

## **Constitution & By-Laws**

### **St. Joan of Arc Parish Pastoral Council**

**PREAMBLE:** After the diocesan bishop has listened to the presbyterial council and if he judges it opportune, a Pastoral Council is to be established in each parish; the pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish, in virtue of their office, give their help in fostering pastoral activity. (Code of Canon Law 536.1)

This Pastoral Council possesses a consultative vote only and is governed by norms determined by the diocesan bishop. (Code of Canon Law 536.2)

All the Christian faithful have the duty and the right to work so that the divine message of salvation may increasingly reach the whole of humankind in every age and in every land. (Code of Canon Law 211)

#### **Article I. Name**

**Section 1.** The Council is to be known as the St. Joan of Arc Parish Pastoral Council.

#### **Article II. Purpose**

**Section 1.** A parish is established to carry out the work of the Church in a specific Community, and the nature and purpose of St. Joan of Arc Parish are supported by the cornerstones of the parish.

The cornerstones of St. Joan of Arc Parish are:

- a. Worship
- b. Catechesis
- c. School
- d. Social Justice and Peace
- e. Administration and Finance of the Physical Plant

The Pastor must approve all parish ministries that support the cornerstones of the parish.

The Council is to be sensitive to the movement of the Spirit among God's people and to work for a unified vision or general agreement among its members in order to help the whole parish meet the challenge of being the Church in the present world.

The Parish Pastoral Council does not possess legislative or executive powers over parish activities or functions.

**Section 2** The purpose of the Pastoral Council is accomplished by:

- a. Recommending policy regarding spiritual growth, formation, education and evangelization, Christian service and parish unity
- b. Recommending solutions in areas of parish-wide concern

- c. Recommending future directions for parish life based on continuing study of the parish environment and composition
- d. Providing a leadership role, where appropriate, for ways and means of promoting parish-wide activities

### Article III. Membership

**Section 1.** The Parish Pastoral Council will be made up of a variable number of members each year. There are four (4) categories of Council membership described in this section: Regular Members, Assigned Representatives, Appointed Representatives, and Ex Officio Members. For definitions of these categories See Appendix B.

- a. 12 Regular Members; these are the core members of the council and the only 12 members who have voting rights. Each of these members shall be not less than sixteen (16) years of age and meet the specific requirements of this Constitution & By-Laws.
  - i. 9 Regular Members are acquired through the discernment process.
  - ii. 3 Regular Members are appointed by the Pastor.
- b. Several other Parish and School Boards and Organizations will each select a representative to serve on the Council. These non-voting Assigned Representatives will be assigned from:
  - i. Parish School Board
  - ii. Religious Formation Board
  - iii. Youth Ministry
  - iv. Parish Finance Committee
  - v. Commission on Divine Worship
- c. The Pastor may select a deacon or religious who lives and works in the parish to serve on the council. Such Appointed Representatives will not have a vote and their term is at the discretion of the Pastor.
- d. The Pastor may select the Parish Director of Finance & Administration to serve as an Appointed Representative on the council.
- e. The Pastor and Pastoral Associate shall be Ex Officio Members of the Council, without a vote.
- f. The composition of the Parish Pastoral Council as described above is to be considered as a “guideline.” The composition can be changed at the discretion of the Pastor.

**Section 2.** The resulting makeup of the Parish Pastoral Council will break down, as per the above rules:

12 Regular Voting Members – 9 Discerned and 3 Pastoral Appointments.  
5 Non-Voting Representatives from boards and ministries.  
0-3 Deacon’s and/or Religious appointed by the Pastor.

0-1 Parish Director of Finance & Administration

1-4 Pastor and associate Pastors as ex officio members

The resulting total Parish Pastoral Council makeup is a variable number, generally between 18 and 25 people. *\*See Appendix A.*

The Parish Pastoral Council will generally select three (3) council members every year, each generally for a term of three years, from the Discernment Candidates selected.

**Section 3.** Members of the Council are to represent the parish community as a whole, and not a particular activity or specific interest.

**Section 4.** Term  
The term of membership on the Council is Three (3) years, unless provided for otherwise in the By-Laws. The By-Laws will determine the initial term of a portion of members of the Council so that members serve in staggered terms. Members may serve two (2) successive terms. An interim period of one year will re-establish eligibility. A term will begin at the meeting after discernment is complete.

**Section 5.** Resignation

- a. A member who ceases to be a member of St. Joan of Arc Parish will be considered to have resigned, and their Council membership vacated
- b. A member who fails to attend three (3) meetings of the Council within a Council year without being excused by the chairperson will be considered to have tendered a resignation
- c. A member may tender a resignation by written notice to the Pastor delivered to the parish office

**Section 6.** Removal  
At any regular or special meeting of the Council, duly called, any one (1) or more members of the Council may be removed, for serious cause, by a vote of two thirds (2/3) of the Council.

