

## **ST. ANTHONY OF PADUA PARISH PASTORAL COUNCIL CONSTITUTION AND BY-LAWS**

### **Article I: Purpose and Function**

Section 1: The Parish Pastoral Council shall be the representative body of the People of God who comprise St. Anthony of Padua Parish. In a relationship of shared responsibility with the Pastor, the Parish Pastoral Council shall enable the parish to grow as a community of faith called to proclaim the Good News of God's Kingdom present among us.

Section 2: The St. Anthony of Padua Parish Pastoral Council strives to fulfill its purpose by:

- Prayerfully discerning the needs of the parish community
- Serving as a vehicle for constructive dialogue with the parish community
- Serving as a consultative, advisory, and visionary body to the Pastor
- Collaborating with the Pastor to formulate policies concerning parish and pastoral matters consistent with faith and morals, civil and church law, and Diocesan policy.
- Identifying and calling forth the gifts and talents of the members of the parish community
- Developing and maintaining a mission statement which embraces the total life and mission of the parish
- Establishing clear and concise goals and objectives based on the parish mission statement and the emerging needs of the parish community
- Coordinating, encouraging, and promoting every apostolic activity within the parish through which the parish community discharges its common responsibility to make the Gospel message known.

### **Article II: Membership**

Section 1: The St. Anthony of Padua Parish Pastoral Council shall consist of at least nine members, but not more than sixteen members.

Section 2: Every person who is a Roman Catholic confirmed in the faith and a member of St. Anthony of Padua Parish is eligible to serve as a member of the Council.

Section 3: The Pastor/Administrator and Parochial Vicar(s) are ex officio members of the Parish Pastoral Council.

### **Article III: Selection Process and Terms of Office**

Section 1: Selection of members to the Parish Pastoral Council shall be by the process of discernment.

Section 2: The Parish Pastoral Council selection process will commence annually in the spring allowing for completion of the discernment process and selection of new members to be concluded no later than June 1.

Section 3: Prior to commencement of the selection process the Moderator and Vice Moderator, in consultation with the Pastor, shall appoint a Selection Committee to guide the selection process.

The Selection Committee shall have the following duties:

- To ensure appropriate parish notification for the purpose of encouraging interested parishioners to submit their names for consideration
- To contact and invite interested parishioners to meet with the Parish Pastoral Council for introduction and orientation.
- To establish a date and time for the discernment process, in consultation with the Council and Pastor.
- To provide new members with appropriate printed materials and information
- To coordinate the welcoming and installation of new members
- To inform the parish of the names of the new members

Section 4: The selection process shall begin with the interested parishioners meeting with the Parish Pastoral Council as established by the Selection Committee.

Section 5: The Council shall begin the discernment process for new members using the guideline entitled “Discerning New Parish Council Members.” (See Exhibit A)

Section 6: Newly discerned Council members shall assume their duties upon installation at the next regularly scheduled meeting.

Section 7: The term of office of all discerned members of the Parish Pastoral Council shall be three years. No member may serve more than three (3) consecutive full terms.

Section 8: Any term of office that cannot be completed by a Council member may be filled by the discernment process as described in Article III, Section 4 and 5.

#### **Article IV: Officers**

Section 1: At the first scheduled meeting of the St. Anthony of Padua Parish Pastoral Council following the selection and installation of new members, the Council shall select a Moderator, Vice-Moderator and Secretary from their own membership to serve a term of one (1) year. These officers together with the Pastor/Administrator shall constitute the Agenda Committee.

Section 2: The Moderator shall have the following duties:

- To call and moderate all meetings of the Council
- To oversee all activities of the Council
- To convene the Agenda Committee in order to prepare Council meeting agendas.

- Section 3: The Vice Moderator shall have the following duties:
- To moderate meetings in absence of the Moderator
  - To assist the Moderator in overseeing the Council's activities
  - To succeed the Moderator in case of resignation or disqualification

- Section 4: The Secretary shall have the following duties:
- To maintain a written record of minutes of all Council meetings
  - To maintain an attendance record of all Council members
  - To maintain a current record on the names, addresses, e-mail addresses and telephone numbers of all Council members
  - To distribute prior to all Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting.

#### **Article V: Meetings**

- Section 1: Regular meetings of the St. Anthony of Padua Pastoral Council shall be held at least four times per calendar year.

- Section 2: Additional meetings of the Council may be called by the Moderator or the Pastor/Administrator in consultation with one another with written or verbal notice being given to all members of the Council at least forty-eight (48) hours prior to the date of the meeting.

- Section 3: Regular Parish Pastoral Council meetings shall be open to all members of St. Anthony of Padua Parish.

- Section 4: Proposals by any parishioner may be submitted to the Council by presenting the proposal, in writing, to the Agenda Committee at least two (2) weeks in advance of the regular Council meeting. Disposition of the proposal follows the normal procedure for new business for the Council.

#### **Article VI: Consensus**

- Section 1: The decision-making process of the St. Anthony of Padua Parish Pastoral Council shall be by consensus.

- Section 2: The consensus process shall include at least the following;

##### **Input**

- Issue at hand is clearly stated and background information is presented

##### **Discussion**

- Opportunity for clarification is given
- Discussion of the issue is facilitated
- When most viewpoints have been expressed, facilitator tests for consensus

#### Reflection

- Does what is proposed support the Gospel?
- In light of the parish mission statement, will this be good for the entire parish?
- Can each of us live with this and support this?

#### Review

- Summarize the issue, basic background, areas of agreement and disagreement, statement of consensus reached
- If there is no consensus, continue to discuss the problematic areas

### **Article VII: Parish Commissions and Committees**

Section 1: The St. Anthony of Padua Pastoral Council is assisted in its duties by parish Commissions which are categorized within several areas of ministry. The parish may form new standing Commissions as needed.

Section 2: Each Commission shall develop its own bylaws that complement those of the St. Anthony of Padua Pastoral Council and conform to Diocesan directives.

Section 3: Within each Commission, ad hoc committees may be established to assist in accomplishing the objectives for each ministry area.

Section 4: A member of the Parish Pastoral Council shall serve as a general member on each Commission and act as that Commission's Council Liaison. Each Liaison shall regularly submit a brief summary report to the Parish Pastoral Council on the status of goals, objectives, and activities of the Commission and its committees.

Section 5: Special ad hoc committees may be established from time to time by agreement of the Parish Pastoral Council membership to meet specific objectives. Such ad hoc committees may be established as defined by the Council.

### **Article VIII: Amendments and Revisions**

Section 1: This Constitution may be amended and/or revised at any regular or special meeting of the St. Anthony of Padua Pastoral Council, subject to the conditions outlined in Article VIII Section 2 as follows:

Section 2: Amendments and revisions must be presented in writing to all members of the Council at least ten (10) days prior to any meeting. Any amendment or revision submitted to the Council shall be discussed at the meeting in which it is presented but not formally accepted or rejected until the next regular meeting.