

THE CATHEDRAL OF OUR LADY OF LOURDES
Parish Pastoral Council
Constitution

Last revised October 15, 2019

Article I Name

Section A: The name of this body shall be The Cathedral of Our Lady of Lourdes Parish Pastoral Council.

Section B: The Parish Pastoral Council is established in accord with the Code of Canon Law and Diocesan norms concerning parish pastoral councils with which the articles of this Constitution must be in accord.

Article II Purpose

The purpose of the Pastoral Council is to provide consultation to the Rector and Cathedral staff concerning pastoral activity and parish ministry. The Council shall strive to reach consensus concerning those issues which it addresses and the ordinary disposition of the Rector shall be to act in accord with the recommendations of the Council, unless there are overriding reasons which are to be made clear to the Council.

Article III Functions

Section A: Through prayer, reflection and discussion within the Council and among the members of the parish, the Pastoral Council develops a pastoral plan of action for the parish. The Council should regularly review and revise the plan according to the changing needs and circumstances of the parish. The Council shares this pastoral plan with the parish at large and with the Bishop.

Section B: The Parish Pastoral Council develops and/or reviews parish policies and recommends them to the Rector. These policies are to be in harmony with the universal law of the Church and Diocesan norms and policies.

Section C: The Pastoral Council supports the work of the various parish committees by receiving semi-annual reports of their activities through the coordinator. These reports are generally given in October and February.

Section D: The Pastoral Council makes recommendations regarding the funding of pastoral initiatives to the Parish Finance Council prior to April 30 each year. These recommendations will be used in creating the annual budget.

Section E: The Parish Finance Council Chairperson presents an annual financial report to the Parish Council by November 1 of each year.

Article IV Membership

Section A: The members of the Pastoral Council are to be Catholics registered in the parish who are mindful of the common good, compassionate, prudent, faithful in the stewardship of their time, talent, and treasure and regular participants in the worship and life of the parish.

Section B: The Council will consist of seven (7) members. The Cathedral's pastoral staff and the President of the Altar Society & Grand Knight of the Knights of Columbus are ex-officio members.

Section C: The members of the Council are selected by means of a nomination process and by appointment by the Rector:

1. After consultation with fellow parishioners, Parish Council members are to nominate individuals keeping in mind the qualifications and responsibilities necessary to serve.
2. Parish staff are not eligible for nomination.
3. Having compiled a list of nominees, the Parish Council shall discuss the candidates and prayerfully select no more than 3 persons for each open seat whom it judges as best suited to serve on the council. This will be done through an individual ballot process.
4. The Rector then takes the nominees selected by the council and makes his decision. He reserves the right to reject any nominee.
5. A member serves for a term of four years and cannot serve more than two consecutive terms by means of the nomination process. Having served two consecutive terms on the council, a person is again eligible for nomination after one year's absence.
6. Terms ordinarily begin on July 1 and end on June 30 of each year.

Section D: Officers: President, Vice President and Secretary

1. The President is the one responsible for conducting PPC meetings, collaborating with the Rector in setting the agenda, and, in general, facilitating the work of the Council. In the absence of the President, the Vice President assumes his/her duties.
2. The Secretary of the Council takes minutes, distributes them to members, and facilitates the posting of them to the website. Minutes will be sent to all members via email within 7 days of the conclusion of the meeting. Once they have been reviewed by PPC members and approved by the pastor, the Secretary will provide a copy to the church office via email or hard copy for posting on the church website for review by all parish members
3. In September of each year the members will nominate a President, Vice President and Secretary to serve for the year.
3. Nominations are made orally and voting takes place by means of an individual ballot process.
4. The Rector and one other member count the ballots and announce the results. A tie will be broken by the Rector.

Article V Meetings

Section A: The Pastoral Council shall meet once a month (except for June, July, and August) and at other times when called by the Rector. Monthly meeting dates and times for the year will be decided on or before the first meeting of the year, which is ordinarily the third Tuesday of September. These dates will be posted on the parish website and published in the church bulletin on the Sunday prior to the meeting dates

Section B: Meetings of the Council are open to parishioners and staff members unless the Rector has determined otherwise prior to the particular meeting.

Section C: The Rector presides over the Council.

Section D: The meetings of the PPC will be conducted by the President, in his/her absence, the Vice President. Consensus should be the ordinary method of decision making.

Article VI Ratification

Section A: This constitution becomes valid upon approval by a majority of the Council and acceptance by the Rector. A copy is to be sent to the Office of the Bishop.

Section B: Amendments to this constitution are subject to the same process of ratification.

Section C: By-laws or those more detailed procedures by which the Council carries out its responsibilities must be approved by a majority of the Council and accepted by the Rector.

Article VII Suspension and Dissolution of the Council

Section A: When the Cathedral parish is without a Rector the Pastoral Council ceases to function in its ordinary manner. A new Rector or administrator will call the Council into session within one month after appointment to office. During the transition period, the Council will serve the parish by cooperating with the Cathedral Staff in their duties.

Section B: The Pastoral Council can be dissolved only with permission of the Diocesan Bishop.

Revised: October 2017