- a. Prior to any removal action, any member whose removal has been proposed will be given an opportunity to be heard at the meeting

**Section 7.** Vacancies

- a. A vacancy created by the resignation or other valid reason of a Regular Member may be filled for the unexpired term by the Pastor upon the recommendation of the entire council
- b. A vacancy created by the resignation or other valid reason of an Appointed Representative, Assigned Representative, or an Ex Officio Member, shall be filled by the appropriate selecting body or Pastor

## **Article IV. Selection of Members**

**Section 1.** Membership on the Council shall be filled as described in Appendix B.

**Section 2.** Qualifications for membership on the Council shall be:

- a. A person of Catholic faith in good standing
- b. A registered member of St. Joan of Arc Parish for a period of at least three (3) years. (Exceptions to this can be made at the discretion of the Pastor.)
- c. A person at least sixteen (16) years of age
- d. An individual who has manifested a willingness to serve
- e. An individual may not be an employee of the parish, a spouse or a blood relative of an employee of the parish

**Section 3.** Qualified candidates will be selected for service on the Council through a spiritual and prayer based Discernment Process.

- a. The chairperson will nominate a Discernment Committee, to be approved and appointed by the Pastor
- b. The Discernment Committee will actively seek Discernment Candidates for membership on the Council in order to promote the apostolate of the parish
- c. The candidates will be discerned by the full Council

## **Article V. Officers**

**Section 1** For the purpose of expediting the affairs of the Pastoral Council, there shall be a Chairperson. This office is to be held only by a Regular Member of the Council.

- a. The chairperson shall be chosen by the Pastor once the new members are seated in the spring, at the final Council meeting of the annual session
- b. The primary role of the chairperson is to be convener of the Council and to provide leadership for reaching consensus in discussion
- c. The chairperson shall preside at all Council meetings and act as chief administrative officer of the Council
- d. The chairperson shall establish whatever committees are deemed necessary to carry out the functions of the Council

**Section 2.** Filling the Vacancy of the Council Chairperson

- a. In the event that the office of Chairperson is temporarily vacant, or if the Chairperson is impeded or absent for any reason, the Pastor shall appoint a temporary Chairperson
- b. In the event that a seated chairperson has permanently vacated the office, the Pastor will appoint a new permanent Chairperson

## **Article VI. Recording Secretary**

- Section 1.** A recording secretary shall be appointed by the Pastor, and should not be a Member or representative of any category on the Council.
- Section 2.** The recording secretary shall:
- a. Be responsible for the minutes of each Council meeting
  - b. Distribute minutes of each meeting to Council members
  - c. Provide minutes and announcements for the parish community as determined by the Council
  - d. Carry out other duties assigned by the chairperson or pastor
- Section 3.** In the event of a vacancy in the position of recording secretary, a new appointment is to be made by the Pastor.

## **Article VII. Meetings**

- Section 1.** The Pastoral Council is to meet at least four times each council year.
- Section 2.** Council meetings are open to members of the parish.
- Section 3.** Parishioners may speak up to five (5) minutes relative to an issue under discussion so long as it will not unduly exceed the time frame of the meeting as determined by the Chairperson.
- Section 4.** Any three (3) members of the Council may petition the Chairperson to call a special meeting if in their opinion the urgency of the matters for consideration justifies such action, or call for a closed executive session. The executive session consists of the Pastor and voting members.
- Section 5.** Questions requiring Council action will normally lead to consensus solutions. If consensus cannot be achieved after considerable deliberation, resolution and/or disposition of the question devolve to the Pastor.
- Section 6.** An agenda for the Parish Pastoral Council meeting, prepared by the chairperson, in cooperation with the Pastor, shall be available at the Resource Center and on the parish website to all parishioners on the Sunday before each regular meeting.
- Section 7.** Parishioners may request to bring matters before the Council.
- Section 8.** A majority of the voting members shall constitute a quorum at any meeting of the Council.
- Section 9.** The Chairperson may invoke the use of Robert's Rules of Order at his or her discretion for situations which are not specifically set forth in this Constitution & By-Laws.

## **Article VIII. Amendments**

**Section 1.** This Constitution & By-Laws may be amended by a two thirds (2/3) majority of the Council, and with the approval of the Pastor.

