

CONSTITUTION AND BYLAWS

SAINT MARY OF THE IMMACULATE CONCEPTION PARISH PASTORAL COUNCIL

Mission Statement:

We, the parishes of St. Mary Help of Christians (Briggsville) and St. Mary of the Immaculate Conception (Portage), in a spirit of faith and service rooted in the mission of Christ as revealed in the Gospel, are committed to creating welcoming communities that actively pursue opportunities for formation of our Catholic faith, spiritual growth and outreach to others in need.

ARTICLE 1

COUNCIL NAME

- 1.0 The name of this organization shall be the St. Mary Parish Pastoral Council (hereafter referred to as the "Council") serving in the name of the people of our Parish

ARTICLE 2

COUNCIL PURPOSE

- 2.00 To facilitate a process by which the Mission of our Parish is determined and to serve as stewards of that mission.
- 2.01 To implement the mission and serve as representative and consultative voice of our parishioners in dialogue and cooperation with the Pastor and staff of the parish promoting a vibrant and faith filled parish life.

ARTICLE 3

MEMBERSHIP

- 3.00 All Council members are to be practicing Catholics and active in parish life.
- 3.01 Each year prior to July 1 three individuals will be elected for a three year Council term. The executive Committee of the Council will select the nominating committee. Those individuals will be considered who have indicated willingness to serve on the Council, recommended by other Parish members and other factors that the Council feels are appropriate.

- 3.02 Nominees should be contacted about their willingness to be placed on the ballot before the nominees are formally announced to the Parish.
- 3.03 The list of nominees shall be published in the parish bulletin two weeks before the election.
- 3.04 Registered, adult members are asked to cast their ballots for Council members during election weekend at all the Masses.
- 3.05 The ballots shall be tallied and the newly elected members are to be notified by the Pastor or his delegate.
- 3.06 The members of the Council will be asked to serve as committee liaison.
- 3.07 Newly elected members shall assume their position at the first meeting after July 1 and their term expires three years when new member takes over. The three year terms shall be staggered to avoid annual turnover. Members may serve a second term only once in renewable succession with exception being member fulfilling a vacancy.

COUNCIL STRUCTURE

- 3.08 The pastor will preside over the Council which shall have nine members and one trustee from the parish. Of the nine members, there will be the chair, vice chair and secretary selected at the first meeting.

The Pastor presides over Council meetings, calls special meeting, places matters of concern on the agenda and approves or vetoes recommendations of the Council. Making sure that the scope of the Council's concerns reflects the mission of the Church and shares in the prayerful dialogue leading to the formation of policies.

The Chair chairs Council meetings, organizes and coordinates the activities and processes of the Council. Appoints ad hoc committees and motivates members of the Council to fulfill their responsibilities.

The Vice Chair assumes the duties and responsibilities of the chair when absent or incapable of performing.

The Secretary records the proceedings of all council meetings, notifies members of meetings and handles correspondence relevant to council activities. Files records, reports, communications, etc. and performs duties as the council or the chair shall assign.

- 3.09 If necessary to bring balance to the Council, the pastor may appoint up to three members for a one year term renewable up to three years. At any time there should be no more than three pastor appointed members serving on the Council.
- 3.10 All members of the Council shall agree by consensus of whole with an equal voice on matters being considered by the Council.

ARTICLE 4

RESPONSIBILITIES OF THE COUNCIL

- 4.00 The primary responsibility of the Council is to assist the pastor in his decisions concerning those matters that affect the life of the parish. The Council accomplishes this by providing advice and observations on parish matters.
- 4.01 To listen and represent the wishes of parishioners and parish staff as part of the planning process.
- 4.02 Determine priorities and develop plans to evaluate and implement.
- 4.03 Regularly evaluate goals, objectives which further the mission of our parish and recommend actions which are supportive of our mission.

ARTICLE 5

AMENDMENT PROCEDURES

- 5.00 This Constitution and the By-Laws and amendments must be introduced at one meeting and then voted on at two consecutive meetings by a majority vote of the Council members.
- 5.01 Proposed amendments are presented to the members of the Council at the meeting prior to the meeting at which the vote is to be taken.
- 5.02 The vote on a proposed amendment requires a quorum.
- 5.03 Proposed amendments become recommended amendments by the vote of the members present and voting.
- 5.04 All recommended amendments require ratification by the Pastor.

ARTICLE 6

DECISION MAKING

- 6.00 The desired procedure for decision making is consensus to draw forth support of all.
- 6.01 **QUORUM** A simple majority of the total membership of the council shall constitute a quorum for either reaching consensus or conducting a vote if needed.
- 6.02 **PRINCIPLES** In either consensus or voting, members solicit the wisdom of the group – inviting all to speak, listening to each other with respect, being open to the Holy Spirit, thus reaching the 'best' decision for the good of the parish.

ARTICLE 7

APPROVAL OF COUNCIL RECOMMENDATIONS

- 7.00 Effective date of recommendations adopted by the council become effective when approved by the Pastor.
- 7.01 The Pastor generally approves or vetoes a recommendation within two weeks of its presentation.
- 7.02 VETO PROCEDURES The Pastor presents the reason for the veto which becomes part of the minutes.

ARTICLE 8

STANDING COMMITTEES

- 8.00 Liturgy
Hospitality & Stewardship
Faith Formation
Pastoral Ministry
Community Outreach

ARTICLE 9

MEETINGS

- 9.00 Regular meetings of the Council are normally held monthly, at least 10 times annually. Special meetings may be called by the pastor, the chair or by consensus of a majority of the Council.
- 9.01 Meetings are open to non members of the Council but discussion is generally limited to Council members unless prior permission to address the Council is granted. Request must be made seven days prior to scheduled meetings and placed on the agenda.