

SS. JOSEPH AND CABRINI

PARISH COUNCIL CONSTITUTION

ARTICLE I - NAME

This organization shall be known as SS. Joseph and Cabrini Parish Council.

ARTICLE II – PURPOSE

The purpose of the parish council is to:

- a) Foster the pastoral work of the Church as it is carried out in the parish in all its aspects.
- b) Serve as a permanent forum for the constructive dialogue among the Canonical/Sacramental Pastor, Parish Life Administrator (PLA), deacons, religious, and other laity in the parish, so they may work in close cooperation.
- c) Collaborate with the assigned PLA and Canonical/Sacramental Pastor in providing leadership, direction, resources, and encouragement to the apostolic and spiritual development of all parishioners of whatever age or status.
- d) Continually survey the needs, both spiritual and temporal, of the parish, the community, and the diocese; and to develop and implement programs aimed at fulfilling those needs.
- e) Serve as a coordinating body for all organizations and group activities within the parish.
- f) Possess only a consultative vote, and be governed by norms determined by the Diocesan Bishop.

ARTICLE III – DUTIES

The duties of the parish council include strategic and adaptive planning, which involves identifying the vision and mission of the parish, conducting assessments and parish profiles, setting goals and objectives, and conducting annual reviews of goals and objectives in light of its mission.

ARTICLE IV – NOMINATION AND ELECTION

The nomination and election of members will be done as follows:

- a) In November of each year council members shall be elected for a term not to exceed three years beginning in January. A council member shall not serve more than three consecutive 3 year terms.
- b) A nominating committee shall be appointed by the parish council to seek out volunteers and nominate candidates from the parish for election as members of the parish council.
- c) All active members of the parish 18 years of age or older shall be eligible for nomination.
- d) Any member of the parish 18 years of age or older as of the date of the election shall be entitled to one vote in this election.
- e) For better participation, distribution of ballots, voting, and collection of ballots should be done within the structure of Mass, after the closing prayer.
- f) The Pastor assigned to the parish and two lay directors shall be ex-officio, voting members.
- g) The youth representative (who will serve on the Faith Formation committee), the Altar and Rosary representative, and the Faith Formation coordinators shall be ex-officio, non-voting members.
- h) There will be 6 (six) elected members along with the ex-officio members as stated in f) and g) of Article IV.
- i) Two members are to be elected each year for a three-year term.
- j) The tenure of office of members shall be from January to the expiration of the term for which they are elected or until their successors are duly elected.

ARTICLE V - VACANCY

A vacancy on the parish council shall be filled by the person who in the previous election received the greatest number of votes after those elected, if possible. If that is not possible, the council may appoint an eligible member of the parish to fill the unexpired term.

At any regular or special meeting of the parish council duly called, any one or more of the members of the parish council may be removed, for cause, by two-thirds vote of the elected members, and a successor may be then and there appointed. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting.

ARTICLE VI – COMMITTEES

Church Life

- Welcome all into the faith community, including those hospitalized and homebound, and also those alienated from the church.
- Analyze communal needs of parish community in this ministry area.
- Develop and promote active commitment to Christian stewardship and provide opportunities for developing an awareness of one's vocation.

Faith Formation

- Develop, plan, and evaluate parish programs that will enable the entire parish to grow in its faith life.
- Analyze the needs of the parish community and identify areas in need of development in this ministry area.
- Promote adult education.
- Develop and promote youth programs with input from youth representative.

Family Life

- Sponsor and support activities of spiritual enrichment for the community of families with the parish.
- Advocate for "family-friendly" programs and services in parish planning.
- Educate and enrich individuals and families through programs, work shops, retreats, newsletters, resource center, etc.

Liturgy

- Plan and develop liturgies to enhance parish spirituality.
- Recruit and train lay liturgical ministers.
- Furnish, decorate, maintain, and recommend appropriate changes to the liturgical environment.
- Keep the parish informed concerning liturgical norms and practices.

Social Action

- Reach out in charity to the poor, the homeless, and the hungry.
- Offer care to those who are homebound, hospitalized, or in nursing homes.
- Promote a respect for all human life through various pro-life activities.
- Organize parish educational programs to explain Catholic social teaching.

Building and Grounds

- Supervise and care for the physical needs of parish properties.
- Maintain a safe environment.

ARTICLE VII – MEETINGS

Regular meetings shall be held monthly, alternating between St. Joseph Hall and Mother Cabrini Hall, or at dates and time designated by the parish council. All parish council meetings shall be open to all members of the parish. The notice of such meetings shall be published at least one week in advance. The president shall compile the agenda in consultation with the Pastor. Portions of meetings involving personnel issues may be conducted in closed session. Minutes of the closed session are recorded and dated but are not available to the public.

Special meetings may be called by the president or Pastor with three days notice given to each council member personally, by email, or telephone; which notice shall state time, place, and purpose of the meetings. Special meetings may also be called by the Pastor or officers in like manner and on like notice on the written request of at least two-fifths of the parish council. If a special meeting is called, parishioners shall be informed as soon as and to the extent possible.

At all meetings half plus one of voting members shall constitute a quorum for transaction of business. The acts of the majority, as defined by Robert's Rules of Order, Revised, at a meeting which a quorum is present, shall be the acts of the parish council.

ARTICLE VIII – OFFICERS

Members shall elect from among their lay members a president, vice president, and secretary. The president shall preside at all meetings of the council and the secretary shall record the minutes. Officers of the parish council are to be elected for terms of one year and are eligible to succeed themselves twice.

ARTICLE IX – PROCEDURES

The parish council is concerned with parish-wide issues and policies. The principle of subsidiarity allows the PLA, the Canonical/Sacramental Pastor, the parish council, committees, and parish staff to operate effectively. The parish council shall have the power to foster all the pastoral activity of the parish within the norms of Canon Law and ecclesiastical directions.

As the leader of the community, in compliance with Canon Law, particular law, and directives from the Bishop, the Pastor has the right to veto. If the Pastor vetoes any parish proposal he/she should explain his/her reason for the veto. The explanation should include reasons based on one or more of the following: Canon or particular law, directives from the Bishop, faith, morals, liturgical practice, or the good of the community.

ARTICLE X – AMENDMENTS

The council, by two-thirds vote of the entire voting membership, shall have the power to amend or change provisions herein contained. However, no changes may be made which would violate any of the norms or directives of the Diocese or the Universal Church.

Constitution changes shall be read at three consecutive meetings and voted on at the third meeting.

Except as otherwise provided herein, Robert's Rules of Order, Revised, shall govern parish council procedures.