***The Church of the Annunciation PASTORAL COUNCIL CONSTITUTION***

**NAME**

The name of this body will be the Pastoral Council of  The Church of the Annunciation in Shelbyville, Kentucky.

1. **PURPOSE**

The Pastoral Council will participate with the Pastor or Administrator and the people of The Church of the Annunciation in prayerful reflection about the parish’s mission and ministry.

The council has responsibilities to:

* Research the needs, ideas, and hopes of the faith community.
* Serve as a consultative body to the Pastor or Administrator.
* Collaborate with the Pastor or Administrator in formulating policies concerning parish and pastoral matters.
* Serve as an instrument of planning and evaluation for the parish.
* Work with the parish pastoral staff and committees to make the parish a

Community of growing faith.

* Lead processes for identifying parish mission and involving parishioners in the mission.
* Foster effective communications and establish goals that witness Gospel values.

1. **AUTHORITY**

1. The parish pastoral council is consultative. (Canon 536)

1. All that pertains to the mission of the parish lies within the scope of the pastoral council.

1. The council be the policy-formulating body in all matters of the parish.

1. Powers of the council emanate from the unity within it, the sharing of

gifts, talents, and insights of all; the contributions of its members through dialogue, honest searching, and reflection in prayer; and consensus recommendations to the pastor.

The Pastor or Administrator bears final responsibility for total parish ministry. He, therefore, must ratify all actions of the council for them to be effective.

1. **MEMBERSHIP**

The Church of the Annunciation Pastoral Council will be comprised of 8-14 members.

All registered members of the parish above the age 18 are eligible for

                  membership on the council.

1. The council will have the following ex-officio member

1. Pastor or Administrator
2. Deacons

1. The council will have representation (preferably chairperson) from each

Coordinating committee.

1. Administration
2. Parish Life

Service and Stewardship

1. Parish Faith

Formation and Worship

1. The council will have 6 members selected from the membership of the

Parish.

1. The council will have 3 appointed members by the Pastor or Administrator.

1. **OFFICERS**

1. The officers of the pastoral council will be chairperson, vice-chairperson, and secretary. They will be selected from and by the council.

They will serve two-year term.

(Option: A non-council member could be appointed to take minutes of the council meetings.)

1. The Pastor or Administrator of the parish is presider of the Pastoral

Council, a separate and distinct office from the chairperson.

1. **SELECTIONS AND TERMS OF OFFICE**

1. Selected members of the council:

1. Serve no more than three-year term with the option to participate in the selection process for a possible second term:

1. Will have staggered terms so that no more than half of the selected

members will be replaced at one time.

a. Two members will serve for 3 years

b. Two members will serve for 2 years

c. Two members will serve for 1 year

Will have staggered terms so that no more than half of the selected members will be replaced at one time.

1. Appointed members of the council:

1. Serve for two years and no more than two consecutives two years terms unless otherwise determined at the discretion of the pastor or administrator.

1. **COORDINATING COMITTEES-AREAS OF MINISTRY**

1. The Pastoral Council is assisted in its responsibilities by parish coordinating committees, which are categorized within areas of ministry:

1. Administration

 Participating-Administration-Facilities

1. Parish Life

Service, Social and Stewardship

1. Parish Faith

Formation and Worship

1. Coordinating committees are established to assist in accomplishing the

objectives for each area of ministry.

1. Coordinating committees will determine their specific objectives in

accord with goals and directives of the parish pastoral council and the Archdiocese.

1. Coordinating committees will submit periodic summary reports of

activities and proposals to the council.

1. Ad hoc committees may be established to meet specific objectives.

Such ad hoc committees may be established as defined by the council.

1. Coordinating committees develop plans and programs in response to

needs of their area and in accord with the pastoral council and the focus

of the parish mission statement. A budget is developed in cooperation with the finance council and presented to the pastoral council.

1. Coordinating committees has a Chairperson selected annually.

1. **MEETINGS**

1. Meetings of the pastoral council will be a minimum of 10 months

(August-July) with December and January off. Meetings will be held on the last Monday of every month.

1. An annual day of reflection/visioning will be held each year.

1. Special meetings of the council may be determined by the executive committee and called by the chairperson. Written or verbal notice will be given to members of the council at least 48 hours to the meeting.

1. No meeting may be called without the pastor’s knowledge.

1. Council meetings will be open to all members of the parish. Guest are dismissed when confidential matters need to be discussed.

1. **DECISIONS PROCESS**

1. The decision-making process of the pastoral council will be consensus.

1. If consensus cannot be reached by the council, voting procedures will be followed.

1. A simple majority of the voting members of the council constitutes a

Quorum.

1. Actions of the council require a two-thirds majority.

1. All decisions and actions of the council must be ratified by the pastor.

1. **VACANCIES AND REMOVAL**

1. Any member of the council may resign by submitting a written

Resignation to the council.

1. Any at-large member of the council may be removed for good cause by

Consensus (or two-thirds vote) of the council. Attempts will first be made to rectify the situation or effect a voluntary resignation. Any member whose removal has been proposed will be given an opportunity to be heard at these meetings. Good cause includes absence from three consecutives meetings without good reason, physical or mental incapacity, or failure to fulfill duties as a council member.

1. A vacancy among at-large members will be filled for the unexpired term

by the chairperson with approval by the council. Consideration will be given to previous nominees.

1. **BUDGET**

The parish budget process has three phases and areas of responsibility:

The Parish Finance Council will study and compile all coordinating committees’ budget into one parish budget and present to the pastoral council.

The pastoral council will recommend the approval of the Budget.

The pastor or administrator approves the budget through the Finance Council.

1. **AMENDMENTS**

1. All amendments to be considered will presented to the council in writing.

1. Proposed amendments will be decided by consensus, or two-thirds vote of

The parish pastoral council.

**DATE OF APPROVAL:** 2008

**DATE OF NEXT REVIEW:** 2108