

PARISH PASTORAL COUNCIL

CONSTITUTION & BY-LAWS

St. John the Baptist Church

Savanna, Illinois

ARTICLE 1: The Name of the Organization

The name of this council shall be “The Parish Pastoral Council of St. John the Baptist Church” of Savanna, Illinois.

ARTICLE 2: The Council’s Purpose

The purpose of the Parish Pastoral Council (the “Council”) shall be to fulfill the responsibilities outlined in the Code of Canon Law and to follow the Norms of the Catholic Diocese of Rockford.

The Council’s main objective is to promote and support the parishes pastoral vision and encourage responsible stewardship of the parish. The Council shall advise and assist the Pastor with planning, setting goals and priorities, coordination, motivation, support and evaluation, and to:

1. Implement and modify, as necessary, the Vision and Mission of the St. John the Baptist Parish. The current Parish Vision and Mission statements may be found in the Appendix to this document.
2. Set goals and monitor the progress of the parish in achieving those goals in fulfillment of the parish mission statement.
3. Provide guidelines and support for Council Commissions and Committees.
4. Encourage, facilitate, support and provide liaison with all parish organizations and activities.
5. Report annually to the parish on the achievement of the goals in fulfillment of the parish mission.

Matters governed by the Magisterium of the Catholic Church or diocesan regulations will be regarded as beyond the scope of the Council.

ARTICLE 3: Membership

The Council shall consist of the following:

1. The Pastor
2. Seven members of the parish community nominated by the Council and appointed by the Pastor.
3. The Chairperson of the Finance Committee or his designee shall be considered a non-voting member of the Council and shall be invited to attend all Council meetings to facilitate budget related discussions.

Members of the Council shall be chosen in accordance with the By-Laws of this Constitution and shall serve for a term of two (2) or three (3) years as outlined in the By-Laws. Council members may succeed themselves once.

ARTICLE 4. Officers

The Pastor shall preside over the Council. The officers of the Council, nominated by the Council and appointed by the Pastor, shall be a Chairperson and Secretary both of whom shall be appointed to serve terms as outlined in Section 8 of the By-Laws. Officers may serve multiple terms if they are willing to serve and are duly nominated and appointed as outlined above.

ARTICLE 5: Meetings

The Council shall meet on a regular basis as defined in the By-Laws of this Constitution. All Council meetings shall be open to the parish community and shall be announced to the parish in the Sunday bulletin the week prior to each meeting. The Council may, by consensus of the members, or if called by the Pastor, hold an executive session closed to the public when confidentiality of the subject is an issue.

ARTICLE 6: Commissions and Committees

The Council acts as an advisory body to the Pastor, who may, from time to time assign specific tasks to the Council. In the course of assisting the Pastor with specific assigned tasks, the Council may establish Committees and/or Commissions consisting of parish volunteers to help accomplish specific goals. All Committees and/or Commissions shall be established in accordance with the By-Laws of this Constitution.

ARTICLE 7: Amendments

This Constitution may be amended at the discretion of the Pastor after consultation with the Council at a meeting called for the express purpose of amending this Constitution. All amendments to this Constitution shall be forwarded to the Diocese for their records.

BY-LAWS

The following By-Laws outline 1) the approval and amendment process, 2) the duties of the Council, its officers and members, 3) the Council's method of operation, 4) the Council's meeting schedule and agenda, 5) the Council's capacity to establish commissions and committees, 6) the roles and responsibilities of the Standing Committee's that the Council has established, and 7) the Council's membership appointment procedure.

Section 1: Approval of and Amendments to the By-Laws

The By-Laws and all subsequent amendments to these By-Laws shall be approved by the Pastor after consultation with and approval by the Council.

Section 2: Council Membership & Duties

Council Membership:

The Council shall consist of the following members:

- 1) The Pastor
- 2) Seven members of the parish community nominated by the Council, appointed by the Pastor and organized as outlined in the "Organization Overview" found in the Appendix to By-Laws.

