

St. Martin de Porres Pastoral Council NORMS

(Amended March 21, 2017)

Article I: Name

The name of this organization shall be the St. Martin de Porres Pastoral Council, hereafter referred to as the Pastoral Council.

Article II: Nature and Purpose

The Pastoral Council is to be a body representative of the whole parish whose purpose is to give counsel and seek consultation. By the fact that it is convoked by the Pastor, the Pastoral Council must respond to his call and questions and offer the best consultation possible. The members of this group, along with the Pastor, are called to reflect and consider pastoral issues for the common good and for the future. Their role is to understand, to reflect carefully and prayerfully and to seek consensus. However, under certain circumstances, the Pastor and Pastoral Council may choose to attain a majority through voting to decide a course of action.

Article III: Membership

Section 1. Members

As Outlined in the 2005 Diocesan Policy on the Pastoral Council, Pastoral Council members must:

- be a baptized Catholic unless otherwise permitted by the Pastor;
- be registered in the parish;
- have demonstrated a commitment to the parish community;
- committed themselves to spiritual growth;
- commit themselves to skills development as part of the Christian leadership process;
- be willing to commit the necessary time and energy to offer effective consultation;
- be willing to support, encourage, and diligently work toward implementation of Synod recommendations;
- be familiar with programs of various diocesan commissions and/or standing committees; and
- be willing to take the time and make the effort to open themselves to the training and group process of the formation of Pastoral Council rationale.

Pastoral Council Norms

Section 2. Terms of Pastoral Council Members

Pastoral Council members shall serve three year terms, unless otherwise specified by the Pastor.

Section 3. Number of Pastoral Council Members

The Pastoral Council shall consist of 6 members and the Pastor. One-third shall be appointed by the Pastor (such positions hereinafter referred to as an "Appointed Membership Term"). Two-thirds shall be selected by a discernment process (hereinafter referred to as a "Discernment Membership Term"). The Parish Business Manager and the Finance Council Chairperson will be Ex Officio members. Sisters and Deacons of the Parish will be Ex Officio members.

Article IV: Officers

Section 1. Officers

The officers of the Pastoral Council shall be a Chairperson and Recorder.

Section 2. Terms of office

Unless the Pastor should decide otherwise, the Recorder shall serve a one year term, and in no event less than a one year term or one calendar year whichever is longer. The Chairperson shall serve a one year term, and in no event less than a one year term or one calendar year, whichever is longer. A one year term shall be defined as the fiscal calendar year beginning July 1, and ending the following year on June 30. In the event the Chairperson must resign before the end of their term, as provided herein the Pastor shall appoint a new Chairperson from existing membership as soon as possible. At the end of the one year term, the Recorder and Chairperson may renew their term of office with the consent of the Pastor for an additional one year term. The office term is renewable annually by consent of the Pastor and the existing Recorder or Chairperson for the remainder of the Appointed Membership Term.

Section 3. Duties of the Officers

The officers shall perform the duties pertaining to their respective offices and other such duties as may be defined by the Pastoral Council or the Pastor.

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1. Chairperson. The Chairperson shall preside over the meetings of the Pastoral Council in addition to preparing an agenda and scheduling meeting facilities.
2. Recorder. The Recorder shall keep and report the minutes of each meeting.

Article V: Pastor

Section 1. Pastor

The Pastor is the chief governing person and accountable to the Bishop for the affairs of the parish.

Section 2. Duties

The Pastor must attend the Pastoral Council meetings and participate in its activities. The Pastor is called to consultation by the Church. In this call, he must:

1. in turn, call the Pastoral Council and seek counsel on pastoral matters affecting the life of the parish;
2. experience and participate in the interaction that follows;
3. be open, respectful and receptive to the voice or voices of the parishioners;
4. weigh seriously and respond appropriately to the collective wisdom or consensus of the Pastoral Council;
5. make every effort to insure that the membership of the Pastoral Council is truly representative of the whole parish community;
6. assist in the proper formation, training and orientation of all Pastoral Council members;
7. insure that the Pastoral Council's concerns reflect the whole Church (diocesan and universal) and its mission;
8. facilitate Pastoral Council members building their own community of faith, trust and respect;
9. assist in the preparation of Pastoral Council agenda.

