

ST. FRANCIS DE SALES PARISH PASTORAL COUNCIL CONSTITUTION AND BY-LAWS

Article I. NAME

The name of this body shall be the Parish Pastoral Council of St. Francis de Sales Parish, in Paducah, Kentucky, hereafter referred to as the Council.

Article II. PURPOSES AND FUNCTIONS

A. Purposes

The purpose of a Parish Pastoral Council is dictated by the name itself. The Council must be genuinely pastoral, playing a role in the overall pastoral ministry of the Parish. In years past, some Parish Pastoral Councils have primarily focused on administrative and fiscal ministries. While these are important components of parish life, the mission of the Parish Pastoral Council is much broader. The Parish Pastoral Council is to be the coordinating and unifying structure of the parish community that should make it possible for all the faithful to participate in the mission of the Parish. Evangelization and hospitality form the base of all Parish unity. “Evangelizing is in fact the grace and vocation proper to the Church, her deepest identity. She exists in order to evangelize.” (EN #14, 1975) “The priority of every parish community is evangelization...” (John Paul II, March 20, 2004). “If we understand that the love of God is the fundamental issue of our lives, then our perspective changes.” (Benedict XVI, January 29, 2006)

The Parish Pastoral Council is more than a group of advisors to the Pastor, more than representatives of various groups or factions within the Parish, and more than the decision makers of the community. Members of the Parish Pastoral Council are called to become effective Parish leaders who are attentive to current cultural realities and have a sense of ministry flowing from an on-going spirituality. These leaders are challenged to be inclusive of all members and to develop a sense of Parish Church within the broader context of the diocesan and universal Church.

The primary responsibilities of the Parish Pastoral Council are:

1. Setting an example of unity and cooperation as the People of God to both the Parish and the larger community of the Church and society;
2. Serving as an instrument for sharing the mission of Jesus, proclaiming His Gospel, building His community, celebrating His liturgy and serving His people;
3. Providing direction for the local Catholic community based on the mission of Jesus and the presence of the Holy Spirit dwelling within the Parish; and
4. Assisting the Pastor with his mission of teaching, sanctifying and governing the Parish.

B. Functions

The Parish Pastoral Council, as organizational stewards, will:

- Evaluate its progress over the past year;
- Assess needs;

- Identify resources;
- Establish goals and objectives for the Parish; and
- Periodically report to the Parish.

Article III. POWERS

The Parish Pastoral Council receives its formal ecclesiastical legitimacy and mandate in a specific parish from the Pastor, who united with the Council as an indispensable member, delegates the members of the Council to share with him the responsibility for achieving the pastoral mission of the parish church.

LIMITATIONS

The Pastor, consistent with the Roman Catholic tradition, bears the final responsibility for the total parish ministry. He cannot abdicate this responsibility given to him by the Bishop and the Canon Law of the Church. He is obliged to exercise authority unique to his office by ratifying and implementing Council decisions, or, in rare instances and for serious reasons, rejecting a Council recommendation.

Article IV. MEMBERSHIP

- A. Ex Officio - Representative Members (Pastor and Parish Staff)
- B. Elected Members (St. Francis de Sales Council always consisting of nine elected members, serving three-year terms.)

Furthering the mission of the Church and the faith development of the Parish community requires attention to the entire community of the geographic area of the Parish boundaries and beyond. Persons called to the important work of ministry as Parish Pastoral Council members should evidence the following:

1. Willingness to participate in an orientation process to the Pastoral Council;
2. Awareness of their personal call to holiness;
3. Clear understanding of their role in the Church and evidence of their past involvement in Parish or Church life;
4. Willingness to acquaint themselves with their responsibilities as outlined in the teachings of Vatican Council II and the Catechism of the Catholic Church (United States Catholic Catechism for Adults);
5. Understanding of the Parish as a worshipping community and a center for spiritual growth and apostolic formation where people become enabled to serve one another and the needs of the Church and world community;
6. Understanding that God has entrusted all people, gifts and resources to our care for specific purposes. All efforts of administration and ministry should flow through these basic concepts of Christian stewardship;
7. Willingness to work with the Pastor, who is the leader of the Parish community, and with the other members of the Council in setting direction for the Parish;
8. Willingness to work with the entire Parish community rather than advocating only one point

of view;

9. Willingness to be held accountable for active involvement and leadership in Parish life and development; and
10. Recognition of the relationship of the Parish to the diocesan and universal Church and the necessity of open and ongoing communication between the Parish and the larger Church, especially through the Parish participation in and representation on the local Deanery Council.

