6. Meetings shall follow the agenda approved by the Pastor and the President. Non-agenda items may be discussed at a meeting with the agreement of a majority of those members present and consent of the Pastor.
7. Suggested agenda items are to be submitted by the Council members in writing to the Pastor or **Parish Manager** no later than ten days prior to a scheduled Council meeting. Items submitted later will only be considered under the provisions of Article VIII, Section 6.

8. Non-members of the Council may make a request to address the Council. Any such request must be made in writing to the Pastor or the President at least ten days prior to the scheduled meeting and be approved by the Pastor.
9. Notice of Council meetings will be announced in the Parish Bulletin in a timely manner if page space is available in the bulletin.

#### Article IX - Selection of the Council Members

1. A Nominating Committee, chaired by the Vice President and including two other members of the Council selected at the January meeting, shall oversee the process of announcing the vacancies of the Council and collecting the applications. The collection of the applications should take place no later than March of each year.
2. The Nominating Committee will review the applications in accordance with the criteria outlined in Article V herein, for the purpose of presenting recommendations to the Pastor and Council President.
3. The Nominating Committee will arrange interviews between those expressing a willingness to serve and the current Council Members.
4. At either a regularly scheduled meeting or at a special meeting, the interviewing Council members will present their recommendations to Council and the Pastor.
5. If the number of nominated applicants to serve exceeds the number of vacancies, selection by lot of the current Council members (including the Pastor) will take place at a regularly scheduled or special Council meeting prior to the end of June.
6. The Pastor will make the final determination of the suitability of all candidates of the Council.

#### Article X - Vacancies on the Council

1. Any member of the Council who has three (3) unexcused absences from the scheduled Council meetings during any fiscal year shall have his/her membership on the Council declared vacant by the President.
2. Any vacancy in the membership of the Council caused by death, resignation, a member leaving the Parish, or under the provision of Article X, Section 1, may be filled by the Pastor from those who were identified as suitable candidates prior to the last selection process to complete the unexpired term.

#### Article XI - Amendments to the Constitution

1. Proposed amendments to this Constitution must be submitted in writing to the Pastor and President.
2. A vote on any proposed amendment will take place at the meeting following the meeting at which the amendment was presented.
3. A two-thirds (2/3) majority of the selected members of the Council is required for the passage of an amendment.,
4. All amendments to this Constitution must be approved by the Pastor.

