

St. Stephen Catholic Church Parish Council
18858 Huron River Drive
New Boston, Michigan 48164

Mission Statement

The council of St. Stephen Parish in New Boston, Michigan has as its primary purpose the proclamation of the life, death and resurrection of Jesus Christ by modeling our lives after the Holy Family and with obedience to the Doctrines of the Roman Catholic Church.

The Pastoral Council serves to advise, coordinate and implement the objectives of the parish mission.

Objectives

The Parish Pastoral Council (PPC) is a group of faith-filled men and women who represent the needs, hopes, and ideas of the St. Stephen Parish community. The PPC presents and implements the vision for the entire parish with the Pastor and parish staff. Each member of the PPC is a visible leader and active steward within the parish community. All PPC members serve as a resource for the parishioners of St. Stephen.

We accomplish this vision by:

Objectives

To assist the apostolic work of the Church as it is carried out in the Parish in all its aspects.

To serve as a permanent structure for constructive dialogue among the priest, religious and laity in the Parish, so that they may work in close cooperation as a truly Eucharistic Community in fulfilling Christ's mandate to sanctify the world.

To provide decision-making leadership, direction resources and encouragement to the apostolic and spiritual development of all parishioners of whatever age or status.

To continually survey the needs, both spiritual and temporal of the Parish, the community and filling those needs.

To serve as a coordinating body of all organizations and group activities within the Parish.

To set Parish goals and objectives annually.

ARTICLE I –NAME

Section 1 This organization shall be known as the St. Stephen Parish Council

ARTICLE II-NOMINATIONS, ELECTIONS AND MEMBERSHIP

Section 1 Any person who is an active registered member of St. Stephen Parish and at least 18 years of age, may nominate a candidate or themselves for a position on the Parish Council. Nominations will be taken in March and April of each year and submitted to the Parish Office.

Section 2 The list of candidates will be posted to see if they wish to serve. They will be placed in a container and at one of the Masses on Pentecost Sunday, the Pastor will draw the names of those who will serve. An additional name will be drawn as an alternate.

Section 3 The total membership of the Parish Council shall not exceed sixteen (16), which includes an alternate, up to three (3) members-at-large and consists of the following:

- A. Ex-Officio members, which are the Pastor and a Religious (the Religious as elected by the Religious of the Parish).
- B. Ten (10) selected by lot Parish representatives
- C. From the ten selected by lot representatives, a volunteer shall be requested to represent each of the standing commissions (Christian Service, Christian Worship, Education and Administration). This would be the person who expressed an interest in the various commissions when they agreed to be a candidate for Parish Council. If no one expressed an interest and there are no volunteers, the Parish Council shall, from its members, appoint a spokesperson for each of the commissions.
- D. Member-at-large will be appointed to the Parish Council and approved by the Pastor when deemed necessary or appropriate. The term for the member-at-large will not exceed two three-year consecutive terms. Each term would expire three years to the date when appointed and approved.
- E. Two alternates whose terms will expire at the next selection by lot.
- F. One sixteen (16) or seventeen (17) year old will serve as the youth representative.

Section 4 Selection by lot shall be held annually on Pentecost Sunday. Each term for Parish Council appointments shall be for three (3) years. Council members may serve for more than two (2) consecutive terms in the same position.

Section 5 The number of Council members may be altered by action of the Council in accordance with Article VI, and any new vacancies created shall be filled at the next regular election.

Section 6 All registered members of the Parish, male or female, eighteen (18) years of age or older, shall be eligible for nomination, with the exception of one sixteen (16) or seventeen (17) year old that will serve as the youth representative.

ARTICLE III – PROCEDURES

- Section 1 The Pastor may ratify, veto, or hold all decisions of the Council according to the direction and guidelines of the Archdiocese.
- Section 2 Except as otherwise provided herein, ROBERT’S RULES OF ORDER shall govern the procedures of the Council.
- Section 3 A quorum is present when one more than one-half of all Parish Council members are in attendance. Council shall discern by way of consensus. A consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it feel they have had their chance to influence the discussion.