(The above criteria set a standard that all the members must take seriously and hope to meet in a significant degree. Although no one Council member will be able to meet all the criteria, all should be present in the Council as a whole.)

C. Terms

Members may serve no more than two consecutive three-year terms with the exception of those fulfilling another member's term.

D. Appointed Members

Once the Parish Pastoral Council is elected, in conjunction with the Pastor, it may appoint a Deanery Representative, St. Mary Education Committee member and Faith Formation Board member to report quarterly to the Council.

E. Responsibilities

1. Active involvement in personal and communal spiritual renewal;
2. Participation in the regular meetings of the Council;
3. Participation in diocesan ministry formation programs;
4. Participation in an annual goal-setting session and in the evaluation sessions;
5. Representation of and communication with parishioners, and coordinating committees;
6. Study and preparation for each meeting; and
7. Trust, openness and honesty in learning to work toward consensus.

It is the role of the Parish Pastoral Council to draw together the general policies and goals of the parish. Their implementation, however, is the responsibility of the various committees. The committees, with the parish staff, are the working arms of the Parish Pastoral Council. The vitality and effectiveness of the entire Council depends upon the work of the committees.

Commitment to the parish community is an important commitment and places demands on every Council member.

Article V. OFFICERS

The entire Council, from among the members of the Council, shall elect the officers of the Council. The officers shall be elected for one-year terms and may be re-elected for another one-year term if their terms as members allow.

A. Chairperson

One individual, elected from the membership of the Council, serves as the coordinator of all the various functions of the Council. The following is a suggested list of responsibilities for the chairperson:

1. Plans the agenda for each business meeting, in cooperation with the Pastor. Publishes the agenda to all members of Council and other interested persons in advance (minimum one week) of each meeting;
2. Chairs regular Council meetings, not through domination but, by patiently assisting and guiding all discussion toward a goal of a general consensus;
3. Appoints Ad Hoc committees, delegates responsibilities, encourages cooperation with the Pastor, pastoral staff and the Council (both in and out of Council meetings) in accord with the guidelines of the Council;
4. Encourages Council members, through the example of his/her own Christian life, to become spiritual leaders in the parish community; and
5. Offers leadership to the Council in its task of discerning and serving the needs of the parish community.

B. Vice Chairperson

The vice chairperson, elected from the membership of the Parish Pastoral Council, is responsible for the following tasks:

1. Studies all responsibilities of the Chairperson as detailed previously, plus any other qualities/attributes observed;
2. Prepares to assume any or all of these responsibilities in the absence or incapacity of the Chairperson; and
3. Works closely with the Chairperson in the planning and work of the Parish Pastoral Council outside of regular Council meetings.

C. Secretary

The secretary is ordinarily elected from the membership of the Council (however, this position may be an appointed one and as such, not technically a member of the Council) and has the responsibility to fulfill the following duties:

1. Records the minutes of each regular Parish Pastoral Council meeting and sees to it that the minutes are made available to the Business Manager so they can be forwarded to the Parish Pastoral Council members and to the Diocesan Pastoral Council;
2. Maintains a roster of members with their terms of office and records attendance.

D. Executive Committee

There shall be an Executive Committee chaired by the Chairperson and shall include the Pastor and the other officers of the Council (i.e., the Vice-Chairperson and the Secretary.)

