

CONSTITUTION

ST. AGNES PARISH PASTORAL COUNCIL

ARTICLE 1 - NAME, PURPOSE AND FUNCTION

- 1.1 **Name.** The name of the organization shall be the St. Agnes Parish Pastoral Council (hereinafter "Council")
- 1.2 **Purpose and Function.** The Parish Pastoral Council of St. Agnes Parish shall be a spiritually responsible servant of God's Church. Its missions and services shall be achieved through a cooperative relationship with the Parish Life Coordinator, the Parish Community, and the community of Brown County, Indiana. Prayer and faith in Jesus Christ shall be its vehicle and guidance to spread the message of God's Kingdom among all persons.

The Parish Pastoral Council strives to fulfill its purpose by:

- A. Prayerfully discerning the needs of the parish community.
- B. Serving as a vehicle for constructive dialogue with the parish community.
- C. Serving as a consultative body to the Parish Life Coordinator.
- D. Collaboration with the Parish Life Coordinator to formulate policies concerning parish and pastoral matters consistent with faith and morals, civil and church laws and Archdiocesan policy.
- E. Identifying and calling forth the gifts and talents of the members of the parish community.
- F. Developing and maintaining a mission statement which embraces the total life and mission of the parish.
- G. Establishing clear and concise goals and objectives based on the parish mission statement and the emerging needs of the parish community.
- H. Cooperating with and effectively implementing Archdiocesan policies and directives.
- I. Coordinating, encouraging, and promoting every apostolic activity within the parish through which the parish community discharges its common responsibility to make the Gospel message known.

ARTICLE II - MEMBERSHIP

- 2.1 **Types of Membership.** The Council shall be comprised of two types of membership, at-large and ex-officio.

- 2.2 **Number of Members.** The Council shall consist of five at-large members. The Parish Life Coordinator, the Chairperson of the Finance Council and the Chairperson of the Faith Formation Commission will comprise the ex-officio members of the Council.
- 2.3 **Terms of Office.** At-large members shall serve for a term of two (2) years. The chairperson of the Finance Council and Faith Formation Commission shall serve two (2) year terms. The parish life coordinator shall serve unlimited terms. No member, whether at-large or ex-officio, may serve for more than four (4) consecutive years.
- 2.4 **Vacancy.** In the event a vacancy occurs among the members a person designated by the Parish Life Coordinator shall be selected for the remainder of the term of the vacating member. The vacating member shall submit a written notification of resignation to the Council noting the effective resignation date.

ARTICLE III - ELECTIONS

- 3.1 **Time and Place.** Elections for at-large members of the Council shall be held during one of the first three weekends of May of each year at all Masses held during the weekend designated for said elections.
- 3.2 **Election Committee.** Two (2) months prior to Council elections, the Council chairperson, in consultation with the Parish Life Coordinator and other Council members, shall establish an election committee. Members of the parish at-large may also be appointed to the committee.
- 3.3 **Notice.** The parish at-large shall be notified of the members of the Election Committee by publication in the parish bulletin immediately following the selection of the Committee. The publication shall include the statement that nominations are being accepted by the Committee, and shall include a deadline for submitting nominations.
- 3.4 **Duties of Election Committee.** The Election Committee shall contact qualified parishioners to obtain their consent to run as at-large candidates to the Council, and shall describe council responsibilities and election procedures to the candidates at interview sessions to be held for that purpose. Where practicable, double the number of persons to be elected in each election year shall be placed in nomination. The Election Committee shall present the names of the persons who have agreed to run as candidates at the regular meeting of the Council immediately preceding the elections, and shall make available to parishioners the names and brief biographical descriptions of the candidates, verbally and in writing, of the results of the elections, and publish the names of the successful candidates as soon as possible after the elections. The Election Committee is responsible for keeping election results on file on parish property.
- 3.5 **Eligibility.** Any registered, Confirmed and practicing member of St. Agnes Parish who has attained the age of eighteen (18) years shall be eligible for election to the Council.
- 3.6 **Manner of Voting.** Written ballots cast during the designated time, and absentee ballots obtained through the parish office by those unable to vote otherwise, and returned prior to the elections, shall be used in determining the outcome of the elections. No write-in votes shall be counted.
- 3.7 **Assumption of Office.** Newly-elected members shall assume office July 1 following the elections.

ARTICLE IV - OFFICERS

- 4.1 **Number.** The officers of the Council shall consist of a chairperson, vice chairperson and secretary.
- 4.2 **Eligibility.** Any elected or ex-officio voting member of the Council is eligible for any office.
- 4.3 **Selection of Officers.** At the regular scheduled July meeting following the election, which meeting shall be chaired by the Parish Life Coordinator, each member of the council shall in turn offer one reason why he or she should, and one reason why he or she should not, become the chairperson, vice chairperson or secretary, as the case may be. The members of the Council shall then attempt to fill each office by the consensus process. If a consensus cannot be reached, voting shall be conducted by secret ballot, and, in the event of a tie, balloting shall continue until a candidate receives a majority of the total votes cast. Each officer shall be selected individually, beginning with the office of chairperson.
- 4.4 **Duties.** At the first meeting of the Council following the general election, the voting members of the Council shall elect a Chairperson, vice-Chairperson, and Secretary from their own membership. These officers, together with the Parish Life Coordinator, shall constitute the Executive Committee. The Chairperson, Vice-Chairperson, and Secretary shall serve no more than two consecutive terms
- Section 2 The Chairperson shall have the following duties:
- A. To call and chair all meetings of the Council
 - B. To coordinate the activities of the Council.
 - C. To convene the Executive Committee in order to prepare Council meeting agenda or when special assistance is required on parish business.
- Section 3 The Vice-Chairperson shall have the following duties:
- A. To chair meetings in the absence of the Chairperson.
 - B. To assist the Chairperson in coordinating the Council's activities.
 - C. To succeed the Chairperson in case of resignation or disqualification.
- Section 4 The Secretary shall have the following duties:
- A. To maintain written records of all Council meetings and place copies of the minutes in the Parish archives.
 - B. To maintain an attendance record of all Council members.
 - C. To maintain a current record of the names, addresses and telephone numbers of all Council members.
 - D. To distribute prior to Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting.

