

ALL SOULS PASTORAL ADVISORY COUNCIL CONSTITUTION

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CONSTITUTION OF THE ALL SOULS CATHOLIC CHURCH PASTORAL ADVISORY COUNCIL

DECLARATION OF PURPOSE

The Pastoral Advisory Council is a body of parishioners who represent the diverse needs and population of the parish whose function is to:

1. Advise and consult with the Pastor in policymaking, planning and governing
2. Discover, fulfill, and support parish and community needs
3. Free parish priests for their ministry
4. Respond to the expressed ideas and opinions of parishioners in a timely manner
5. Create structures for exercise of lay initiatives
6. Serve as a clearinghouse for parish activities

This Pastoral Advisory Council is functioning under the authority of the bishop of the Diocese of Orlando, Florida, and the direction of the Pastor of All Souls Parish of Sanford, Florida.

PREAMBLE

This Catholic community of All Souls Parish comes together for the express purpose of improving the lives of all parishioners and members of our greater community. Within this document are expressed the hope and faith required to aid in the development of a truly Catholic community.

ARTICLE I

NAME

This organization shall be known as the All Souls Pastoral Advisory Council (herein called the Council).

ARTICLE II

MEMBERSHIP OF THE COUNCIL

Membership of the Council will be as follows:

There will be no less than sixteen (16) - composed with regard to geographic, economic, age, and cultural diversity - and will be appointed by the Pastor accordingly:

- The Pastor of All Souls Parish shall be a member.
- Each of the individual commissions, as identified within this constitution, shall be represented. A minimum of two members shall serve on each commission (12 people).
- The nominating committee shall present to the Pastor a recommended list of parishioners from which he shall select between three (3) and five (5) people who will serve as at-large members.

ARTICLE III

DUTIES AND RESPONSIBILITIES

SECTION 1 – CONSULTATIVE

The Council shall act and serve in a consultative capacity with the Pastor and members of the clergy of the parish in all matters pertaining to the operation and management of the parish.

SECTION 2 – FINANCIAL

The Council shall be given information at each meeting on the status of the parish.

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SECTION 3 – DECISION MAKING

The Council shall partake a consultative/advisory voice in matters concerning the governance of the parish, including but not limited to spiritual, financial, and educational matters unless greater authority is bestowed upon the Council by the bishop or canon law. In such event, the Council shall have such authority as is bestowed upon it by the bishop or as is consistent with canon law. The Pastor must ratify the decision of the Council before it can be enforced. The Pastor must prevent the Council from endorsing proposals or acting in any way contrary to canon law or Orlando Diocesan policy.

SECTION 4 – PASTOR’S APPROVAL

The Pastor must ratify and shall have the power to veto all actions and recommendation submitted and voted on by the Council.

SECTION 5 – PASTOR’S REJECTION (APPEAL PROCESS)

In the event that the Pastor rejects any recommendation of the Council, the Council shall have the right to take a second vote on the issue. The issue shall be presented to the Pastor a second time if the second vote of the Council is carried by a two-thirds majority of the whole Council. When the Pastor rejects any issue which has been presented a second time with a two-thirds majority vote, the Pastor, Council chairperson, and a member of the majority opinion of the Council shall petition the bishop of the Orlando Diocese for the final decision.

ARTICLE IV

MEETINGS OF THE COUNCIL

SECTION 1 – PLACE OF THE MEETINGS

Meetings of the Council shall be held at the principal office of the parish or at such a place convenient to the members of the Council as designated by the chairperson.

SECTION 2 – REGULAR MEETINGS

Regular meetings should be held at least once per quarter. Notice of such meetings shall be given by the secretary at the beginning of the fiscal year to each of the Council

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members. The meeting schedule shall be published in the parish bulletin at the beginning of the fiscal year and two weeks prior to each scheduled meeting. Parishioners have a right to present an issue to the Council for its consideration when a written petition is submitted to and approved by the executive committee for inclusion in the meeting agenda. Parishioners have a right to address the Council during a period of open forum provided for in the meeting agenda.

SECTION 3 – SPECIAL MEETINGS

The chairperson, the Pastor or the executive committee on three days notice may call special meetings of the Council. Notice of special meetings may be by telephone, facsimile, e-mail, or in person. The notice must include the time, place, and purpose of the meeting.

SECTION 4 - QUORUM

At all meetings of the Council, a majority of the members shall constitute a quorum for the transaction of all business, and the acts of a majority of the members of the Council at a meeting at which a quorum is present shall be the acts of the Council. Non-voting (ex-officio) members may not be counted to reach a quorum for the meeting.

SECTION 5 – ATTENDANCE

Any Council member who is absent for more than two consecutive meetings of the Council or three meetings of a given fiscal year, shall be terminated from office, unless he or she shows good cause to the executive committee. Termination from office shall be through written notice issued by the secretary of the executive committee.

