

St. Cecilia Parish Pastoral Council Constitution

Parish Mission Statement

Saint Cecilia Parish, in union with the Bishop of Columbus, is a Catholic Community of believers and followers of Jesus Christ. We provide spiritual nourishment through the celebration of the Sacraments, religious formation, stewardship and service. Our parish family welcomes all to join us on our journey to live Gospel values in our daily lives, in word and action.

Parish Pastoral Council Mission

As an advisory group of Saint Cecilia Church, we strive to listen to the members of the parish, understand their needs and provide sound advice through prayerful reflection to our Pastor. As we work with parish committees and parishioners, we build and maintain a strong Catholic community.

Article I - Purpose

- A. To maintain and develop into action the mission statement.
- B. To exercise the ministry of leadership within the parish.
- C. To serve as a visible sign of the parish's efforts at calling forth the gifts and talents of its members.
- D. To serve as the major instrument of planning, evaluation and pastoral renewal of the parish and to determine the parish's pastoral priorities from year to year.
- E. To work jointly with the parish staff and parish committees and organizations.

Article II - Responsibility

- A. The Pastoral Council is consultative to the pastor in working to carry out the mission of the parish.
- B. The Pastoral Council shall function as the chief advisory body for pastoral matters. The Pastoral Council strives to fulfill this by:
 1. Serving as a consultative body to the pastor and parish staff
 2. Developing and maintain a mission statement
 3. Discerning the needs of the parish
 4. Serving as a vehicle for constructive dialogue with the parish
 5. Collaborating with the pastor and parish staff to formulate policies concerning the parish and pastoral matters.
 6. Establishing clear and concise goals and objectives based on the parish mission statement and the emerging needs of the parish
 7. Scheduling Parish Town Hall meetings at the request of the pastor.
- C. The powers of the pastoral Council emanate from the unity with it; the sharing of the gifts, talent and insights of all. The contributions of its members in dialogue; the honest searching and reflection in prayer; and the recommendations to the pastor and staff.

Article III –Membership

- A. Any registered member of St. Cecilia Parish who is at least eighteen years of age may serve as a member of the Pastoral Council.
- B. The pastor, after consulting with the Pastoral Council and the parish staff, may appoint one or two youth representatives to the Pastoral Council. These representatives have the same duties as adult members with the exception that their terms shall expire at the end of the Pastoral Council year to which they are appointed.
- C. The number of members of the Pastoral Council may vary from year to year. Every effort will be made to maintain a membership of ten to fifteen members.
- D. Adult members of the Pastoral Council Shall have a three-year term; youth members shall have a one-year term. No member shall serve more than two consecutive terms without first having a hiatus of one term unless this hiatus is waived by the pastor of St. Cecilia at the request of the member. If the hiatus is waived the member is granted another term after which he/she must serve a hiatus or request another waiver.

Article IV – Officers

The officers of the Parish Pastoral Council shall be chairperson, vice chairperson and secretary. The officers shall be selected by members of the Pastoral Council at the last meeting of the current fiscal year to serve in the upcoming fiscal year. The selection should be by consensus but can be done by an elected majority if necessary. Officers will hold their respective office for a one-year term and may be selected for an additional one-year term for the same office.

Article V – Officer Duties

- A. The **Chairperson** shall facilitate and conduct all regular meetings; call special meetings as required; oversee the activities of the Pastoral Council, and keep the parish advised of Council activities.
 - i. The chairperson is also responsible for the preparation of the agenda for all meetings. Copies of the proposed agenda will be forwarded to all Pastoral Council members at least two days in advance of any meeting.
 - ii. The agenda is the format for Council meetings and consequently determines the time required for any given meeting. In order to do justice to parish needs, and in consideration of the time of the Pastoral Council membership, those members desiring to submit proposals for consideration, will submit those proposal to the chairperson eight (8) days prior to the next meeting, if at all possible. Any registered Parish member may also submit recommendations for consideration eight (8) days prior to the next meeting. These items may then be added to the agenda at the discretion of the Pastor and/or chairperson
 - iii. The agenda format will include the following:
 - 1. Attendance
 - 2. Opening Prayer
 - 3. Approval of Previous Minutes
 - 4. Chairpersons Comments
 - 5. Old Business
 - 6. New Business
 - 7. Organizational Reports
 - 8. Pastor’s Comments
 - 9. Closing Prayer
 - 10. Adjournment
- B. The **Vice Chairperson** shall preside in the chairperson’s absence, assist in the oversight of the pastoral Council and succeed the chairperson in case of resignation.
- C. The **Secretary** shall record all Pastoral Council minutes and prepare a brief summary and forward same to the chairperson and pastor for approval. This summary of the council meeting will be posted on the parish website, once approved by the chairperson and pastor, no later than one (1) week following each meeting. Detailed minutes will be approved by the Pastoral Council at the following meeting, and any updates made to the summary as necessary.

Article VI – Pastoral Council year

- A. The Pastoral Council year will begin on July 1 and end on June 30 each year.
- B. Members’ and officers’ terms correspond to the pastoral Council year.

Article VII - Nominations

- A. Each year (either in March or April) the members of the parish will be asked to submit names in nomination for Pastoral Council membership.
- B. Each person who is nominated shall be contacted to determine their willingness to serve on the Pastoral Council and their eligibility.
- C. Willing and eligible nominees will be asked to attend an orientation session explaining the role and operations of the Pastoral Council and the commitment needed by its members.
- D. Nominees who remain willing to serve on Pastoral Council will begin their term the following July 1st.

Article VIII – Meeting Schedules and Attendance

- A. At the last meeting of the fiscal year the Pastoral Council shall formulate and approve its yearly schedule for the upcoming fiscal year. Meeting dates may be changed for pastoral needs or emergency circumstances.
- B. Members are required to attend all meetings. Any member absent for two regularly scheduled meetings without good cause and failing to notify the pastor or an officer of the Pastoral Council will be automatically terminated from Pastoral Council membership.
- C. A quorum must be present to conduct business. The presence of a simple majority of the Pastoral Council membership shall constitute a quorum.

Article IX – Councils, Committees, Sub-Committees

The Pastoral Council recognizes the need for various committees and organizations which provide for the spiritual and temporal betterment of its members. There is no attempt to dictate the policies and procedures for these groups - only to encourage communication and the dissemination of their achievements for the well being of and sharing by all parishioners. To that end:

- A. The Pastoral Council shall be in regular communication with the other committees and organizations in the parish. Representatives from the Pastoral Council may be appointed as liaisons to these groups.
- B. The Pastoral Council shall be in communication with the West Side Deanery Council. A West Side Deanery Representative will also be appointed by the Pastor to represent St. Cecilia Parish throughout the council year.
- C. The Pastoral Council may establish sub-committees to enable it to fulfill its mission and goals. Membership on these committees may include members of the parish who are not Pastoral Council members. The chair of such committees must be a Pastoral Council member.

Article X - Amendments

- A. Any proposed amendments to this constitution must be presented in writing to all Pastoral Council members at least one month prior to voting.
- B. These articles may be amended by a vote of two-thirds of the total membership present at the meeting, as long as a quorum is present, during which the proposal is included in the Pastoral Council agenda. Council members will be notified prior to the meeting of the amendment proposal vote and the topic will also be included in the agenda proposal.
- C. When an amendment has been adopted, the amendment will be recorded in the regular minutes and will be adopted to these articles.
- D. The council chairperson shall appoint a committee to review and, if necessary, recommend changes to this constitution every five years.

Adopted: October 6, 2010
Amended: November 14, 2012
Amended: June 4, 2014
Amended: June 1, 2016