Council Member Duties:

Members of the Council shall:

- a) Advise and assist the Pastor and Chairperson in exercising leadership through planning, setting goals and priorities, coordination, motivation, support and evaluation.
- b) Oversee the various Parish Commissions and/or Committees and their respective ministries and activities. In this capacity, members shall:
 - i) Collaborate with Committee members, conduct Committee meetings as necessary and provide periodic updates to the Council regarding the Committee's activities, programs and needs.

- ii) Keep the Committee informed of developments at Council meetings and of initiatives of the Pastor.

Section 3: Officers' Duties

The Council shall designate two officers as follows: A Chairperson and a Secretary. Both officers will be nominated by the Council and appointed by the Pastor to serve terms as defined in Section 8 of the By-Laws. Both officers may serve multiple terms if they are willing to serve and are nominated and appointed as outlined above.

1. The Chairperson shall:
 - a. Preside over all meetings of the Council.
 - b. Plan the agenda for Council meetings in cooperation with the Pastor.
 - c. Distribute the agenda and supporting materials for Council meetings within a reasonable timeframe prior to each meeting.
 - d. Prepare all correspondence required by the work of the Council.
 - e. Transmit to the Secretary for safe keeping all official records related to Council proceedings.
 - f. Perform other duties as assigned by the Pastor.
2. Write a brief summary of each Council meeting for publication to the parish community in the Sunday bulletin.
3. The Secretary shall:
 - a. Record the minutes of each Council meeting.
 - b. Distribute the minutes of all Council meetings to members within ten (10) days prior to the next Council meeting.
 - c. Maintain a current directory of all Council members.
 - d. Ensure that the Parish Business Manager is provided with all official records of the Council.

Section 4: Method of Operation

The Council, as a community of faith, should always be prayerful and discerning. Members should always be understanding and respectful of differing points of view and strive to work cooperatively through prayer and reflection to reach consensus wherever possible.

Section 5: Order of Business

Meetings will adhere to the following schedule:

1. Call to order
2. Opening prayer
3. Approval of previous meeting's minutes
4. Pastor's Report
5. Agenda items
6. Open forum
7. Closing prayer
8. Adjournment

Section 6: Meeting Schedules

The Council shall follow the same fiscal year as the parish (from July 1 through June 30). The Council will meet every other month (January, March, May, July, September and November). Council meetings will generally be held on the 3rd Thursday of the month from 6:30pm until 8:00pm in Antl Hall. The Pastor or Chairperson may schedule additional meetings and cancel or reschedule meetings as necessary. All Council meetings shall be open to the parish community and shall be announced to the parish in the Sunday bulletin the week prior to each meeting. The Council may, by consensus of the members, or if called by the Pastor, hold an executive session, closed to the public when confidentiality of a meeting agenda item is an issue.

Standing Committees will meet on an as needed basis as determined by each Commission Chairperson that oversees each respective Standing Committee.

Section 7: Commissions and Committees

The Council may establish Commissions and/or Committees to directly assist in the work of the parish.

Commissions:

A Commission may be formed at the request of the Pastor. A Commission will be formed for the purpose of developing pastoral plans and policies in a specific area of parish life and then making recommendations regarding these plans and policies to the Pastor and Council.

There shall be four enduring Commissions established and entitled as follows:

1. The Christian Formation Commission
2. The Liturgy Commission
3. The Parish Services Commission
4. The Temporalities Commission

The Chairs of each of these Commissions shall be Council members appointed by the Pastor. It will be the responsibility of these Chairs to coordinate and manage the ministries and activities within the scope of their respective Commissions and to identify potential new opportunities for ministries and activities to better serve our parish community. These Commissions and their associated ministries and activities are outlined in the "Organization Overview" found in the attached Appendix to these By-Laws.

Each Commission Chairperson shall oversee and direct a Standing Committee the members of which will be responsible for the implementation and evaluation of the programs, activities, and ministries in their respective areas. See paragraph 1) under "Committees" below for more details regarding the functions of Standing Committees.