SECTION 6 – RULES OF MEETING PROCEDURE

The conduct of the meeting will be under the direction of the chairperson. It shall be based on courtesy, justice, common sense, and from a spiritual point of view. All motions shall be with open debate to assure a fair hearing for all persons and points of view. All motions shall be approved by a simple majority of voting members present. The chairperson, however, may ask members to come to a consensus instead of a vote. The Pastor must ratify and shall have veto power on all actions of the Council. Reference may be made to “Roberts Rules of Order”, if the need for clarification arises during the course of the meeting.

ARTICLE V

ESTABLISHMENT OF COMMITTEES

SECTION 1 – AD HOC COMMITTEES

The Council shall be responsible for establishing committees addressing programs relating to issues as they arise.

SECTION 2 – STANDING COMMITTEES

The Council shall establish two standing committees – the executive committee and the nominating committee. A quorum must be present to conduct the business of the standing committees.

SECTION 2A – EXECUTIVE COMMITTEE

The executive committee membership shall be the Pastor, the Council chairperson, vice chairperson, secretary and the chairperson of the finance commission.

The executive committee has the responsibility to serve the Pastor and the Council in its normal functions and emergency situations. The executive committee shall set the agenda for the Council meetings. The executive committee shall function as a transition team in the event of a change in Pastors and prepare for the new Pastor's arrival. The executive committee shall be called upon to make recommendations to the Pastor whenever the full Council cannot be gathered in a timely manner.

SECTION 2B – NOMINATING COMMITTEE

The nominating committee membership shall be the Pastor and 3-5 members appointed by the Council.

The nominating committee shall poll the membership of the Council to determine each member's willingness to serve as an officer for the following year. A list shall be compiled and provided to the Council from which they shall elect by popular vote the officers for the coming year.

The nominating committee shall meeting during the third quarter of the fiscal year (Jan. – Mar.) to correlate a slate of nominees for the at large seats on the Council.

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The nominating committee shall publish a notice in the church bulletin the last three consecutive weekends in April. The nominating committee shall inform the parishioners of the requirements and responsibilities of membership on the Council. All parishioners should be encouraged to nominate themselves and other parishioners for appointment by the pastor to the Council.

The notice shall contain the following information:

- The current membership of the Council and their position (ie. Member, secretary, individual commission chairperson, etc.)
- The numbers of seats open for nomination.
- The requirements to be considered for appointment.
- The responsibilities of being a member of the Council.
- An explanation of the appointment process including a statement that the Pastor will make the final selection.
- A copy of the application will be distributed on the first Sunday in May, to assure that any parishioner not present on nomination day may participate.

On the first Sunday of May the nominating committee shall distribute an application at each mass requesting volunteers who are to be considered for membership on the Council. These are to be collected at the same mass as distributed.

The nominating committee shall contact all nominees by letter and telephone for the purpose of obtaining an agreement to serve, if appointed, and identifying all of the duties and responsibilities of the position. The nominating committee for the purpose of obtaining biographic information from each nominee shall develop a personal profile.

The nominating committee shall review the personal profile of each nominee and make recommendations to the Pastor for appointment to the Council. The nominating committee shall recommend for appointment no less than two individuals for each available seat on the Council.

A report shall be presented to the Pastor with the following information:

- The names of all applicants.
- The names of all recommended nominees for appointment to the Council.

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ARTICLE VI

MINISTERIAL COMMISSIONS

The Council shall establish permanent ministerial commissions to discover and fulfill the needs of the parish within these specific ministries:

- Liturgy/ Worship/Spirituality
- Education
- Social Concerns/Family Life
- Facilities
- Finance
- Long Range Planning

SECTION 1 – MEETINGS OF THE COMMISSIONS

The commissions shall meet regularly, as needed, and shall abide by the same meeting procedure as the Council. All major actions and policy decisions of the commissions shall be presented to the Council for approval. The commission chairperson shall have access to the Council's executive committee for immediate review of actions and policies if the review cannot be delayed until the next scheduled meeting of the Council.

SECTION 2 – LITURGY, WORSHIP AND SPIRITUALITY COMMISSION

The commission is responsible for nurturing the faith of the All Souls parishioners and for planning the prayer life of the parish. Membership shall include: Director of music and liturgy, Administrator, heads of groups such as greeters, lectors, sacristans, altar servers, ushers, Eucharistic ministers, ministers to the sick art and environment, and choir representative.

The commission should address two major areas:

- Spirituality – the interior life of the individual
- Worship – the expression of this relationship through public and private prayer

The functions and responsibilities of this commission are:

- Plan the celebration of the sacraments, especially the Sunday Mass, with great care, so that there are occasions for communal prayer that nourish and uplift the assembly.
- Teach people how to pray, including the nature of prayer and the steps in its growth.
- Encourage people to pray the Liturgy of the Hours with understanding and devotion.

