

Church of the Crucifixion Pastoral Council Constitution Ratified April 17, 2008

Article I. Name

The name of this body shall be the Church of the Crucifixion Roman Catholic Church Pastoral Council, hereinafter referred to as "the council."

Article II. Purpose

Section 1. The purpose of the council shall be:

- a. To accept responsibility as a collaborative and consultative body, with the pastor, pastoral life director or other administrator appointed by the Archbishop for the life and mission of the Church in the parish;
- b. To assist the pastor, pastoral life director or other administrator appointed by the Archbishop in the ministerial development of the parish through recommendations and active cooperation in setting broad, policy directions for the parish;
- c. To act as an authentic representative voice of the People of God, which includes laity, professed religious, and the ordained;

- d. To provide an open and honest forum of communication and dialogue regarding parish affairs among pastor, staff, religious, and laity;
- e. To actively encourage by all available means vigorous and effective volunteerism;
- f. To participate, through active cooperation with the Archdiocesan Pastoral Council, in the total life and mission of the Church within the archdiocese;
- g. To collaborate with other religious and civic groups in working for the common good of the community;
- h. To take whatever action it may deem appropriate to fulfill the purposes set forth in Section 1 of this Article.

Section 2. Pursuant to the purpose set forth in Section 1 of this Article, the council shall perform the following functions as recommendations to the pastor, pastoral life director or other administrator appointed by the Archbishop:

- a. It shall annually review the statement of the parish's mission.
- b. It shall prepare, through long and short range planning, a statement of the needs and goals of the parish and, in union with the pastor, pastoral life director or other administrator appointed by the Archbishop, determine priorities among such needs and goals with respect to the allotment of human, physical, and financial resources.

- c. It shall review and recommend, with emendations at its discretion, the proposed budgets of all offices and operations subsidized by parish funds.
- d. It shall recommend to the parish Finance Council ways and means of increasing parish income and reducing expenditures, and take all necessary steps to provide for their practical implementation, in consultation with the parish Finance Council and the pastor, pastoral life director or other administrator appointed by the Archbishop.
- e. It shall see to the maintenance and good upkeep of parish property and recommend any improvements or expansions to the property which may be deemed necessary, except where the decision in such matters is reserved to the Archbishop.
- f. It shall make recommendations to the pastor, pastoral life director or other administrator appointed by the Archbishop regarding membership of the parish in any civic or professional organization.
- g. It shall render to all parishioners from time to time, but at least annually, a full report on the parish's spiritual, material, and financial condition.
- h. It shall render annually to the parish corporation a full report on the parish's spiritual, material, and financial condition.
- i. It shall do all that is necessary to provide for the dignified and reverent celebration of the Sacred Liturgy, in such manner

and at such times as shall be for the spiritual welfare of all the faithful of the parish.

Article III. Operation

Section 1. The council shall submit its recommendations to the pastor, pastoral life director or other administrator appointed by the Archbishop resulting from the considered reflection and discussion by the council. Ordinarily, the decision of the pastor, pastoral life director or other administrator appointed by the Archbishop regarding any recommendation by the pastoral council is final.

Section 2. The pastor, pastoral life director or other administrator appointed by the Archbishop shall communicate to the council by the next regularly scheduled meeting, a response to its recommendation(s). If the pastor, for grave reasons of fidelity to the Gospel, obedience to the Church or civil law, other serious financial or administrative considerations, or religious / spiritual reasons, feels that he cannot in good conscience accept and carry out the recommendations of the council, he shall fully and frankly communicate such reservations with regard to them to the assembled council.

Section 3. If, notwithstanding the reservations expressed by the pastor, pastoral life director or other administrator appointed by the Archbishop, the council determines, by a two-thirds vote, to sustain its original recommendations, and no other means offers itself at the parish level to resolve the situation, either the pastor, pastoral life director or other administrator appointed by the Archbishop or the council through its chairperson may

petition the matter at issue to the Archbishop for such action as he may deem fitting.

Article IV. Membership

Section 1. The council shall consist of at least 8 but no more than twenty members, all shall be eighteen years of age or older. Membership shall be in three categories: clerical, religious and lay, and three types: ex officio, elected, and appointed.

Section 2. Ex officio members of the council shall include the pastor, pastoral life director or other administrator appointed by the Archbishop, associate priests regularly assigned to the parish, permanent deacons, director of religious education, pastoral associate, youth minister, and any other staff persons involved in the direct pastoral care of parishioners. Said members shall have full voice in council discussions but shall have no vote.

Section 3. Six to twelve lay persons who are members of the parish shall be elected to serve on the council according to the election procedures specified in the Article V, "Identification and Selection of Members."

