

CONSTITUTION  
FOR  
PARISH PASTORAL COUNCIL  
OF  
ST. ALBERT THE GREAT PARISH  
KETTERING, OHIO

## **PARISH PASTORAL COUNCIL CONSTITUTION**

### **PREAMBLE**

**Whereas the Parish Mission Statement is:**

We, the Catholic family of St. Albert the Great in Kettering, Ohio are united in our belief in the Lord Jesus Christ, and are dedicated to the honor and glory of God. We gather regularly for worship, and are nourished by Word, Sacrament, and community. We are committed to education and lifelong learning for all people. Prompted by the Spirit, we strive to follow gospel values as we respond to the needs of our parish, the community and the world.

**and Whereas the Parish Vision Statement is:**

Inspired by the Holy Spirit, St. Albert the Great Parish will be a laity driven Catholic Christian Community, under the leadership of the pastor who represents the bishop, which provides to its members the opportunity to praise God together as a community, to grow spiritually, and to proclaim the Gospel message through service to each other and society.

**and Whereas:**

All the faithful of the parish are called to share in the mission that God has entrusted to them. Yet among the parish faithful is a group which assists the pastor in the overall planning and his decision-making for the parish. It is the Parish Pastoral Council representing the wider parish community. It has the task of advising the pastor on important matters of pastoral activity.

**and Whereas:**

The parish pastoral council is a consultative body. It gives sound advice which allows the pastor to draw upon a broader base of knowledge and a practical wisdom that lies within the parish community. Like other consultative bodies in the parish (the Finance Council, the Education Commission, etc.) it is not a legislative body in the sense of having the right to make rules which the pastor and the rest of the parish are compelled to follow. The final decisions are the pastor's. The council's recommendations have no binding authority apart from him.

**Now, therefore:**

We the members of the Parish Pastoral Council band ourselves together as a body of believers in Jesus Christ, and are committed to assisting the Pastor in accomplishing the Mission and Vision statements of St. Albert the Great Parish according to the following constitution.

## **ARTICLE I. NAME**

The name of this organization shall be the Parish Pastoral Council of St. Albert the Great Parish, hereafter referred to as the Council.

## **ARTICLE II. PURPOSES AND FUNCTIONS**

This organization shall have the following purposes and functions:

### **A. PURPOSES**

1. To continue parish renewal called for by the Second Vatican Council and the Sixth Synod of Cincinnati.<sup>1</sup>
2. To adapt ourselves and our institutions to more effectively bring the eternal and never-changing message and mission of Jesus Christ to the men and women of today.
3. To advance the Mission of St. Albert the Great Parish.

### **B. FUNCTIONS**

1. To assist the Pastor in the decision-making of the parish and to assume a rightful share of the responsibility of implementing decisions.
2. To assist the Pastor in determining the priorities of the parish according to its needs (spiritual, social, temporal) and the means available.
3. To represent all the people of St. Albert the Great Parish.
4. To provide for communication, coordination, and cooperation among the Commissions/Committees of the Council, the organizations in the parish and the parishioners. It is intended that all parish activities and organizations will relate to the

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<sup>1</sup> Every parish in the Archdiocese of Cincinnati is required to have 2 (and only 2) councils. Canon law requires every parish to have a Finance Council. The Archdiocese of Cincinnati Synod of 1971 requires that every parish have a Parish Pastoral Council.

Council through one or more of the Commissions and Standing Committees. Special Committees may be established by the Council for a specific purpose. These special committees will also report to Council.

5. To provide representation to appropriate Archdiocesan organizations.
6. To review and approve the annual parish budget.

### **ARTICLE III. MEMBERSHIP**

This organization shall have the following members:

#### **A. EX-OFFICIO MEMBER**

Pastor: Based on the centrality of his position and his ministerial experience, the pastor's enthusiasm, presence and active participation are vital to the effectiveness of the Parish Pastoral Council.

#### **B. MEMBERS-AT-LARGE**

The Council normally consists of twelve parishioners, each serving a term of three years selected on a staggered basis of four people each year. An equal distribution of men and women will be attempted. No Member-At-Large may serve a second full term without an absence of at least one year. Only Members-At-Large may vote.

### **ARTICLE IV. OFFICERS**

- A. The President, who is the Council's presiding officer, the Vice President, and the Secretary are nominated by the Pastor from the Council Membership. The Pastor's nominations shall be ratified by the Council.
- B. The President, Vice-President, and Secretary serve one-year terms and may be re-appointed for another one-year term if the Pastor and the Council membership permits. Terms begin July 1 and end June 30.

