

Constitution and By-Laws
The Pastoral Council
Of
St. Olaf Catholic Congregation
DeForest, Wisconsin

PREAMBLE

We, the people of God of St. Olaf Catholic Parish, DeForest, Wisconsin, aware that “all are called to sanctity and have received an equal privilege of faith through the justice of God.” (of Pet. 1;11)

“and if by the will of Christ some are made teachers, dispensers of mysteries, and shepherds on behalf of others, yet all share a true equality with regard to the dignity and to the activity common to all the faithful for building up the Body of Christ.” (Const. in the church, 32)

aware that “pastors and other faithful are bound to each other by a mutual bond,”

“Pastors of the Church following the example of the Lord should minister to one another and to the faithful. The faithful in their turn should enthusiastically lend their cooperative assistance to their pastors and teachers.” (ut supra, 32)

aware that “A great many benefits are to be hoped for from this familiar dialogue between the laity and their pastors, in the laity a strengthened sense of personal responsibility, a renewed enthusiasm, a more ready application of their talents to the projects of their pastors. The latter, for his part, aided by the experience of the laity can more clearly and more suitably come to decisions regarding spiritual and temporal matters. In this way, the whole church, strengthened by each one of its members can more effectively fulfill its mission for the life of the world.” (ut supra, 37)

do hereby establish, according to the spirit of Vatican council II, a Pastoral Council to coordinate the respective functions of the Pastor and laity and set forth the following regulations.

ARTICLE I

NAME

This organization shall be known as the St. Olaf Pastoral Council, and hereafter referred to as Pastoral Council.

ARTICLE II

PURPOSE AND EXTENT OF JURISDICTION

Section 1. The Pastoral Council shall exist for the following reasons:

- A. To serve along with the Pastor and Staff the life and worship of the parish and the needs of the community.
- B. To involve the laity in their Christian vocations.
- C. To promote greater efficiency in parish operations on all levels by utilizing the talents and skills of the laity.
- D. To maintain better communications between pastor and laity in the parish.
- E. To develop the sense of community within the parish.
- F. To act as a consultative and advisory body to the Pastor
- G. To establish the Parish vision and spiritual direction to be shared with appropriate committees/commissions for administration.

Section 2. The Pastoral Council may deliberate and act in matters pertaining to the spiritual, financial, temporal, and educational affairs of the parish, and in the operations and management thereof, except in those matters where explicitly limited by church or state law.

Section 3. The Pastoral Council shall have access to the financial records and account books of the parish and mission connected therewith. The Pastor, when requested, shall furnish the pastoral council with information pertaining to account books and financial records, while safeguarding the privacy of persons in personal matters.

Section 4. The Pastoral Council may establish standing committees and special commissions as it deems necessary, including ad hoc committees. Members of these committees and commissions may be appointed by the Pastor or the Parish Council.

Section 5. To identify the needs of the parish is an aspect of the parish mission.

ARTICLE III

MEMBERSHIP

Section 1.

- A. The Pastor and other St. Olaf Parish Staff are ex-officio non-voting members of the Pastoral Council.
- B. Pastor retains full and final authority over Parish Council decisions.

Section 2. Nine (9) lay members and the ex-officio members shall constitute the Pastoral Council. Discernment shall be held every year to nominate three members for the Pastoral Council.

Section 3. The officers of the pastoral Council shall be: Chair, Vice Chair & Secretary; elected by the full council; to serve as the executive committee along with the Pastor.

Section 4. The Pastoral Council Chair and Vice Chair shall be the secretary and treasurer, respectively, of the parish corporation.

Section 5. Filling vacancies on the Parish Council:

- A. Whenever possible, a vacancy on the Pastoral Council shall be filled by the person who, in the previous discernment, received the greatest number of votes, next after those selected. When not possible, said vacancy is to be filled by a person selected by the discernment committee, Council Chair or the Pastor.
- B. In the event an involuntary vacancy is created due to an un-resigned departure, moral, ethical or legal conduct, the Pastor shall appoint a replacement to fulfill the existing term.

Section 6. Resignation: Any member of the Pastoral Council may resign by filing a written resignation with the secretary.

Section 7. The Pastoral Council may include up to two youth members who are under 18, active in the Parish, selected by a group of peers and sponsored by the Director of Religious Education and to serve a one year term.