Article VI. NOMINATIONS AND ELECTIONS

A. Nominations will be by Parish at large.

B. The Pastor will communicate to all who have been nominated affirming their call by the parishioners, asking them if they are willing to serve on the Parish Pastoral Council in accordance with the Constitution and By-Laws. If there are not enough nominations to fill vacancies, the Pastor will make personal requests to parishioners to share their talents with the Council.

- C. The present Parish Council, in conjunction with the Pastor, will then discern through prayer, reflection, and discussion the gifts of the nominee's vis-a-vis the needs of the parish and determine the actual membership of the Parish Pastoral Council.
- D. The present Parish Council, in conjunction with the Pastor, will announce the new Parish Council in the next bulletin.
- E. The Pastor and Council will provide formation for the new Council members.

Article VII. COMMITTEES

STANDING COMMITTEES

- 1. There shall be at least six standing Committees: Worship & Spiritual Life, Finance, Education/Faith Formation, Social Justice, Family & Social Life and Stewardship.
- 2. All Standing Committees are to be properly understood as extensions of the Parish Pastoral Council itself.
- 3. All Standing Committees shall be accountable to the Parish Pastoral Council for its decisions, programs and activities. This accountability shall be exercised in the form of a committee report rendered by the Committee Chairperson at the regular business meetings of the Council.
- 4. Membership in the Standing Committees shall be open to all parishioners. However, each Chairperson shall have the authority to limit committee membership, subject to council affirmation, if, in his or her judgment, the viability and interaction of the membership would be hampered by an unwieldy membership.
- 5. Each Standing Committee shall adopt its own rules, subject to council affirmation, relative to selection of members and terms of membership.
- 6. Standing Committees shall meet regularly, as dictated by needs and circumstances. Meetings shall be held quarterly; most committees will find it necessary to meet more frequently to carry out their function.

A. WORSHIP & SPIRITUAL LIFE COMMITTEE

1. Role

The ministry of the Worship & Spiritual Life Committee focuses on the spiritual life and the liturgical life of the parish community. Its concern is with the liturgical prayer and worship dimension of parish life as well as encompassing the spiritual growth of the parish community.

2. Function

The specific function of the Worship & Spiritual Life Committee includes the following:

- a. Overseeing the preparation and coordination of Sunday liturgies (in all languages) as the core of parish worship;
- b. Providing for the ongoing liturgical education/formation of the parish, with special attention given to the education/formation of liturgy committee members;
- c. Establishing short-term and long-term goals designed to encourage the liturgical growth of the parish;
- d. Developing processes for the ongoing evaluation of liturgical celebrations and their role in the life of the parish;
- e. Overseeing the preparation and coordination of other liturgical rites (e.g., sacramental rites, weddings, funerals, Liturgy of the Hours, etc.);

- f. Providing for the formation and coordination of all liturgical ministers including ministers of the various language groups represented in the parish;
- g. Establishing a yearly liturgical budget and overseeing the disbursement of monies within that budget framework;
- h. Coordinating the ministries of music and environment in order to provide optimum celebration of the liturgical seasons;
- i. Periodically evaluating the worship space and adjacent areas as related to the needs of the presider, assembly, ministers and musicians including any in the parish with physical limitations;
- j. Providing para-liturgical celebrations for the devotional needs of the parish giving attention to the cultural expressions of new immigrant and ethnic groups (e.g., Marian Devotions, Way of the Cross, processions, etc.); and
- k. Overseeing the purchase and maintenance of liturgical appointments, musical instruments, etc.
- l. Assessing the effectiveness of present programs and organizations in deepening the spirituality of the parish; assist in the development of a sense of mission which flows out of our baptismal commitment;
- m. Providing opportunity for the spiritual growth of leadership groups through parish retreats and days of renewal and reflection;
- n. Developing support systems for spiritual formation of parishioners;
- o. Encouraging the development of Small Christian Communities within the larger parish for study/prayer/reflection;
- p. Planning/promoting parish-wide retreats and programs of a spiritual nature; and
- q. Inviting charismatic and ecumenical prayer groups to use parish facilities and/or hold prayer services in conjunction with those planned by other groups for greater understanding.

