

ALL SOULS PASTORAL PARISH COUNCIL CONSTITUTION

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CONSTITUTION OF THE ALL SOULS CATHOLIC CHURCH PASTORAL PARISH COUNCIL

PARISH PLANNING AND OPERATIONS ROLES AND RESPONSIBILITIES

All Souls Catholic Church participates in the “Next Generation Parish” process as outlined by the Orlando Diocese and the Catholic Leadership Institute.

The Next Generation Process consists of a team of parish representatives who based on the DiscipleMaker Survey have outlined All Souls’ purpose, vision, priorities and values. The Next Generation Planning Team outlines plans for the year based on the current priorities.

The various roles for planning and managing All Souls are as follows:

Next Generation Planning Team

- Based on the DiscipleMaker Survey, the team identifies priorities that will become the focus for 3-5 years.
- The NGP team will develop specific action plans in each of the priority areas
- The NGP team will monitor progress of the actions plans.

PALS (Pastoral, Administrative, Liturgical and Service

The PALS team consists of members of the staff who are responsible for specific areas of functioning within the parish. The role of the PALS team is to implement the plans of the NGP Planning Team.

Parish Pastoral Council

The Parish Pastoral Council is an integral part of the planning and implementation process of All Souls. The Parish Pastoral Council provides the important element of the whole parish perspective in providing feedback to the All Souls leadership as plans are made and implemented.

DECLARATION OF PURPOSE OF THE PASTORAL PARISH COUNCIL

The Pastoral Parish 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 policy making, planning and governing
2. Discover, fulfill, and support parish and community needs
3. Respond to the expressed ideas and opinions of parishioners in a timely manner
4. Review proposed parish activities and provide advisory input from a parish perspective.

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 Parish 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) – and no more than twenty-five (25) 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.
- There shall be no paid parish staff on the Council.
- The nominating committee shall present to the Pastor a recommended list of registered parishioners from which the council and/or the pastor shall select between three (3) and five (5) people who will serve as at-large members
- The principal of All Souls Catholic School and Catechetical Leader shall be an ex-officio members of the Council without voting privileges.

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 a written financial information sheet at each meeting on the financial status of the parish.

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 advice 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 recommendations submitted to 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. All Council meeting dates will be published in the parish bulletin by July 1 for the next fiscal year. The dates will be added to the parish calendar.

The minutes of the Council will be posted on the parish website after approval by the executive committee within 5 business days of approval.

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 e-mail or text. 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 voting 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.

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 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 council.

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. The Pastor shall provide a list of goals for the executive committee at the beginning of each year.

SECTION 2B – NOMINATING COMMITTEE FOR AT LARGE MEMBERS – Every Year

The nominating committee membership shall be the Pastor and 3-5 members appointed by the Council and selected at the regularly scheduled meeting occurring between Oct-Dec.

The nominating committee shall publish a notice in the Church bulletin the last three consecutive weeks in February. The notice shall inform the parishioners of the requirements and responsibilities of membership on the Council. All registered parishioners should be encouraged to nominate themselves and other parishioners for appointment by the pastor to the Council. Those interested shall submit their application no later than the last week of March to the committee.

The notice shall contain the following information:

- The current membership of the Council and their position (i.e., 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 explaining pastoral approval.
- How to submit an application and when the application is due.

Also, the Council members will suggest and solicit people from among the parish community that the council believes would be a good fit for the council.

The nominating committee will provide to the Council a summary of the applicants. The Council will meet at its next regularly scheduled meeting to provide input to the pastor on the selection of new members.

Once the new members have been selected, the executive committee will notify them about their appointment. The new members will attend the next regularly scheduled meetings. Former at large members will no longer be a member of the Council.

NEW OFFICERS – Every 2 Years

The nominating committee shall poll the membership of the Council to determine each member's willingness to serve as an officer once every three years during the regularly scheduled meetings. A list shall be compiled and provided to the Council from which they shall elect, by popular vote, the officers for the next three years. This will be done at the same meeting or the next regular meeting. Once an officer has been replaced, they shall revert back to their previous assignment on the parish council. If their previous assignment on the parish council is no longer available, their term on the parish council shall expire.

SECTION 3 – OTHER COMMITTEES

Committees will be defined and initiated as the need arises and will exist until their goals and objectives are completed. Other Committees will follow the guidelines for committees in Article VII.

ARTICLE VI OFFICERS OF THE PASTORAL PARISH COUNCIL

SECTION 1 – CHAIRPERSON

The chairperson shall preside at all meetings of the Council and carry out the business set forth in the agenda for the meeting. The chairperson shall chair the executive committee. The chairperson shall be available to the Pastor, as representative of the Council, in its consultative and advisory role. The chairperson shall be the representative of the Council to the Diocese of Orlando Chancery in matters pertaining to Council function.

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 the minutes of the most recent meeting within 72 hours to the executive committee. It is the responsibility of the executive committee to approve the minutes and notify the secretary that they can be provided to the entire Council and posted on the parish website.

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.

Any Ad Hoc, Standing or Other Committees shall provide any written reports to the secretary within 72 hours of meeting.

SECTION 4 – TERM OF OFFICE

Council officers shall serve a term of two years, with a max term of two consecutive terms after which he/she must step down for at least one year.

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 VII OFFICERS OF COMMITTEES

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 committee 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 committee members. The secretary shall provide to the Council secretary a written summary of all committee activities and decisions within 72 hours of the committee meeting. The secretary shall take attendance at all meetings and report absentees to the chairperson.

SECTION 3 – TERM OF OFFICE

The term of office is two years, with a max term of two consecutive terms after which he/she must step down for at least one year.

SECTION 4 – ELECTION OF OFFICERS

The committee 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 committee after serving at least one full year as a member in good standing.

ARTICLE VIII

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.

Adopted 8/23/21 by 2/3rd vote of Pastoral Parish Council

Date of final revisions: 8/8/21

Committee Members:

Frank Frana

Stephen Gensel

Bernie LeFils

Fr. David Vivero

April McManus