Article IV

TERMS OF OFFICE

Section 1. Service provisions:

- A. A member shall serve on the Pastoral Council for a term of three (3) years. No member may serve for more than two (2) full consecutive terms.
- B. Members may return to serve in future years to follow terms of service in Section 1 above.
- C. Departing council members are preferred eligible to stand for Parish Trustee election.

Section 2. An officer of the Pastoral Council shall serve a term of one (1) year with right of succession.

Section 3. Incoming council members are to be seated and in attendance prior to summer adjournment. Incoming member holds the responsibility to be informed of past meeting minutes prior to resuming fall meeting schedule.

Article V

AMENDMENT OF CONSTITUTION AND BY-LAWS

Section 1. The constitution and/or by-laws may be amended at a Pastoral Council meeting. A proposed amendment shall be in the form of a written resolution, which shall be given to all members of the Pastoral Council two weeks prior to a Pastoral Council meeting. The proposed resolution shall require a two-thirds (2/3) approving vote of the entire Pastoral Council in order to amend the constitution and/or by-laws.

Section 2. Formal reviews of Parish Council constitution and/or by-laws to be conducted for amendment considerations no less than every 5 years.

BY-LAWS OF St. OLAF PASTORAL COUNCIL

SECTION I

DUTIES OF OFFICERS

1. The Chair shall preside at all meetings of the Pastoral Council. The chair shall appoint Pastoral Council members as representatives on standing commissions.
2. The Vice-Chair shall preside in the absence of the Chair, and if the Chair is incapacitated, exercise the Chair powers.
3. The Secretary shall keep the minutes of the meetings and attend to all correspondence of the council.

SECTION II

MEETINGS

1. Meetings shall be held a minimum of five (5) times annually at 7:00 PM on the fourth Thursday of each month except July, August, and December.

The agenda shall be decided upon in advance by the officers, based on written commission reports received from each standing commission and an understanding of the ongoing needs and concerns of the parish. The agenda shall be submitted to the pastoral council members in advance. Advance notice of the time and place of pastoral council meetings shall be published in the parish bulletin.

Highlights of the minutes of the Pastoral Council meeting will be made available to the parishioners.

2. A quorum shall consist of six (6) members
3. Special meetings or additional working meetings may be called by the Chair as necessary to complete the work of the Parish Council.

4. Order of business shall consist of opening prayer, reading of mission statement and goals, roll call, approval of secretary's minutes, reports, unfinished business, new business, and closing prayer
5. Motions shall not be made by non-voting members.
6. The Pastor shall perpetually hold veto authority over Pastoral Council decisions.

SECTION III

DISCERNMENT OF COUNCIL MEMBERS

1. The Discernment Committee shall be made up of the Pastoral Council Vice Chair and past members of the Pastoral Council.
2. Approximately six (6) weeks of discernment information will be given to the parish in the form of verbal and written announcements, starting on the first Sunday of Lent.
3. Parishioners may nominate those they feel would be worthy candidates for the council or offer their own name to be presented to the Discernment Committee.
4. A person nominated for the Pastoral council shall be a member of the parish, at least eighteen (18) years of age and free from Church censure.
5. Names of those nominated shall be sent to the Discernment Committee for interviews.
6. Final selection in the discernment process will be made by the Discernment Committee and the Executive Committee. Three (3) pastoral council members will be selected with two (2) alternates.

SECTION IV

PROCEDURES

1. The Pastor shall hold and reserve discretionary veto authority over Pastoral Council.
2. Motions shall not be made by non-voting members.

SECTION V

RIGHTS OF PARISHIONERS

1. Any member of the congregation shall have the right to attend any of the regularly scheduled meetings of the Pastoral Council. Parishioners may submit items for the Pastoral Council agenda to the Chair.
2. In order to nominate, or be nominated for the Pastoral Council the parishioner must be a member of the parish and at least eighteen (18) years of age.

SECTION VI

STANDING COMMISSIONS

1. The basic functions of the Pastoral Council commissions are:
 - A. To hold regular monthly meetings on the second Thursday of each month at 7:30 PM except July, August and December. A prayer service will be held at 7:00 PM preceding each meeting.
 - B. To elect a Chairperson, Vice-Chairperson and Secretary at the first meeting of each year.
 - C. To communicate proceedings of those meetings through minutes with significant points highlighted and submit them to the parish secretary within five (5) days.
 - D. The work of the Commissions shall be aligned with, and established by the direction of the Pastoral Council.
 - E. To identify the needs of the parish in an aspect of the parish mission.
 - F. To communicate these needs to the Pastoral Council discerning with them which needs can be realistically addressed and where intercommission collaboration might be affective.
 - H. To develop means to implement the goals.