3. Membership

- a. Representing the entire parish, membership should include a broad spectrum of the parish community (age groups, education, ethnic backgrounds, and liturgical ministries) and persons with interest and experience in a variety of approaches to spiritual growth and a broad vision of what parish community can be:
- b. Resource persons: liturgists, artists, writers and musicians.
- c. Representative of a religious congregation (Consecrated Life).

B. FINANCE COMMITTEE

In the parish the Christian faithful are gathered into one, under the leadership of the Pastor, to fulfill their role as participants in the 3-fold mission of Christ as priests, prophets and kings. The kingly mission includes the assistance that they give to the Pastor in the administration of the temporal goods of the Church (Decree on the Apostolate of Laity #10).

1. Role

The principal role of the Finance Committee is the provision of the administrative and financial skills necessary to sustain the mission and ongoing development of the parish community. Working closely with the Pastor, who ultimately is responsible for the administration of the parish, this committee concerns itself with parish material resources, parish budget, parish financial support and the effective use and maintenance of the parish facilities and properties.

The collaboration of this committee with the Pastor and the parish business manager is intended to free the Pastor for his role of spiritual leadership. This committee fosters and sustains the spiritual growth of the parish community and the overall mission of the parish community must guide its work. Within this framework, the members of the committee study the needs of the Parish and establish priorities according to the goals and objectives established by the Parish Pastoral Council.

2. Function

- a. The Parish Finance Committee is a consultative body that helps the Pastor to act justly and prudently in the administration of the parish's temporal goods. Its work is to be informed and inspired by the vision of the Church (exemplified in the teaching of the Second Vatican Council) and to be in accord with the Code of Canon Law and applicable civil laws.
- b. The Parish Finance Committee will see that proper financial records are established to record all parish assets, liabilities, revenues, and expenses in accordance with a chart of accounts approved by the Diocese of Owensboro. The finance committee will prepare the annual parish financial report to be made to the diocesan Bishop and will provide the parish with regular reports on the financial status of the parish.
- d. The Parish Finance Committee will develop the parish budget for each year according to the priorities and goals set by the Parish Pastoral Council and the Pastor. Unforeseen expenditures, not anticipated in the budget, should first be reviewed by the Finance Committee.
- e. Other areas of concern are the development of policies for the proper maintenance of the building and grounds of the parish, long-range financial planning and the generation of revenue.
- f. The clear distinction between policy formation – the proper work of the Parish Finance Committee – and administration – the proper work of the Pastor and parish staff, should be maintained. At the same time, members of the parish staff should offer to the Finance Committee their knowledge and judgment regarding questions under discussion.

3. Membership

- a. Parishioners who understand the necessity of good judgment and skilled planning, budgeting, maintenance, etc., in order to operate on a fixed income.
- b. Professionals who are knowledgeable about banking, business, investment counseling, accounting, insurance (these need not be members of the committee but designated as resource persons for advice).
- c. Persons who understand that the way parish money is spent and parish facilities utilized are theological statements about parish community priorities and spiritual values.

4. Relationship to the Parish Pastoral Council

- a. The Parish Finance Committee is one of the coordinating committees of the Parish Pastoral Council. This will ensure on going communication between the two consultative bodies that is essential so that the best use of the parish's temporal goods can be made for the spiritual good of the parish.
- b. The Finance Committee recommends fiscal policy for the parish but does not set pastoral direction, which is the responsibility of the Parish Pastoral Council.
- c. Care must be exercised so that the Parish Pastoral Council does not become immersed in financial and administrative matters rather than the specifically pastoral concerns.

5. Subcommittees

It is suggested that the following be subcommittees of the Parish Finance/Administration Committee: The Building and Grounds Committee, and the School Subsidy Committee.