Committees:

There are two types of Committees that the Pastor and Council may establish, as follows: 1) Standing Committees and 2) Ad Hoc Committees.

1. **Standing Committees:** Standing Committees are the working bodies of the Council, the implementers, established to assist in carrying out the mission,

goals, needs and policies of the parish. The Committees are responsible for advising and assisting the Pastor and Council in the implementation and evaluation of programs and activities in their respective areas.

The activities of each Standing Committee will be overseen and coordinated by the Commission Chairperson assigned by the Pastor to direct its programs, ministries and activities.

Status of Committee activities will be reported at each Council meeting by the Commission Chairs which oversee each respective Standing Committee.

Initially there shall be four Standing Committees established with missions and responsibilities as outlined below. An overview of these Standing Committees, their leaders and their respective members can be found in the Appendix to these By-Laws.

Mission and Responsibilities of Individual Standing Committees:

a. Christian Formation Committee

Mission: To provide opportunities for the lifelong education and spiritual formation of all members of the parish community through reflection, prayer, study and dissemination of information.

Responsibilities:

- i. Communicate with the Religious Education Coordinator regarding the status of the Religious Education Program and report to the Council at scheduled meetings.
- ii. Investigate, recommend and assist with the implementation of faith enrichment programs, events and activities, such as study groups (prayer, Bible study, Marian devotion, Fatima Rosary, St. Augustine materials, etc.), parish missions and retreats.
- iii. Provide the Council with plans and ideas to cover the costs of parish programs, events and activities that require monetary support.

- iv. Represent St. John's at meetings of the Inter-Church Council and report status back to the Council. Keep the Parish Services Commission Chairperson informed regarding services, programs and causes that the Inter-Church Council is supporting and/or sponsoring.
- v. Communicate important Christian Formation related information to the parish, via various forms of established communication resources, ie. Telephone Tree, MyParish Ap, the parish Facebook page and website, and email blasts as appropriate.
- vi. Investigate and recommend programs, plans and activities to strengthen and enhance the sacrament of marriage, ie. Anniversary Mass, marriage small groups, marriage encounter, etc.

b. Temporalities Committee

Mission: To oversee the use, condition and maintenance of the parish's buildings and grounds.

Responsibilities:

- i. Advise the Pastor and Council and assist on specific projects involving parish facilities.
- ii. Monitor the use and condition of parish buildings and grounds and make recommendations regarding the maintenance, repair and improvements of these facilities.
- iii. Develop plans for maintaining the long-term stability of all properties, including structural soundness and the preventive care of electrical, plumbing, heating and air-conditioning systems.
- iv. Monitor the implementation of such plans.
- v. Collaborate with the Chairperson of the Finance Committee and the Parish Business Manager regarding maintenance, repairs and improvements that require the expenditure of parish funds.
- vi. Communicate important Temporalities related information to the parish, via various forms of established communication

resources, ie. Telephone Tree, MyParish Ap, the parish Facebook page and website, and email blasts as appropriate.

c. Liturgy Committee

Mission: To promote the Parish's liturgical, sacramental and spiritual celebrations and programs, and to encourage full participation in the liturgy of the Parish.

Responsibilities:

- i. Advise the Pastor and Council on the Parish's involvement in, and experience of, liturgy, and on current developments in Catholic liturgy.
- ii. Promote liturgical education and understanding among parishioners.
- iii. Facilitate Parish-wide liturgical collaboration and planning.
- iv. Coordinate all parish liturgical activities.
- v. Communicate important liturgy related information to the parish, via various forms of established communication resources, ie. Telephone Tree, MyParish Ap, the parish Facebook page and website, and email blasts as appropriate.

d. Parish Services Committee

Mission: To promote and support the life of the parish and the broader community through social events and service ministries that focus on the needs of our parishioners and the surrounding community.