- I. To submit the proposed means (programs) to the Pastoral Council for approval and support.
- J. To communicate with the Pastoral Staff about the implementation once the program(s) are approved.
- K. To maintain communication with the parish concerning programs, encouraging active support and involvement.
- L. To maintain communication with the respective diocesan offices for guidelines and resources.
- M. To provide ongoing formation of Commission members in areas of concern through workshops, study, spiritual formation, etc.
- N. To encourage sound and reasonable spending and overall fiscal responsibility.
To prepare annual budget and send it to Stewardship Commission for approval.
- O. To periodically evaluate existing programs and activities
- P. To provide narrative annual report to the Pastoral Council which summarizes accomplishments and goals to be considered for inclusion in the parish annual report.

2. The Standing Commissions and their responsibilities include:

SPIRITUAL LIFE AND WORSHIP

NATURE: This commission, in the light of the decrees of Vatican Council II, shall coordinate liturgical, sacramental and devotional celebrations. Programs for personal formation are provided.

FUNCTION: This commission is called to:

1. **EDUCATE** by providing the parish with a continuing explanation of liturgical changes and by keeping members of the commission informed of current liturgical guidelines.
2. **PLAN WORSHIP** by recruiting, scheduling, educating various ministers and by preparing and coordinating **ALL** sacramental and liturgical celebrations.
3. **OVERSEE** the liturgical life of the parish – providing for collaboration, communication and evaluation related to ministers, directors, the environment, music and the assembly participation.
4. **PROVIDE** means for spiritual formation and evangelization through retreats and parish renewal programs.

RELIGIOUS EDUCATION:

NATURE: This commission is a policy formulating and recommending Body of the Pastoral Council. It operates as the essential arm of the Council in all that relates to Religious Education.

FUNCTION:

1. Assisting in Catechist recruitment.
2. Fostering community building
3. Evaluating programs for staff performance and providing tools for such evaluation.
4. Reviewing curriculum for grade levels and sacramental preparation.
5. Promoting an atmosphere of service and being supportive of staff.
6. Seeking means to effectively communicate to entire parish.
7. Children and Youth Education/Retreat/Liturgy.

PARISH AND COMMUNITY

NATURE: This commission shall promote appropriate response to the human care and the spiritual needs of parishioners, as well as, social justice issues. They also coordinate the activities of various groups so as to provide for all ages and interests as far as possible.

FUNCTION:

1. Social Action:
 - a. Welcome new parishioners and provide information about the parish.
 - b. Minister to disabled, sick and elderly of the parish.
 - c. Become aware and act on needs and concerns of families and special needs situations.
 - d. Promote interest in and provide spiritual and financial support to our sister parish.
 - e. Function as liaison for other parish organizations in order to coordinate and unify the parish.
 - f. Respect for life.
 - g. Food pantry.
 - h. Scrip ordering

2. Spiritual Concerns: Assist, recruit and support parish ministry to those preparing for marriage, baptism of children and those interested in joining our parish community or returning to the Catholic Faith.

3. Coordination of:
 - a. Children and Youth – Social/Service
 - b. Vocations
 - c. Youth and Adult Ministry
 - d. Women’s and Men’s groups
 - e. Family Life (includes Social and Festival)
 - f. Volunteer listing

SECTION VII

COMMISSIONS

1. Upon the approval of the Pastoral Council, the Chair may designate one or more commissions and appoint Pastoral Council members thereto.

These groups shall perform their duties as authorized and directed by the Pastoral Council. Such groups may consist of one (1) or more members of the Pastoral Council and such other members of the parish as the Chair may approve.

2. A chairperson and secretary shall be elected by the members of the groups. Minutes shall be kept of all meetings and the group shall provide minutes of the commission meeting(s) to the Pastoral Council Secretary within five (5) days after their monthly commission meeting(s).
3. Any member or officer thereof may be removed by the Pastoral Council whenever in its judgement the best interest of the parish shall be served by such removal.

This document consists of eleven (11) pages.

Revised February 16, 2017 and replaces all other documents.

Note; The only other note that I have is on "Trustees being voted upon"?? Not quite sure how this fits.

I think this includes all things from notes made by Mike Esser and Steve Thedinga following the meeting with Fr. Vince and Mike Peters on July 26, 2016.

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