Section 4. The pastor, pastoral life director or other administrator appointed by the Archbishop shall name no more than three lay persons, including at least one person who serves on the parish Finance Council, to be appointed members of the council, and such appointed members shall serve for the same term of office as elected members. Such appointments shall endeavor to maintain a proper balance among sexes, ethnic

groups, age groups, and areas of knowledge and competence desired on the council.

Section 6. Any member who is absent from two consecutive meetings without good cause, is not fulfilling his/her responsibility, or acts in a way that is considered detrimental to the best interest of the parish may be subject to removal. The member involved in any such action shall be notified and have the opportunity to meet with the pastor, pastoral life director or other administrator appointed by the Archbishop and/or the Executive Committee of the council in closed session before any removal action may begin. Removal shall require a two-thirds vote of the total membership (excluding ex-officio members).

Article V. Identification and Selection of Members

Section 1. Any lay person who (a) has attained the age of eighteen years by the date of elections, and who (b) is a baptized, confirmed, and registered member of the parish in good standing, and who (c) maintains a public posture not inconsistent with Church teaching, and who (d) is a contributing member of the parish, shall be eligible to serve on the council. Parish employees and corporators are ineligible to serve on the council.

Section 2. Subject to the timeline in Appendix A, the identification and selection process will take place in the spring of each year.

Section 3. The council chairperson shall appoint an ad hoc Selection Committee, not later than March 31 each year, to

solicit and identify qualified parishioners to stand as candidates for the council. Members of this committee may not be candidates for council membership. The selection committee will also be charged with the counting of ballots and certifying the new members.

Section 4. The Selection Committee will facilitate and conduct all Identification and Selection Process events. The process will be considered completed when all council positions have been filled. The results will be noted in the Minutes of the council and the names of the new council members will be published in the parish bulletin and on the parish website.

Section 5. All parishioners who have been nominated shall attend a discernment meeting for an introduction and overview of the council and council duties. There will also be a time for prayerful discernment so candidates are able to accept their nomination with guidance from the Holy Spirit.

Section 6. Identification of new council members from the nominees shall be by secret ballot and conducted after each regularly scheduled weekend Mass during the second and third weeks of May. In accordance with Appendix A, the candidates receiving the highest number of votes on the returned qualified ballots shall be declared elected. In the event of a tie, the winner shall be determined by the flip of a coin.

Section 7. In addition to the new members added, two alternates will be selected in accordance with Appendix A. Alternates will be the candidates receiving the highest number of votes after

the newly selected members. Alternates will receive all correspondence that is sent to regular council members and are encouraged but not obligated to attend all council meetings. Alternates may participate in council meeting discussions, but shall have no vote.

Section 8. Members shall serve for a term of three years beginning at the first regular meeting after their selection. No parishioner shall be eligible to serve more than two consecutive full terms. Alternates shall serve for a term of two years with no term limits.

Section 9. In the event that a vacancy occurs among the elected membership during the council year, the senior alternate shall fill out the remaining term of the vacating member. If no alternate is available, the pastor, pastoral life director or other administrator appointed by the Archbishop may appoint someone to complete the term.

Section 10. In the case of an appointed member who resigns or is unable to fulfill the duties of the position, the pastor, pastoral life director or other administrator appointed by the Archbishop shall appoint another person to fill the remainder of the vacated term.

Article VI. Officers

Section 1. Where the pastor, pastoral life director or other administrator appointed by the Archbishop presides over the work of the pastoral council, the chairing and facilitation of the council meeting is delegated to duly selected council officers.

The officers of the council shall be a chairperson, vice-chairperson and recording secretary.

Section 2. The members of the council shall, at the first meeting following the identification, discernment and selection process, determine among themselves the three offices specified in Section 1. 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 considered individually, thus permitting candidates not elected to be nominated for the next subsequent office.

Section 3. The chairperson shall facilitate meetings of the council and in consultation with the pastor, pastoral life director or other administrator appointed by the Archbishop shall call such special meetings as may be necessary. In consultation with the pastor, pastoral life director or other administrator appointed by the Archbishop and other members of the council, the chairperson of the council shall appoint the chairperson of all standing committees and special committees, and shall be an ex officio member of all such committees except the nominating committee. The chairperson of the council shall render periodic reports to the pastor, pastoral life director or other administrator appointed by the Archbishop and the parishioners on the completed and projected work of the council and shall perform all other duties that customarily devolve upon the office of chairperson, not specifically mentioned therein.

Section 4. The vice-chairperson, in the absence of the chairperson or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such

absence or disability, the duties of the chairperson. The vice-chairperson shall coordinate the work of all committees and, where necessary, shall report to the council on the meetings and activities of such committees. The vice-chairperson shall perform such other duties as may be delegated by the chairperson.

Section 5. The recording 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 distribute copies of such minute to all members of the council at least one week prior to the next regularly scheduled meeting, along with the agenda for that meeting. The recording secretary shall forward in writing to the pastor all council resolutions and recommendations.