E. To publish a report of the regular Council meetings as a means of communication to the parish community and to make the minutes available.

4.5 **Terms of the Office.** Officers shall serve a term of one (1) year, beginning with the July meeting of each year. No officer is eligible to serve in the same capacity for more than two successive terms.

4.6 **Vacancy.** In the event of a vacancy in any office except that of chairperson, the council shall select, by the same process described in Section 4.3., above, someone from among its own membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of chairperson, the vice chairperson shall automatically succeed and serve the unexpired portion of the term. In such an instance, the vice-chairperson shall be entitled to two successive terms as chairperson in his or her own right.

ARTICLE V AREAS OF MINISTRY

Section 1 The Council is assisted in its duties by parish committees, coordination committees, and organizations which are categorized within six (6) Areas of Ministry:

- A. Liturgy
- B. Hospitality
- C. Stewardship
- D. Parish Social Ministry
- E. Buildings and Grounds
- F. Communications

Section 2 In each area of ministry, committees are established to assist in accomplishing the objectives for each ministry area.

Section 3 Committees, and organizations within a particular area of ministry shall determine their specific objectives in accord with the goals and directives of the Council and Archdiocesan policy-making bodies.

Section 4 A brief written summary report is to be submitted to the Council quarterly on the activities and proposals of committees, and organizations on a rotating basis at the direction of the Council.

Section 5 Special ad hoc committees may be established from time to time by agreement of Council membership to meet specific objectives. Such ad hoc committees may be established as defined by the Council.

Section 6 The formation or dissolution of a Parish committee must be approved by the Council.

ARTICLE VI- MEETINGS

- 6.1 **Time and Place.** Regular meetings of the Council shall be held the fourth Thursday of each month in the Saint Agnes Parish Youth Barn conference room.
- 6.2 **Notice.** Notice of the regular meetings of the Council shall not be required unless the regular time and/or place is changed.
- 6.3 **Special Meetings.** Special meetings of the council may be called by the chairperson upon notice being given to all members at least forty-eight (48) hours prior to the meeting. This requirement may be waived in the event of an emergency.
- 6.4 **Orientation Meeting.** Prior to the regular scheduled July Meeting, an informal Council orientation meeting shall be held. The purpose of this meeting is to acquaint and bond the new Council representatives with each other and to establish a spiritual understanding of the responsibilities of the Council. This meeting will give direction to the Council for the upcoming year.
- 6.5 **Agenda.** The Executive Committee shall prepare an agenda for regular meetings of the Council at its meetings preceding regular Council meetings. A suggested agenda format shall include:
1. Prayer Sharing
 2. Approval of minutes of previous meetings
 3. Old Business
 4. New Business
 5. Ministry Reports
 6. Questions Asked of Council Members
 7. Evaluation/Adjournment
 8. Closing Prayer
- 6.6 **Attendance at Meetings.** Attendance at meetings is required of all Council members. Any member who for good reason is unable to attend a regular meeting shall notify the chairperson or secretary of his or her inability to attend. The unexcused absence of any member from two (2) meetings within any fiscal year, except for illness or unusual circumstance, shall be construed as the resignation of such member, and the Council shall then declare a vacancy and the chairperson in

agreement with the executive committee will appoint a replacement to complete the resigned member's term.

- 6.7 **Large Expenditures.** Important issues to be discussed by the Council should be published in the parish bulletin one (1) week in advance. Parish projects which involve expenditures in excess of \$5,000 in one fiscal year or in excess of \$10,000 without respect to length of time shall be announced to the parish prior to final action by the Parish Life Coordinator. This announcement may be made either orally at Saturday/Sunday Masses or in written form sent to all parishioners. Usually it will be announced that the project is on the agenda for a specific meeting of the Council.

ARTICLE VII - DECISION MAKING

Section 1 The decision-making process of the Council shall be by consensus if that consensus is reached at a meeting at which a quorum is present. A quorum is a simple majority of the voting members of the Council.

Section 2 If consensus cannot be reached by the Council, the following voting procedures shall be followed:

- A. Each elected member and each ex-officio member of the Council, except the Parish Life Coordinator, shall be entitled to one vote.
- B. Actions of the Council require a simple majority vote of the quorum present if a vote is necessary.
- C. If a simple majority vote cannot be achieved then the Parish Life Coordinator will break any tie.

Section 3 All decisions and actions of the Parish Pastoral Council must be ratified by the Parish Life Coordinator.

ARTICLE VIII - MISCELLANEOUS

- 7.1 **Procedures.** This Constitution, and all subsequent amendments thereto, shall be submitted to the Office of Pastoral Councils for the Archdiocese of Indianapolis.
- 7.2 **Amendments.** The Constitution may be rescinded, changed or amended by a two-thirds (2/3) vote at any meeting at which a quorum is present, provided notice and purpose of the proposed rescission, change or amendment shall have been given, in writing, at the immediately preceding meeting.

ARTICLE IX ADOPTION

This Constitution is effective as of November 28, 2018 and supersede all Constitutions and ByLaws prior to that date.

Pastoral Council Chair Donna J Brass

Parish Life Coordinator Dr. Susan Hohe, OSB

Date: November 28, 2018