C. EDUCATION/FAITH FORMATION COMMITTEE

1. Role

“At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth, the only Son from the Father...who suffered and died for us and who now, after rising, is living with us forever.” To catechize is “to reveal in the Person of Christ the whole of God’s eternal design reaching fulfillment in that Person. It is to seek to understand the meaning of Christ’s actions and words and of the signs worked by Him.” Catechesis aims at putting “people...in communion...with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity.” (GPPPC and CCC #426)

The Education/Faith Formation Committee is responsible for determining the goals and objectives to meet the faith formation needs of the entire parish community and for monitoring and evaluating the programs designed to carry out these goals and objectives.

2. Function

The specific function of the Education/Faith Formation Committee encompasses the following:

- a. Seeking a deeper appreciation of the truth that the goals of education/faith formation programming in the parish is the promotion of the Gospel through growth in faith for the entire community;
- b. Creating an awareness within the parish community of the responsibility of all the faithful for the mission of the Church, the Diocesan Vision Statement and directional elements for religious education/faith formation;
- c. Maintaining an active ministry of communications through print and other media to facilitate better understanding between the people of the parish, the larger Church, including diocesan and parish staff, and the local community;
- d. Formulating and implementing long-range goals and objectives for the entire parish community through the use of diocesan religious education/faith formation evaluation process;
- e. Encouraging and promoting certification of catechists, youth ministers, and pastoral associates involved in the lifelong faith formation of the parish;
- f. Collaborating with other Parish Pastoral Council committees in matters relating to education/faith formation;
- g. Cooperating with and supporting the education/faith formation ministry of the parish and to call for clearly defined job descriptions for these members (e.g., directors/coordinators of religious education/faith formation, RCIA catechists, catechists, youth ministers, pastoral associates, etc.);
- h. Reviewing the annual budget prepared for the education/faith formation ministry of the parish;
- i. Knowing how to access the Offices of Catholic Schools, Communications, Religious Education/Faith Formation, Youth Ministry and Hispanic Ministry as they relate to the lifelong faith formation development of the parish;
- j. Becoming knowledgeable of the local public-school system and facilitate parish involvement

in those education/faith formation matters of mutual concern; and

- k. Being informed about the United States Conference of Catholic Bishop's position statement on Catholic schools published in 2005 and entitled "Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium."

3. Membership

Membership on the Education/Faith Formation Committee should consist of persons who have a sincere interest in pursuing their own education and faith formation and are concerned about the teaching mission of the Church. Representing the entire parish, membership should include a broad spectrum of the parish community (age groups, education, ethnic backgrounds, and liturgical ministries). It is recommended that the membership be drawn from:

- a. Representatives of parish education/faith formation – Catholic schools, childhood religious education faith formation programs, adult faith formation, youth ministry, young adults, seniors, etc.;
- b. Representatives of parents of religious education/faith formation students and Catholic school students (pre-school through high school);
- c. Representatives of all age groups;
- d. Liaisons from relevant sub-committees, (i.e., St. Mary Education Committee);
- e. Persons, with talents, interest and knowledge of committee's areas of responsibility; and
- f. Persons with writing ability, interests in photography or videography, publication preparation, and an understanding of the community media serving the local media market.

D. SOCIAL JUSTICE COMMITTEE

1. Role

The Diocesan Mission Statement recognizes three areas of ministry as essential to carrying out the mission of the Church: Education/Faith Formation, Worship, and Social Justice.

This committee implements the U.S. Bishop's call to the parish community, in their 1994 document Communities of Salt and Light, to make Social Justice the mission of the whole parish rather than the responsibility of a few. It assists the parish community to bear witness to the truth as expressed by Pope John Paul II that 'faith working through love' is the sign of authentic discipleship.

The Parish Social Justice Committee encourages the parish community to a deeper understanding of Catholic Social Teaching, and provides resources for implementing this teaching through strategies for effective action. This committee facilitates the parish community to engage in its role of "seeking the kingdom of God by engaging in temporal affairs and directing them according to God's will" as stated in the Vatican II document, Dogmatic Constitution on the Church.