ARTICLE IV – MEETINGS AND PROCEDURES

- Section 1 Place of Meetings. Meetings of the Council shall be held at the principle office of the Parish or at such other place convenient to the members as may be designated by the President.
- Section 2 Regular Meetings. Regular meetings of the Council shall be held monthly at a time and date designated by the President. The President or Secretary shall give notice of such regular meetings of the Council to each member at least three (3) days prior to the day named for such meeting. All meetings of the Council shall be open to all members of the Parish, and the meeting shall be published in the Parish bulletin on the prior Sunday. Upon the discretion of the President, a meeting may be canceled if a majority of the members will be absent.
- Section 3 Special Meetings. The President may call special meetings of the Council with notice to each Council member given personally by telephone or electronic device at least three (3) days prior to the day named for such meeting. The notice shall state the time, place and purpose of the meeting. The Pastor or Secretary shall call special meetings of the Council in a like manner by a request of at least one-third of the Council. All special meetings shall be open to all parishioners.
- Section 4 Order of Business.
 - A. Opening Prayer
 - B. Call to Order
 - C. Roll Call
 - D. Reading of Previous Meeting Minutes
 - E. Correspondence
 - F. Report of Standing Commissions
 - G. Report of Special Committees
 - H. Old Business

- I. New Business
- J. Comments of Assembly
- K. Comments of Pastor
- L. Adjournment
- M. Closing Prayer

Section 5 Policy Making. At all meetings the goal of the Council is for policy-making decisions to be arrived at by consensus of the Council.

Section 6 Minutes. Council shall publish the minutes of all meetings in the Parish bulletin following approval.

ARTICLE V – COUNCIL OFFICERS

Section 1 The members of the Council shall elect from among their lay members a President, Vice-President and Secretary of the Council. To be elected an officer of the Council must have served at least one year of their current term on the Council. Those elected shall perform as follows.

President:

- A. Preside at all meetings of the Council.
- B. Call the Parish Council into session.
- C. Be responsible for all activities of the Council.
- D. Be ex-officio member of all standing and special committees.
- E. Appoint such special committees as necessary or as directed by the Council. Council must approve all such appointments.

Vice President:

- A. Perform the duties of the President in their absence.
- B. Automatically succeed to the presidency in the event that office is vacated.
- C. Directly assist the President under their direction.

Secretary:

- A. Keep accurate minutes of all Council meetings and publish in Parish bulletin.
- B. Maintain an official list of officers, Council members, committees, chairpersons and committee members.
- C. Be responsible for all correspondence and channel to respective commissions, acknowledge and reply.
- D. Keep a current attendance record of all council members.
- E. Be responsible for advance public notice of Council meetings and prepare the agenda as directed by the President.
- F. Be responsible for maintaining a current copy of the Constitution.
- G. Obtain a list of request for committee appointments.

Section 2 The Parish Council year will by July 1 through June 30. At the September meeting all incoming Parish Council members will be called by the President for the purpose of electing officers for the Parish Council year. The officers of the Council are to be elected for terms of one year and they are eligible to succeed themselves.

ARTICLE VI - VACANCY

Section 1 A vacancy on the Council shall be filled by the person whose name was drawn as an alternate. The term of the alternate filling the vacancy expires when the original member’s term would have expired. If the alternate serves more than half the term (1 ½ years), it will be considered the alternates first term and they will be eligible for only one three-year term. If the alternate serves less than one-half the term, it will not be considered the alternates first term. When the alternate fills a vacancy on the Council, the Council shall appoint a second and/or third alternate when deemed necessary.

Section 2 At any regular or special meeting of the Council duly called, any one or more of the members of the Council may be removed for excessive absenteeism or acting in a manner contrary to the Catholic tradition and beliefs of the Church and its pastoral teachings by an act of consensus. Any member whose removal has been proposed shall be given an opportunity to heard at that meeting or if not present, at the next subsequent meeting. If substantial evidence is not provided to alter the Council’s efforts for removal, the Member(s) shall be determined removed from their duties on the Parish Council and all ancillary commissions and a successor may then and there be determined as provided in Section 1 of the Article to fill the vacancy thus created.

Section 3 Signed Affirmation of Faith

ARTICLE VII – STANDING COMMISSIONS/COMMITTEES

Section 1 There will be four (4) standing commissions of the Council as follows: Christian Worship, Christian Services, Education and Stewardship.

Section 2 The council may designate other committees, boards and organizations as necessary to satisfy the needs of the Parish.

Section 3 A Chairperson, Secretary and such other officers as may be required shall be elected and/or appointed by members of each commission.

Section 4 Records shall be kept of all commission meetings. A report shall be submitted at regular Council meetings.