The Pastor should consider carefully the decisions of the Pastoral Council and provide proper explanation to the Pastoral Council when acting contrary to its recommendations. However, in matters that violate church teachings or discipline, or in matters contrary to diocesan policy, the Pastor, after appropriate explanation to the Pastoral Council, must withhold acceptance. When a Pastor leaves a parish through transfer, retirement, or death, all activity of the Pastoral Council ceases until the new Pastor or assigned Administrator reconvenes the Pastoral Council. A new Pastor should seek counsel from

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the existing Pastoral Council to become more informed about the nature of the community. He should be reluctant to dissolve the Pastoral Council, even though it is his prerogative to do so.

Article VI: Appointments and Discernments

Pastoral Council membership shall be staggered every year, with one-third of the membership terms expiring. Vacancies shall be filled by a combination of appointments and discernments.

Section 1. Appointments

One-third of the Pastoral Council members shall be appointed by the Pastor. By the second Sunday of the month prior to the expiration of any Appointed Membership Term, the Pastor will make known to the Pastoral Council the incoming Pastoral Council member who will hold their term by Pastoral Appointment.

Section 2. Discernments

Two-thirds of the Pastoral Council members shall be selected by a discernment process. Three months prior to the expiration of any Discerned Membership Term, the Chairperson shall request from the parish any candidate(s) who wishes to participate as a member of the Pastoral Council. The candidate(s) shall participate in a discernment event, at which time, the candidate(s) and any other interested parishioners are welcome to attend. Those present at the discernment event will then vote by ballot to fill the discerned vacancy.

Section 3. Appointment of Officers

Officers will be appointed by the Pastor after the discernment selection and appointment of new Pastoral Council members is concluded.

Article VII: Meetings

Section 1. General meetings

It is the intent of the Pastoral Council to meet monthly. Exceptions to this intent will be approved by a majority vote of the Pastoral Council. Unless otherwise decided by a majority vote of the Pastoral Council meetings shall occur once a month.

Section 2. Special Meetings

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The Pastor may call special meetings of the Pastoral Council at any time. The Pastor will make every attempt to provide 24 hours prior notice for the meeting.

Article VIII: Vacancies

Section 1. Members

Mid-term vacancies shall be filled by appointment and/or discernment as applicable and with full consent of the Pastor.

Section 2. Recorder

Mid-term vacancy of the Recorder position shall be filled from the existing Pastoral Council Membership by appointment by the Pastor.

Section 3. Chairperson

Mid-term vacancy of the Chairperson shall be filled from the existing Pastoral Council Membership by appointment by the Pastor.

Article IX: Amendment of bylaws

Section 1. Proposals

Amendments to the bylaws may be proposed by the Pastor or any member of the Pastoral Council.

Section 2. Action

A proposed amendment to the bylaws shall be voted upon by two-thirds of the Pastoral Council. The amendment will be deemed to be accepted and approved with the consent of the Pastor.

Section 3. Adoption

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If not otherwise specified, a proposed amendment becomes effective as soon as it has been approved as described above.

Article X: Openness and Confidentiality

Section 1. Confidentiality

To the extent possible, the first portion of any meeting of the Pastoral Council shall be open to parishioners who may wish to attend as observers unless their input is requested by the Pastoral Council. Any parishioner wishing to give input may submit a detail of such input to the Chairperson and Pastor. Pending approval by the Chairperson and Pastor the parishioner will be allotted a 5 minute timeframe to present such input at the next scheduled Pastoral Council meeting. However, pursuant to the 2005 Diocesan Policy on the Pastoral Council, active participation in the consensus building process during any Pastoral Council meeting is reserved for the Pastoral Council members. Further, while it is the desire of the Pastoral Council to promote an atmosphere of openness and transparency, some situations and matters discussed by the Pastoral Council may need to be kept confidential. For such circumstances requiring confidentiality, by majority vote of its members, the Pastoral Council may choose to make an entire meeting a "closed" or "executive" session. Regardless, the second portion of any meeting of the Pastoral Council shall be a "closed" or "executive" session portion to allow for an effective consensus building process and the resolution of confidential matters.

Section 2. Reporting

The Recorder shall keep minutes of all non-confidential results of Pastoral Council meetings. It is the goal of the Pastoral Council that such minutes of each meeting shall be posted on the parish website after the adoption of such minutes at the next scheduled Pastoral Council meeting.

Article VIII: Commissions

Section 1. Organization

The development of commissions and commission membership will be formed as needed by consultation of the Pastoral Council members and the Pastor in regards to the needs of the parish.