Section 6. In the event of a vacancy in any office except that of the chairperson, the council shall select someone from among its own membership to fill the office until the next regularly scheduled officer election. In the event of a vacancy in the office of the chairperson, the vice-chairperson shall automatically succeed and fill out the unexpired portion of the term. In so doing, the office of vice-chairperson shall be declared vacant and filled in accordance with provisions of this section.

Section 7. Each officer shall, at the expiration of his or her term of office, turn over to his or her successor all books, papers, and other records and property pertaining to the office not later than ten days after said expiration.

Article VII. Executive Committee

Section 1. The executive committee shall be composed of the officers of the council and the pastor, pastoral life director or other administrator appointed by the Archbishop.

Section 2. 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 recording secretary for mailing prior to the meeting.

Article VIII. Committees

Section 1. The council chairperson, in consultation with the pastor, pastoral life director or other administrator appointed by the Archbishop and council executive committee, may create any standing, special or ad hoc committees, which may from time to time be deemed necessary.

Section 2. The standing committees of the council shall have such powers as may be delegated to them by the full council and pastor, pastoral life director or other administrator appointed by the Archbishop. Because of its canonical importance, the Finance Council shall be named in consultation with the pastor, pastoral life director or other administrator appointed by the Archbishop or may be appointed in full by the pastor, pastoral life director or other administrator appointed by the Archbishop.

Section 3. The council chairperson, with the advice and consent of the pastor, pastoral life director or other administrator appointed by the Archbishop and the council, shall appoint

members of the council to serve as chairpersons of each standing committee.

Section 4. The chairperson of each standing committee, in consultation with the pastor, pastoral life director or other administrator appointed by the Archbishop and chairperson of the council, 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. Such committee members shall have the right to attend all regular meetings of the council.

Section 5. The committee chairperson shall call meetings of the committee, shall be prepared to render a report on the work of the committee at designated meetings of the council.

Article IX. Committee Duties

Section 1. Each committee shall consist of at least one pastoral council member as well as heads of any parish organizations associated with that committee.

Section 2. Each committee shall meet regularly to implement its work and shall report the progress or limitations of such work to the council as necessary during the course of the year.

Section 3. The chairperson of each committee shall initiate an annual evaluation of the committee's work in conjunction with the council's annual planning effort. The chairperson shall also present to the council for its planning considerations any proposals or initiatives generated by the committee.

Article X. Meetings

Section 1. The council shall meet at least 8 times per year. Any meeting cancelled due to unforeseen circumstances (e.g. weather) shall be counted toward the number of required meetings as if it had taken place.

Section 2. Special meetings may be called by the council chairperson, executive committee, the pastor, pastoral life director or other administrator appointed by the Archbishop, or at the written request of one-third of the members of the council, the purpose of which shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.

Section 3. Regular meetings of the council shall be open to all parishioners as observers. It shall be left to the discretion of the executive committee as to whether any special meetings shall be open.

Section 4. A majority of the voting members of the council shall constitute a quorum.

Article XI. Authority and Decision Making

Section 1. In matters of serious consequence to the parish community, the council shall make every effort, in union with the pastor, pastoral life director or other administrator appointed by the Archbishop, to arrive at a decision through consensus.

Section 2. Every member of the council must be involved in the consensus building process and must speak to the assembled council his or her consent or reservations regarding the matter under discussion.

Section 3. The discussion must continue, addressing any reservations until every member is either in favor of the decision or willing to support the decision even though it may not be the preference of the individual.

Section 4. Council members shall conduct business in a manner that maintains decorum and respect for individuals in attendance at council meetings. At any time during a meeting, the council chairperson in consultation with the pastor, pastoral life director or other administrator appointed by the Archbishop may institute rules for debate in order to maintain proper decorum during the meeting. Such rules must be impartial and respect the right of all council members to discuss an issue.

Article XII. Ratifications and Amendments

Section 1. The draft of this constitution shall be made available to all parishioners. Its approval shall be by the pastor, pastoral life director or other administrator appointed by the Archbishop and a two-thirds vote of the membership of the council.

Section 2. This constitution may be amended at any regular meeting of the council by a two-thirds vote of the membership of the council.

- a. Proposed amendments to this constitution shall be submitted in writing to the council at any regular meeting and voted on at the next regular meeting.
- b. The chairperson shall appoint a committee to review the amendment. The committee shall mail a written report on its recommendations to all council members two weeks prior to the next regular meeting.

The council shall review the amendment and committee recommendations and shall approve or disapprove said amendment.

APPENDIX A

The Council Members Identification, Discernment and Selection process shall begin in 2009. In 2009 and 2010, three people shall be selected to serve on the pastoral council. Beginning in 2011 and in each year thereafter, two people shall be selected to serve on the pastoral council. In addition two alternates will be selected in 2009 and every other year thereafter.