2. Function

The special functions of the Social Justice Committee include:

- a. Assist the parish community in anchoring Social Justice in prayer and worship as its fundamental direction, motivation, strength, and where it finds the depths of God's call to seek justice and pursue peace, thus to witness to the reign of God in their midst;
- b. Educate parishioners about the Church's social teaching. In this Education/Faith Formation, the committee teaches the parish community to understand justice as a basic element of the Gospel of Jesus and leads them to see service to others as essential to living

- our Jesus' teachings;
 - c. Involve the parish community in identifying the human needs and social justice issues in the parish, in the local community, in the state, in the nation, and in the global community; and
 - d. Mobilize the parish to respond to discovered needs by developing programs and/or cooperating with existing agencies in: direct services (charity); advocacy for people who are hurting or for change in public policy that affects peoples' lives; and empowerment of people to do something about their own needs and the injustices they experience in this area, country, and in the rest of the world.
3. Membership
- Membership on the Social Justice Committee should include a broad spectrum of the parish community (age groups, education, ethnic backgrounds, and liturgical ministries) especially those interested in learning to work with people in need or knowledgeable about helping others. These include, but are not limited to:
- a. Persons with a strong commitment to meet the human needs perceived in the local community and the world at large;
 - b. Representatives of groups concerned with direct services, advocacy and empowerment of persons, such as the St. Vincent de Paul Society, Knights of Columbus, Legion of Mary, and other traditional parish organizations whose purposes include charitable works and community building: (i.e., visiting the sick, the lonely, shut-ins, newcomers, abused spouses, senior citizens, ministry to those in jails and prisons, Just Faith participants, and persons interested in charitable works);
 - c. Persons with experience in health care, social work, law, law enforcement, immigrant assistance, and financial management;
 - d. Persons who know the community well and may work in community services; and
 - e. Those involved in volunteering in global solidarity outreach.

E. FAMILY & SOCIAL LIFE COMMITTEE

1. Role
- The Family & Social Life Committee serves the parish by working to develop a “family perspective” in all the parish ministries, programs and services. It helps to raise the level of sensitivity to family life issues and to promote awareness of the family as the Church of the home.
2. Function
- The specific functions of the Family & Social Life Committee include the following:
- a. Encouraging programs that strengthen family life particularly in preparation for the Sacrament of Marriage;
 - b. Including families of all descriptions in parish liturgies and activities;
 - c. Helping families to understand and to perform their four essential tasks: to form an intimate community of persons; to serve life; to participate in the development of society; and to live out their mission as a believing and evangelizing community in dialogue with God;
 - d. Implementing the Bishop's Pastoral Plan for Family Ministry, addressing the designated areas of family life: singles, engaged, married, parents, developing families, hurting families and leadership families;
 - e. Collaborating with parish staff and other Parish Pastoral Council committees in regard to a

- family perspective; and
- f. Helping build a relationship of mutual trust and support between parish Church and home Church.

3. Membership

Membership on the Family & Social Life Committee should include a broad spectrum of the parish community (age groups, education, ethnic backgrounds, and liturgical ministries), especially those interested in promoting strong family life and promoting the mission of the family in Church and in society:

- a. Persons who believe in the vision of the family as the first Church;
- b. Persons interested in learning more about healthy family functioning;
- c. Individuals or couples who represent the various aspects of family life as designated in the Bishop's Pastoral Plan for Family Ministry; and
- d. Representatives of groups involved in ministry with families: Engaged Encounter, Sponsor Couple, Natural Family Planning, Retrouvaille, Parenting, Education/Faith Formation, Single Life, Separated and Divorced Support Groups, Bereavement Ministry, Black Catholic and other ethnic families.

F. STEWARDSHIP COMMITTEE

1. Role

The Stewardship Committee serves the Parish by working to develop updated materials showcasing the ministries of the Church.

