

PREAMBLE

In keeping with the philosophy of the parish and the guidelines of the *Archdiocese of Saint Louis*, we the people of Saint Rose Philippine Duchesne do establish the Pastoral Council as a ministry of service for the entire parish. It shall be the coordinating and unifying structure of the parish community.

ARTICLE I. - TITLE

Section 1. The name of this organization shall be the *Saint Rose Philippine Duchesne Pastoral Council*.

ARTICLE II. - PURPOSE

Section 1. The Pastoral Council shall act and assist in a decision-making capacity with the Pastor, providing guidance on goals and directions for the parish community as a whole.

ARTICLE III. - AUTHORITY

Section 1. In pursuing its goals to fulfill its general aims and purposes, the Pastoral Council acknowledges the ultimate authority of the Archbishop and Pastor.

Section 2. The Council shall advise and assist the Pastor in parish matters, recognizing that it shall not intrude in the personal life or violate the privacy of any individual.

Section 3. The Council shall discuss, advise and recommend in its consultative role with final approval resting with the Pastor.

ARTICLE IV. - MEMBERSHIP

Section 1. The Pastoral Council shall consist of a minimum of five (5) and a maximum of seven (7) members selected at-large.

Clause 1. Spouses may not serve concurrently as selected members of the Council.

Clause 2. No selected member may succeed himself or herself on the Council before a one (1) year waiting period has passed, except that a person filling a vacancy can succeed himself or herself if they served for less than one (1) year. If there are no volunteers and that person is willing to continue serving, they may remain with approval of the Pastor.

Section 2. Any registered parishioner who has attained the age of eighteen (18) and who has received the Sacrament of Confirmation shall be eligible to serve on the Council.

ARTICLE V. - TERM

- Section 1. The five (5) to seven (7) selected members shall each serve for a three (3) year term.
- Section 2. A minimum of two (2) selected members shall end their term at the end of each calendar year.
- Section 3. A vacancy is considered to exist when a member dies, resigns, moves out of the parish, or is removed for cause.
- Clause 1. In the event a vacancy occurs among the Council members, the term shall be filled from the alternates list determined during the general selection process. Should there be no remaining alternates available, the Council shall then appoint a member to fill the term.
- Section 4. Members are expected to attend all regular meetings of the Council.
- Clause 1. Missing more than three meetings per year shall be considered cause for removal from the Council.
- Clause 2. The member whose removal is proposed shall be notified and given the right to be heard by the Council prior to actual removal.
- Clause 3. This removal shall be determined by consensus of all active Council members.
- Section 5. A pastoral council Workshop attended by each council member is required. Arrangements for attendance to be set by the Council Chairperson.

ARTICLE VI. - GENERAL SELECTION PROCEDURE

- Section 1. The annual selection of members to the Pastoral Council shall be held in the spring of each year. New Council members shall start their attendance in May of each year, but would not officially begin their terms until the August meeting. Outgoing Council members shall serve through the May meeting.
- Section 2. The Council shall appoint a Selection Committee consisting of the Pastor and three (3) members.
- Section 3. Following parish-wide education, parishioners are asked to submit the name of one eligible person who would serve well in the role of Pastoral Council member. A parishioner may submit his/her own name as a candidate. Every person submitted is phoned by a member of the Selection Committee and invited to prayerfully consider the possibility of serving as a member of the Pastoral Council. The duties and responsibilities required of a Council member shall also be explained at this time. New Pastoral Council members are then selected to replace the outgoing members by drawing names of all eligible candidates during a weekend Mass to be determined by the Council. After the existing vacancies are filled, the names of the remaining candidates are drawn and placed, in order, on a list of alternates. This list shall be used to fill unexpected vacancies and remains valid until the next selection process begins.

- Section 4. The results of the selection shall be published in the next weekly Parish Bulletin.
- Section 5. The selected Council members shall attend an orientation meeting before the beginning of their term. This meeting shall be given under the direction and discretion of the officers of the Pastoral Council.