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- Nourish the faith of parishioners in retreats, days of recollection, devotions and other programs of spiritual enrichment.
- Explore progress in our spiritual lives, individually and as a group.
- Plan activities for the spiritual and liturgical life of the pastoral council members.

SECTION 3 – EDUCATION COMMISSION

This commission is responsible for developing, recommending, promoting, and evaluating all parish-related education programs. Meeting the needs of the total community must be the goal of the religious education programs. The programs are to meet the needs of everyone in the parish, whether young or old, whether disadvantaged or privileged.

The members should be knowledgeable and concerned about the broad educational mission of the church and be representative of the parish.

The chairperson shall limit membership of this commission to the following:

- The school principal
- The director of the Confraternity of Christian Doctrine (CCD)
- The coordinator of youth ministries
- The director of the Order of Christian Initiation of Adults (OCIA)
- The president of the School Board
- Two members at-large elected by the School Board

The functions and responsibilities of this commission are:

- Identify the educational needs of the entire parish by ongoing processes, through the use of surveys, census data, input from resource persons, and valuation data.
- Communicate the results of such needs analysis to the Council and the pastoral staff.
- Formulate long-range goals and objectives in terms of the prioritized needs of the parish community.
- Develop policies to implement the goals and objectives.
- Be knowledgeable of the various educational programs and activities and collaborate with other Council committees in education-related activities.
- Establish job descriptions from members of the professional education staff.

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- Cooperate with and support the parish education staff (i.e. principal, director of religious education, director of adult education, CCD coordinator, youth minister, catechists, and teachers.) engaged in various facets of parish education.
- Recommend policies and procedures for the effective use, operation and maintenance of the education facilities for the long-range planning commission and the finance commission, working with them to finalize policies and procedures.
- Annually review the new policies and policy changes of the Religious Education Office and/or the Diocesan Schools Office to determine their applicability to the parish level.
- Monitor the implementation of policies and procedures of the Religious Education Office and/or the Diocesan Schools Office as they relate to the parish school and parish religious education programs.
- Recommend to the Pastor, the Council, and the pastoral staff, policies and procedures for the hiring of educational personnel.
- Become knowledgeable of policies and educational programs of the local public school system and facilitate parish involvement as necessary.

SECTION 4 – SOCIAL CONCERNS/FAMILY LIFE COMMISSION

This commission is responsible for the needs of the people, in the parish and community. This commission will promote activities to enhance parish and family life.

The functions and responsibilities of this commission are:

- Identify the social issues and human needs in the parish and community.
- Develop a broad social concern action plan and assign programs to specific committees.
- Develop an educational program to inform the community about human needs and social issues.
- Consider developing a community organization in conjunction with other local churches to work for the rights of the people.
- Fulfill the mission of the parish by planning social programs in conjunction with other commissions.
- Promote social legislation that will benefit the need of the people.
- Work with agencies such as the National Conference of Catholic Bishops- Division of Catholic Social Services, Campaign for Human Development and fulfill their objectives.
- Be an advocate to meet the immediate social needs of the people.
- Develop programs and opportunities to promote the good of parish and family life.

SECTION 5 – FACILITIES COMMISSION

This commission is responsible for the inspection and maintenance of the physical plant and for making recommendations to the Council to assure that the facilities are adequate to accomplish the parish mission. The membership of this commission are to be outstanding in integrity and skilled in plant management. At least six (6) members shall be professionals in the construction industry.

The functions and responsibilities of this commission are:

- Identify the physical plant requirements necessary to accomplish the parish mission.
- Periodically inspect all parish properties to review and recommend additions or repairs according to the priorities established by the Council.
- Prepare an inventory of all parish equipment, furnishings, and facilities along with a schedule for replacement or servicing.
- Prepare guidelines concerning the use of parish facilities, lighting, security, heating and air conditioning, and janitorial needs.
- Recommend qualified engineers or professionals for maintenance tasks requiring particular skills and assist in hiring maintenance and custodial personnel.
- Develop teams of parishioners, skilled and unskilled, who will donate time and talents for parish maintenance tasks.

SECTION 6 – FINANCE COMMISSION

The commission shall be composed of at least three (3) people appointed by the Pastor with the consent of the Council. Members of the commission are appointed for a three year term. The members of the commission are to be outstanding in integrity and skilled in financial affairs. At least one member should be a professional in the area of finance. Persons related to the Pastor are excluded from the finance commission.

The functions and responsibilities of this commission are:

- The commission is to be presided over by the Pastor or his delegate.
- Before beginning their formal meetings as a commission, all members must complete an orientation program under the direction of the Orlando Diocese Office of Finance.
- No later than March 1, the commission is to prepare a budget of income and expenditure for the coming fiscal year for the parish. This is to be done under the direction of the Pastor and is to be presented to the Council for approval.
- The finance commission is to approve the financial soundness of the budget.