2. Function

The specific functions of the Stewardship Committee include the following:

- a. Work together on all materials, making sure updated and easy for Parishioners to find what ministry they would like to be a part of.
- b. Put stewardship materials together in packets for the Parish.
- c. Schedule Stewardship commitment weekend and speakers to give their testimony to the parish.
- d. Contact families that do not complete their stewardship information to touch base and reconnect with them.

3. Membership

- a. Persons who serve the Church by participating in ministries;
- b. Persons with a strong organizational background.

G. AD HOC COMMITTEES

The Council shall have the authority to designate Ad Hoc Committees from its membership or from the parish membership-at-large for a specific pastoral need and for a limited time. The Chairperson shall appoint members to the Ad Hoc Committees after consultation with the members of the Parish Pastoral Council. The Nomination Committee and a Constitution and By-Laws Committee shall be considered Ad Hoc Committees.

Article VIII. MEETINGS

- A. The Parish Pastoral Council will meet regularly no less than every other month.

- B. The Parish Pastoral Council meetings shall normally take the form of regular or business meetings. The date, time and place of each regular meeting shall be published in the parish bulletin.
- C. All parishioners may attend regular meetings as observers and may speak when recognized only if approved by the Executive Committee. A minimum of five days notice is required to be placed on the agenda.
- D. In addition to, or in place of, regular meetings, the Council may schedule special meetings, such as:
 - 1. Education/Faith Formational meetings: for the purpose of acquiring greater theological and ministerial insights and skills;
 - 2. Orientation meetings: for the purpose of introducing new Council members and instructing them in the history, procedures and priorities of the Council;
 - 3. Planning meetings: for the purpose of developing annual goals and objectives;
 - 4. Renewal meetings: for the purpose of strengthening personal and communal spirituality, as well as council interaction; and
 - 5. Social meetings: for the purpose of strengthening relationships among the Council members and for the celebration of significant achievements and events.
- E. Special meetings may be open to parish members or restricted to Council members, depending upon their purpose.
- F. All meetings are to include a time frame for prayer and reflection. The Chairperson shall delegate the responsibility for developing a prayer format for each meeting to specific members of the Council, preferably on a rotating basis.
- G. Emergency meetings of the Parish Pastoral Council may be called at the request of the Pastor or the Executive Committee normally with at least five days notice.
- H. A quorum shall consist of a majority of existing Council seats; however, a quorum shall not be absolutely necessary for the regular meetings of the Council provided all members were given proper notice.
- I. The Chairperson, with discretion, shall be obliged to contact all members who are absent for two consecutive meetings of the Council in order to be informed of the reasons causing the member's absence and their willingness to continue.
- J. If an elected member is unable to fulfill his/her term a replacement will be appointed by the Pastor and Parish Pastoral Council. The appointee will serve the remainder of that term.

Article IX. DECISION MAKING PROCESS

- A. The Parish Pastoral Council should strive for the greatest degree of consensus in all its decisions,

and to this end should seek full discussion so that all views may be understood. However, a majority of those present is sufficient to reach a decision.

- B. The role of the Pastor is essential to the whole decision-making process. Consensus necessarily includes his approval. Without such approval, consensus and decisions have not been reached.
- C. The Council is ultimately responsible for the actions of Parish Pastoral Council committees. To avoid a review process on each decision, the Council shall establish a process whereby the annual operating plans of committees are reviewed by the Council and approved, possibly with modifications. The Committee shall then be free to operate on matters within its plan. Departures from the plan, or matters not contemplated when the plan was developed, are subject to review by the Council.

Article X. AMENDMENTS

- A. Amendments to the Constitution are to be introduced by Council members at a regular meeting of the Parish Pastoral Council; however, the amendments are to be submitted in writing. Voting on the amendments shall not take place until the next regular meeting of the Council. In order to pass each amendment to the Constitution, a consensus is required.
- B. By-laws may be amended by a majority vote of the Council. Amendments must be introduced in writing and voting on the amendment shall not take place until the next regular meeting of the Council.

Amended April 15, 2021.

Adopted by the Parish Council on May 20, 2021.

Submitted to the Parish on May 21, 2021.