ARTICLE VII. - OFFICERS

- Section 1. The officers of this Pastoral Council shall consist of a Chairperson, Vice-Chairperson, and Secretary.
- Clause 1. Officers are elected from the floor every year at the August meeting, to serve a term of one (1) year.
- Clause 2. Should an office be vacated mid-term, the Council members shall hold an election for that office at a subsequent meeting.
- Section 2. No executive council office may be held while serving simultaneously as an officer of any other parish organization.
- Section 3. The Chairperson duties are as follows:
1. Shall preside at all regular and special meetings of the Council and at Parish Assemblies.
 2. Prepare and publish the agenda consistent with Article IX, Section 5.
 3. Maintain and update all standard Council forms.
 4. Appoint chairpersons of all special committees.
 5. Organize and plan orientation meeting for new Council members.
- Section 4. The Vice-Chairperson duties are as follows:
1. Shall perform all duties of the Chairperson in the event the Chairperson is absent from a regular meeting.
 2. Assist the Chairperson in special tasks.
 3. Preside over commission reports at regular Council meetings.
 4. Attend orientation meeting for new Council members.
- Section 5. The Secretary duties are as follows:
1. Shall function as presiding officer when both the Chairperson and Vice-Chairperson are absent from a regular meeting.
 2. Record attendance
 3. Shall record minutes of all regular Council meetings.
 4. Shall copy meeting minutes to Chairperson and Parish Secretary maximum two weeks after all regular Council meetings.
 5. Assist in updating all standard Council forms.
 6. Attend orientation meeting for new Council members.

ARTICLE VIII. - COMMISSIONS & COMMITTEES

Section 1. The Pastoral Council shall establish four standing Advisory Commissions to assist the Council. They are as follows:

1. Liturgy
2. Christian Formation
3. Christian Service
4. Administration / Finance

Clause 1. The Pastoral Council shall establish optional Advisory Commissions, if it deems necessary because of size or need, to assist the Council. Section 2. The head of each commission shall be a pastoral council member selected annually by the Council.

Clause 1. Each Commission head shall report directly to the Vice Chairperson when called upon at each regular meeting.

Section 3. Each Commission may establish subcommittees to assist in accomplishing its objectives.

Section 4. Special Ad Hoc Advisory Committees may be established from time to time to meet specific objectives by consensus of the Council members.

Section 5. The Finance Council shall present the parish budget to the Pastoral Council for review annually at a designated regular meeting.

ARTICLE IX. - MEETINGS

Section 1. The Pastoral Council shall meet a minimum of ten (10) times during the calendar year, at a time and place designated by the Pastor.

Clause 1. A special meeting may be called by the Chairperson with the concurrence of the Pastor, with at least three days notice to all Council members.

Clause 2. June and July dates are excused.

Clause 3. All regular meetings shall be open to all members of the Parish and notice of meetings shall be published in the weekly Parish Bulletin prior to the meeting.

Clause 4. A designated regular meeting shall be used as a session to plan the annual parish calendar.

Section 2. A simple majority of the active members shall constitute a quorum for the transaction of business.

Clause 1. Business approved by a consensus decision-making process shall become the recommendations of the Council.

Section 3. A portion of each regular Council meeting shall be available as an open hearing for general inquiry and suggestion from the parish-at-large; the remainder of the meeting shall be a closed session.

Clause 1. To be scheduled to be on the agenda under New Business, a parishioner must give a minimum 48-hour notice to the Council Chairperson, prior to the next regular meeting.

Section 4. The Pastor and the Chairperson will set the agenda prior to each Meeting.

Section 5. The order of business for regular meetings shall include, but not be limited to:

1. Call to Order and Opening Prayer
2. Recording of Attendance
3. Adoption of Agenda
4. Communications Received.
5. Open Hearing
6. New Business
7. Miscellaneous Reports
8. Commission Issues
9. Old Business
10. Pastor's Report
11. Announcements
12. Adjournment & Closing Prayer

ARTICLE X. - PARISH ASSEMBLY

Section 1. The Pastoral Council, after consultation with the Pastor, may call a special Parish Assembly.

ARTICLE XI. - AMENDMENTS

Section 1. This Constitution may be amended at any regular meeting of the Council by a consensus of all active Council members.

Clause 1. Pastor must be in concurrence.

Clause 2. Proposed amendments shall have been read at the previous regular meeting and shall have been published for the Parish at large.

Clause 3. All proposed amendments must be in accord with existing Archdiocesan regulations.

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