Responsibilities:

- i. Advise the Pastor and Council on the status of and involvement in parish and community social events and service ministries.
- ii. Provide ongoing opportunities for the parish to come together for fellowship and to support efforts to address the needs of our less fortunate parishioners and community members.
- iii. Raise the consciousness of parishioners to the needs of the less fortunate and provide material and spiritual support

through church ministries and other appropriate community social support organizations where possible.

- iv. Coordinate all social services and church ministries that provide care and support to parishioners and the community.
- v. Seek out and collaborate with other community and church social services groups.
- vi. Provide educational and awareness resources to the parish in the form of bulletin inserts or informational packets regarding various social services and charitable causes.
- vii. Publicize, where appropriate, the services, programs and causes being supported or sponsored by the Inter-Church Council.
- viii. Communicate important parish and community services related information to the parish, via various forms of established communication resources, ie. Telephone Tree, MyParish Ap, the parish Facebook page and website, and email blasts as appropriate.
- ix. Educate and inform parishioners about Catholic social teaching and current social justice issues.

2. **Ad-Hoc Committees:** Ad-hoc committees are established to provide assistance with specific tasks that have a limited duration. Ad-Hoc Committees may be established by the Pastor or the Chairperson with the approval of the Council. The Council shall appoint members of Ad-Hoc Committees. Ad-hoc committees will be dissolved once their tasks have been completed.

Section 8: Council Appointment Procedure

1. Whenever a Council vacancy occurs, the Council Chairperson will be responsible for ensuring that the opening is communicated to the entire congregation so that any parishioner interested in serving on

the Council has the opportunity to submit their name for the Council and Pastor's consideration. Council vacancies will be published in the weekly bulletin, on the parish website, Facebook page and MyParish App and the Pastor or Council Chairperson will make Pulpit announcements regarding openings and explain the process for application.

2. All new members shall be appointed by the Pastor, based on nominations from members of the Council.
3. The term of office for members shall be either two (2) or three (3) years. Three of the seven Council members serve two-year terms and four serve three-year terms. When a new member is appointed to the Council, their term of service will be the same as the member they replace. The term length for each Council member will be posted on the Organizational Overview found in the Appendix to the By-Laws.
4. The term of office expires June 30; new members take office on July 1st.
5. An outgoing chairperson shall attend the July meeting to accommodate a smooth transition for the new chairperson.
6. A Council member may serve two (2) consecutive terms.
7. Vacancies of members prior to the expiration of their term of office shall be filled by appointment by the Pastor. The appointee shall serve out the remainder of the term of the member being replaced.

APPENDIX
TO
St. John the Baptist Church
Parish Pastoral Council
CONSTITUTION AND BY-LAWS

Parish Vision and Mission

From the Pastoral Plan 2002-2006

Parish Vision

We the members of St. John the Baptist Catholic Church of Savanna, Illinois having been blessed through the years, aspire to grow in the faith, be sanctified by the sacraments, evangelize ourselves in and through small faith communities and celebrate God's gifts with the Diocese of Rockford to become people of God.