**Section 2.** Amendment Proposal Guidelines:

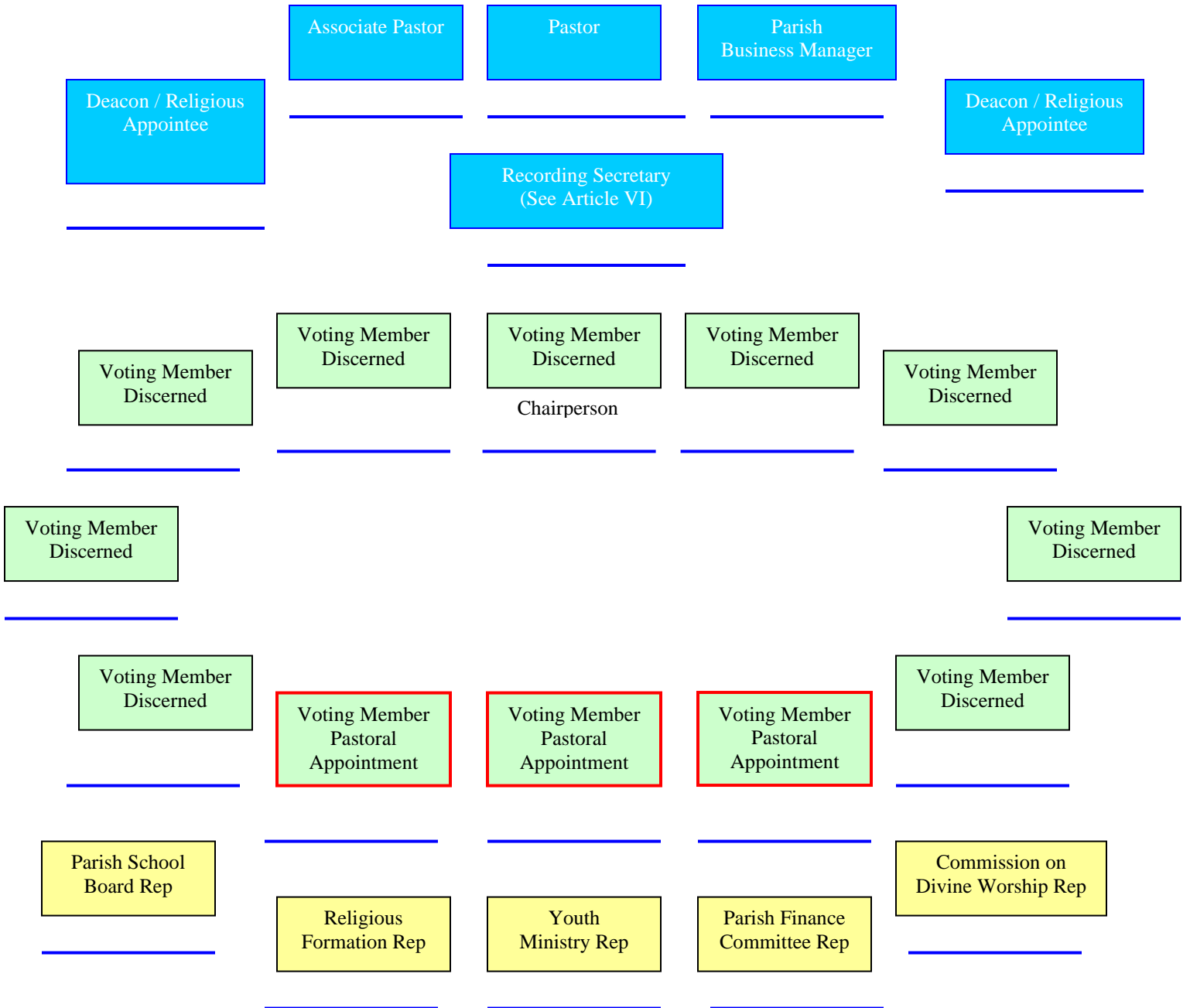
- a. The Council may propose amendments
- b. The parish membership may petition the Pastor or the Council for a special meeting to recommend amendments to the Constitution & By-Laws. Such requests must meet the following requirements:
  - i. Submitted in writing
  - ii. Endorsed by a minimum of ten (10) parish members
  - iii. All parish member endorsements must be sixteen (16) years of age or older
  - iv. Parish member endorsements are limited to one per family
- c. Amendments must be introduced at least one Council meeting prior to a vote on their acceptance

**Article IX. Pastor's Role** The Pastor, as chief executive officer of the parish, is legally and morally responsible for the welfare and activities of the parish. The pastor has the right to accept or reject the recommendation of the Council. The Pastor is to exercise this right mindful of his responsibility as representative of the Church and his role as the spiritual leader of the Parish.

**Article X. Ratification** This Constitution & By-Laws, and subsequent amendments, shall become effective when approved and promulgated by the Pastor in accord with the norms of the diocesan Bishop.

## Appendix A

### Parish Pastoral Council Membership Chart



#### Membership Type Guide:

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| <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #00bfff; border: 1px solid black; margin-right: 5px;"></span> Ex Officio and Pastoral Appointments – Non Voting</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffff00; border: 1px solid black; margin-right: 5px;"></span> Representatives – Appointed by their individual Board or Committee – Non Voting</p> | <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #90ee90; border: 1px solid black; margin-right: 5px;"></span> Discerned Members – Voting Members</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #90ee90; border: 2px solid red; margin-right: 5px;"></span> Pastoral Appointment – Voting Members</p> |
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## **Appendix B**

### Parish Pastoral Council Membership Categories

#### *Regular Members:*

12 voting members of the Council, nine (9) of whom are recruited to the council through the open discernment process, and three (3) of whom are appointed by the Pastor. All 12 of these Regular Members generally serve for a three year term. Generally the Council will replace four (4) of these positions each year.

#### *Assigned Representatives:*

5 non-voting members who are assigned from various committees, boards, and commissions within St. Joan of Arc Parish. These members serve for terms determined by their assigning organizations.

#### *Appointed Representatives:*

Undetermined number of non-voting members appointed by the Pastor, from Deacons, Religious, or the Business side of the parish.

#### *Ex Officio Members:*

The Pastor, associate Pastor(s), and resident priests and religious as appointed by the Pastor. Non Voting Members.