- Section 5 Any member or officer of committees may be removed by the Council according to Article VI Section 2.
- Section 6 Any person seeking an appointment to a committee may do so by approaching the Chairperson of the commission.
- Section 7 The Pastor shall be ex-officio of all standing commissions.
- Section 8 All proposals submitted by standing and special committees shall be submitted in writing. All questions and matters proposed for Council will be decided by consensus.
- Section 9 All standing committees may meet monthly or when the need arises.

ARTICLE VIII – CHRISTIAN WORSHIP

- Section 1 Liturgy
 - A. Coordinate Parish liturgy with recommendations of the Archdiocesan worship Department.
 - B. Study the liturgical needs of the Parish and make recommendations to the Parish Council where needs require.
 - C. Assist organizations and individuals presently working within the framework of the liturgical expression, ushers, lectors, etc.
 - D. Promote such programs as may deepen the appreciation of the liturgy and the life of the Universal Church.
- Section 2 Lay Apostolate
 - A. Promote the effort and assist in the work of those organizations in the Parish presently devoted to spirituality and apostolic work.
 - B. Sponsor and design programs of the apostolic formation consistent with the decree on the Apostolate of the Laity.
 - C. Actively participate with the clergy to promote all phases of convert work and the ministry to lapsed Catholics.
- Section 3 Family Life
 - A. Encourage and assist efforts of:
 - 1. The Christian family movement
 - 2. CANA and PRE-CANA
 - 3. Natural Family Planning

ARTICLE IX – CHRISTIAN SERVICE

- Section 1 Actively support charitable works not normally falling within the scope of existing organizations.

- Section 2 Seek to encourage morally acceptable literature, entertainment and other diversions while discouraging unacceptable forms of the same.
- Section 3 Encourage and engage in mutual cooperation in interfaith activities with members of other churches and congregations in our area.
- Section 4 Conduct a systematized program for visiting and welcoming new parishioners.
- Section 5 Recruit volunteers to make periodic visits to the sick, elderly and the lonely.

ARTICLE X - EDUCATION

- Section 1 Promote life-long learning as it is needed and experienced on all levels of human existence in the Parish, i.e., pre-school, elementary school, junior high, senior high, young adult, adult and senior adult age levels, as well as giving special consideration to the potential of exceptional persons.
- Section 2 Promote the total education needs of the areas of family life, mission and justice, and peace.

ARTICLE XI – STEWARDSHIP

- Section 1 Budget
 - A. Prepare an annual budget for the approval of the Parish Council.
 - B. Study Parish income and make recommendations to the Parish Council for increasing the same, if needed.
 - C. Provide parishioners with periodic and annual reports of the financial status of the Parish.
- Section 2 Fund-Raising
 - A. Consult with fund raising programs in the Parish.
 - B. Conduct a canvas on church support when deemed necessary.
 - C. Inform new parishioners of the need of church support including parishioner’s time, skills and talents and moneys that are raised or offered.
- Section 3 Operations
 - A. Recommend to the Parish Council necessary clerical maintenance services and personnel for the Parish properties.
 - B. Periodically inspect all Parish properties so they remain in proper repair.
 - C. Review coverage by Archdiocesan insurance programs and review recommendations with insurance carrier.
 - D. Recommend to the Council, with the approval of the Archdiocese, the purchase or transfer of Parish property.
 - E. Advise and counsel members of various other self-sustaining Parish organizations on specific financial matters as requested or required.

- F. Coordinate business facets of Parish activities with Archdiocesan representatives and others as necessary.

ARTICLE XII – VICARIATE REPRESENTATION

One Vicariate representative and an alternate shall be appointed by the Parish Council.

ARTICLE XIII – ACTION AND PROPOSAL

Section 1 The Parish Council by consensus shall have the power to act as necessary for the effective management and operation of the business affairs of the Parish.

Section 2 Action, proposals and amendments may be placed on the ballot for voting by qualified electors as follows:

- A. By an act of consensus of the Parish Council.
- B. By petition presented to the Council bearing the signatures and addresses of 100 of those electors actively using the weekly envelopes.

GLOSSARY

Commissions – The four major working bodies of the Parish Council: Christian Service, Christian Worship, Education and stewardship.

Consensus – The general agreement on an overall direction.

Omission – Neglect to perform.

Proposal – What is offered to be considered, problems to be solved, suggestions, intentions or plans.

Register – Official roll or register of the Parish maintained as a Church record.

Registered – A member of a household whose name appears in the official register of the Parish as a supporting member of the Church through money contributed and any child under the age of 21 and member of the contributing household.

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