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- The finance commission is to account at the end of the fiscal year for all income and expenditures.
- The finance commission shall develop a standard format for all fundraising committees to report all income and expenditures for review.
- The finance commission shall review the income and expenditure of all fundraising activities and report to the Council on the financial viability of each fundraising activity.

SECTION 7 – LONG-RANGE PLANNING COMMISSION

This commission has the responsibility to work with the other commissions and committees of the parish to develop long-range plans so that annual plans and budgets can be developed within the constraints of the parish resources and needs.

The functions and responsibilities of this commission are:

- Maintain an accurate profile of the parish, especially in the area of population, economy, changing neighborhoods, and industrial growth or decline.
- Work with the other commissions and committees in assessing the needs of the parish and community at large that relate to the mission of the parish.
- Work with the parish leaders and staff in the development of the parish mission and long-range goals.
- Assist council committees and commissions in preparation and submitting annual plans and budgets.
- Develop the appropriate information for the Council regarding necessary resources needed to meet parish objectives and priorities.
- Poll each of the Council commissions periodically for its long-range concerns.
- Establish and maintain a five (5) year, ten (10) year, and twenty-five (25) year plan projecting the requirements of the physical plant and the ability of the plant to meet the needs of the parish.

ARTICLE VII

OFFICERS OF THE PASTORAL ADVISORY COUNCIL

SECTION 1 – CHAIRPERSON

The chairperson shall preside at all meetings if the Council and carry out the business set forth in the agenda for the meeting. The chairperson shall be responsible for the distribution of the agenda to the Council members at least one week prior to each meeting. The chairperson shall chair the executive committee. The chairperson shall be available to the Pastor, as representative of the Council, in it's consultative and advisory

role. The chairperson shall be the representative of the Council to the Diocese of Orlando Chancery in matters pertaining to Council functions.

SECTION 2 – VICE-CHAIRPERSON

The vice-chairperson shall preside at all meetings that the chairperson is absent and carry out the business set forth in the agenda for the meeting. The vice-chairperson shall be prepared to fill the office of the chairperson in the event that the office is vacated during the term. The vice-chairperson shall serve as a member of the executive committee and will carry out all other duties as assigned by the chairperson.

SECTION 3 – SECRETARY

The secretary will provide each Council member with the minutes of the most recent meeting at least one week prior to the next scheduled meeting. The secretary shall be the official custodian of all files, minutes and correspondence addressed to or originating with the Council. The secretary shall maintain a directory of all Council members, their addresses and telephone numbers, and specific information relative to their dates of membership, committees served on, and offices held. These files, minutes and correspondence shall become the archives of the Council. The secretary shall insure that upon relief of duties by the new secretary care will be taken to transfer all documents to preserve the contents of the archives. The secretary shall be a member of the executive committee.

SECTION 4 – TERM OF OFFICE

Council officers shall serve a term of one year, after which he/she must step down for at least one term.

SECTION 5 – ELECTION OF OFFICERS

Council officers shall be elected by popular vote of the members of the Council.

SECTION 6 – ELIGIBILITY

Council members are eligible to serve as officers after serving at least one full year as a member in good standing of the Council.

ARTICLE VIII

OFFICERS OF COMMISSIONS

SECTION 1 – CHAIRPERSON

The chairperson shall preside at all meetings of the commission and carry out the business as set forth in the agenda for that meeting. The chairperson shall be responsible for the distribution of the agenda to the commission members at least one week prior to the next scheduled meeting. The chairperson is to establish a membership sufficient for the tasks assigned to the commission. The chairperson shall be a voting member of the Council.

SECTION 2 – SECRETARY

The secretary shall keep and publish the minutes of each meeting, organize and maintain an archive of all commission activities and recommendations. The secretary shall prepare reports for the Council as directed by the chairperson and the Constitution of the All Souls Council. The secretary shall provide the Council secretary with a directory of all commission members. The secretary shall provide to the Council secretary a written summary of all commission activities and decisions at least two weeks prior to the scheduled Council meetings. The secretary shall take attendance at all meetings and report absentees to the chairperson.

SECTION 3 – TERM OF OFFICE

The term of office will be for one year.

SECTION 4 – ELECTION OF OFFICERS

The commission membership shall elect a chairperson and a secretary by popular vote.

SECTION 5 – ELIGIBILITY

Any Council member is eligible to serve as an officer of a commission after serving at least one full year as a member in good standing.

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ARTICLE IX

POWER TO AMEND

This constitution may be amended by a two-thirds vote of the Council at any regularly scheduled meeting at which a quorum is present and the motion to amend is on the agenda as set by the executive committee.

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