## **ARTICLE V. NOMINATIONS AND SELECTIONS**

Method of Appointing Parish Pastoral Council Members:<sup>2</sup>

1. Through the bulletin and other means the pastor explains the role and importance of the Parish Pastoral Council.
2. Parishioners are invited to nominate themselves or other candidates for nomination.
3. Candidates are invited to an information and interview session to make sure they understand the role of Council, that commitment to a three year term would be expected, to present the skills and interests that they would add to the Council, and to decide if they are willing to become a nominee.
4. The Pastor then (in executive session) consults the current council about the names in nomination.
5. From this consultation, the Pastor forms his own list. The Pastor or his appointed representative contacts each person in that order; and informs them of their selection.
6. Nominees that are not selected are notified, thanked for their willingness to serve, and asked to consider other parish leadership needs, or to consider being a candidate in subsequent years.

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<sup>2</sup> In the future, Father Chris Worland would like to include candidates for Finance Committee and Worship Commission in the Information and Interview session.

**Qualification for Candidacy:**

1. Candidate shall be a parishioner. It is stressed that all age groups (young, middle age, senior citizens) are to be considered as possible candidates.
2. A candidate is required to be baptized and confirmed, to be a practicing Catholic, to be a registered member of the parish, and to be a participant in the ongoing life of the parish, especially Sunday liturgy.
3. Employees and their spouses are ineligible for nominations to Council.

**ARTICLE VI. COMMISSIONS AND COMMITTEES**

**A. EXECUTIVE COMMITTEE**

1. There shall be an Executive Committee headed by the Council President and shall include the Pastor, the Vice-President, and Secretary.

**B. COMMISSIONS AND STANDING COMMITTEES<sup>3</sup>**

1. There shall be parish Commissions and Committees established by the Council as needed and deemed feasible, Archdiocesan directives and guidelines being duly considered.
2. Commission members and Committee members are selected by the Pastor in consultation with their respective Commission or Committee. Commission members are appointed for three year terms. Committee members are appointed for indefinite terms and serve at the pleasure of the Pastor.
3. All Commission/Committee programs and activities shall be communicated to the Council and, when necessary submitted for approval.

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<sup>3</sup> Note by regulation the Finance Committee is actually a Council.

4. Commission/Committee meetings shall be held regularly and, unless otherwise specified, shall be open to all parishioners as observers and as non-voting participants when recognized by the chair.
5. Detailed purposes, functions, and responsibilities shall be developed by each Commission/Committee. These will be submitted to Council for approval. Each Commission/Committee should have guidelines similar to those for Council. These documents shall be maintained by the Council Secretary.

## **ARTICLE VII. MEETINGS**

- A. Parish Pastoral Council meetings shall be held monthly, as necessary. The meetings shall be announced each month in the parish bulletin.
- B. All parishioners may attend Council meetings as observers and may speak: when recognized by the chair. On rare occasions, for cogent reasons, Council may meet in private session. Members of the Pastoral Staff (who are not members of Council) may be requested to attend Council meetings as resource and/or interested parties. They may participate in discussions when recognized by the Chairperson.
- C. Roberts Rules of Order shall be utilized to conduct Council meetings. Every effort should be made to utilize a consensus decision-making process.
- D. Special meetings of Council shall be called at the request of any of the following: the Pastor, Council President, or four other Council members.
- E. A quorum shall consist of a majority of existing Council Members-At-Large.
- F. Attendance at Council Meetings by all Members-At-Large is expected. The Executive Committee will review attendance records. The Council shall weigh a poor attendance record as sufficient grounds for removal.

## **ARTICLE VIII. PARISH PASTORAL COUNCIL DECISION PROCESS**

- A. On matters of parish policy or issues of major importance to the parish community, recommendations are made by consensus unless otherwise specified.
- B. For routine matters, a simple majority vote shall suffice though consensus is desirable wherever possible.
- C. Routine responsibilities may be delegated to Commissions and Committees.
- D. Any decision or action by a Parish Commission/Committee is the ultimate responsibility of the Parish Pastoral Council unless precluded by Church doctrine, law or archdiocesan policy.<sup>4</sup>
- E. In all matters other than those considered in “Temporal Affairs Documents #16 and #17”, the minority in any vote has the right to appeal as specified in the “Sixth Synod Document on Archdiocesan Organization #26”. This subject of due process is further treated in Synod ’71.<sup>5</sup>
- F. This constitution shall be considered to be ratified when it has been published for review by the parish at-large with such publication containing names of current Council members to whom parishioners may voice questions or opinions and when the Parish Pastoral Council, after waiting for at least 30 days for response from the parish, recommends approval of the document by a two-thirds vote of the entire Council membership.
- G. The Constitution and By-Laws shall be reviewed by the Council biennially.

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<sup>4</sup> For Pastor’s override, see “Temporal Affairs Documents #16 and #17”.

<sup>5</sup> Synod ’71 is available in Rectory Office.