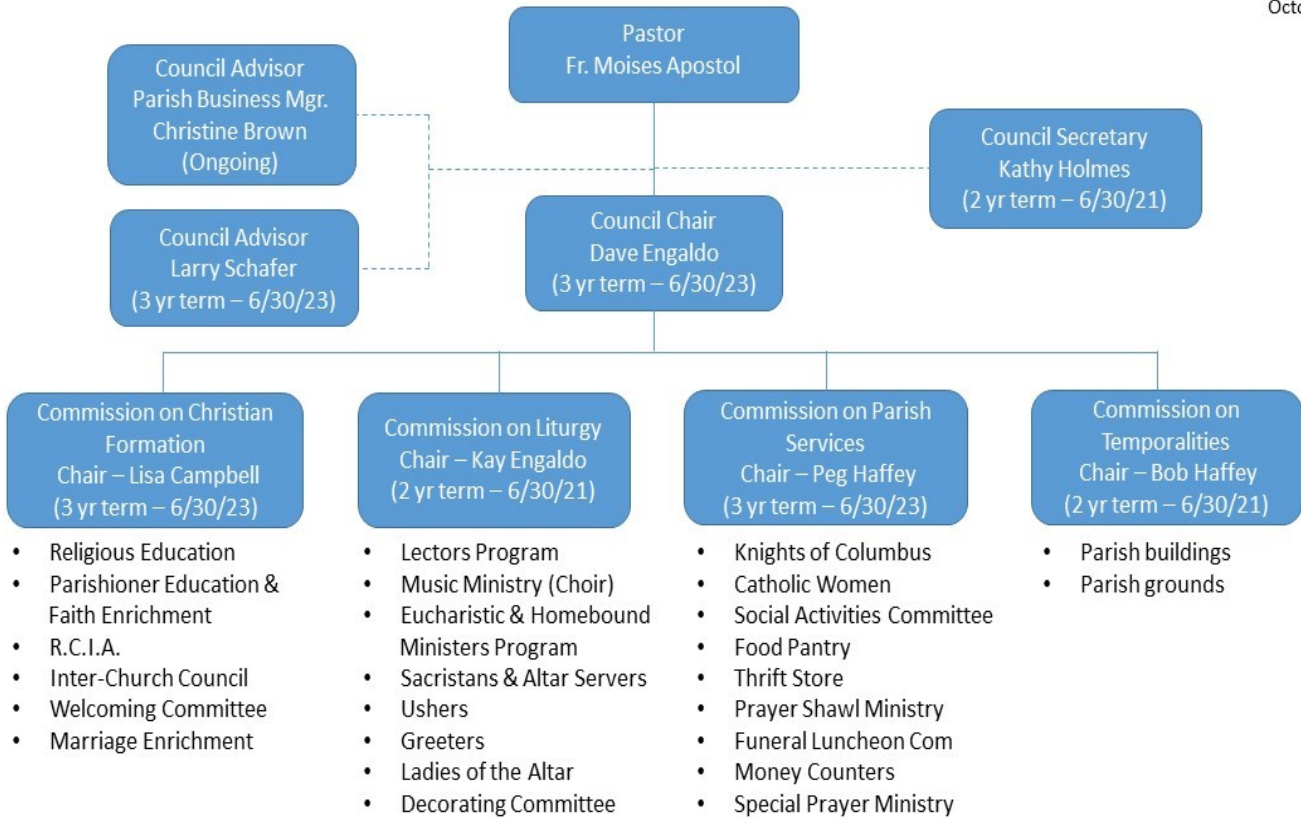
Parish Mission

We the parishoners of St. John the Baptist Catholic Church commit to live by the following values:

1. Welcome responsibly God's material blessings to the parish through the years.
2. Grow in holiness with the sacraments.
3. Evangelize ourselves, families and others in and through organized small faith communities.
4. Celebrate God's gifts with the Diocese of Rockford.

**ST. JOHN THE BAPTIST PARISH PASTORAL COUNCIL
Organization Overview**

Version 2.5
October 12, 2020



**St. John the Baptist Catholic Church
Parish Pastoral Council
Standing Committees**

Revised 10-12-2020

**Christian Formation
Lisa Campbell - Chair**

- Mimi Rucobo
- Dave Engaldo
- Denise Vetter
- Mary Stebbins
- Sandy Higgins

**Liturgy
Kay Engaldo - Chair**

- Gayle Hidalgo
- Juliene McCormick
- Mary Troha
- Christine Brown
- Dave Engaldo
- Susan Reiland
- Russ Gies
- Ed McDermott
- Barb High

**Parish Services
Peg Haffey - Chair**

- Larry Stebbins
- Beth Phillips
- Terese Truninger
- Susan Reiland
- Christine Brown
- Cathy Hamilton
- LaRae Gothard
- Bootsie Holmes

**Temporalities
Bob Haffey - Chair**

- Larry Schafer
- Ron Reiland
- Mary Reiland
- Bill Robinson
- Karen Nolte
- Don Nolte