

# CHRIST OUR LIGHT CATHOLIC PARISH

Serving Princeton and Zimmerman, Minnesota

**MISSION STATEMENT: Love God, Live the Eucharist.**

## PASTORAL COUNCIL CONSTITUTION

### **Preamble**

The Christ Our Light Pastoral Council functions as a consultative body of representative members of the parish in a spirit of collaboration. (Canon 536) These members, with the pastor, form one body and are co-responsible for the pastoral care of the parish. The people and the pastor together reflect on the parish's ministerial activity, and on the basis of that reflection, they discern what needs to be changed or developed in the parish to make it more faithful to what God is calling it to be. Because of the collegial nature of the pastoral council, it requires a collaborative decision-making process; the spirit of arriving at decisions shall be by consensus.

### **ARTICLE I. NAME OF THE ORGANIZATION**

The name of the organization is the Christ Our Light Pastoral Council.

### **ARTICLE II. PURPOSE**

The Christ Our Light Pastoral Council is established to:

1. Represent the voice of the parish community to the pastor in all matters affecting the life and ministry of the community.
2. Help the pastor identify pastoral needs in the parish.
3. Help the pastor plan pastoral programs and improve pastoral services.
4. Evaluate the effectiveness of existing programs and services with a view to their improvement or, at times, their substitution or termination.
5. Be a consultative body to the pastor.

### **ARTICLE III. STATUS**

1. Because of the breadth of its representation and because of the scope of its interest, the Pastoral Council is the preeminent advisor body in the parish.
2. All other council, boards, commissions, and committees are subordinate to the Pastoral Council

### **ARTICLE IV. AUTHORITY**

1. The parish Pastoral Council has a consultative vote only (Canon #536, par. 2)
2. The Pastoral Council is a primary instrument in the parish for laity to "cooperate in the building up of the body of Christ in accord with each one's own condition and function." (Canon #208. See also the Decree on the Apostolate of the Laity, par. 3, 10)

## **ARTICLE V. METHODOLOGY**

1. A Consensus or collaborative model of arriving at decision shall be the means of accomplishing the purposes of the Pastoral Council.

## **ARTICLE VI. PROCESS**

1. All members of the council are given an opportunity to air their views.
2. Meetings are conducted in such a way as to give direction to the proceedings without allowing meeting to become mere conversations.

## **ARTICLE VII. AGENDAS**

Agendas are developed for each meeting. As a general matter, parishioners of Christ Our Light who wish to present matters for consideration by the Pastoral Council should advise the pastor or the Pastoral Council Chairperson and deliver to them any written materials at least five (5) working days prior to the next regularly scheduled Pastoral Council meeting.

## **ARTICLE VIII. MEMBERSHIP**

### Section 1.

1. There are three categories of membership:
  - a. Selected candidates of the parish (see selection procedure in Bylaws)
  - b. Appointed by the pastor (by reason of expertise, age, geography, etc)
  - c. Ex officio membership by reason of position in parish or by appointment.
2. Seven (7) at-large registered members are selected from Christ Our Light Parish
3. Ex officio membership is to include two (2) Trustees who are lay members of the parish corporation.
4. Ex officio appointments may include parochial vicar, pastoral associates, deacons, business managers, or others at the discretion of the pastor.
5. Terms of membership shall be according to the Bylaws.
6. Provision is made for vacancies by reason of death, resignation, or inability to continue in office or other cause.

### Section 2.

All registered members of Christ Our Light, who have received the sacrament of Confirmation in the Catholic church, shall be eligible to be selected as a Pastoral Council member.

## **ARTICLE IX. PRESIDERS**

The pastor is to preside over the Pastoral Council (Canon #536).

## **ARTICLE X. OFFICERS**

### Section 1.

Officers of the Pastoral Council shall be selected by and from the current non-Ex Officio members of the Council and shall be as follows:

1. Chairperson
2. Vice-Chairperson
3. Secretary

### Section 2.

The duties of the Chairperson shall be to conduct all Pastoral Council meetings.

Section 3.

The duties of the Vice-Chairperson shall to be to conduct the Pastoral Council meetings in the absence of the Chairperson.

Section 4.

The duties of the Secretary shall be to keep minutes of all Pastoral Council proceedings. It shall be the responsibility of the Secretary to see the approved minutes of the Pastoral Council meeting are made available to parish members.

Section 5.

The term of office for Officers shall be one (1) year with the right to be re-selected.

**ARTICLE XI. ADOPTION OF AMENDMENT OF THE CONSTITUTION**

Section 1.

This Constitution will be come effective by a consensus of Christ Our Light's Pastoral Council membership at the meeting designated for the purpose of adopting this Constitution.

Section 2.

Revision or amendments to this Constitution will become effective by consensus of Christ Our Light's Pastoral Council at the meeting designated for the purpose of revision or amendment.

*Constitution submitted by the Pastoral Council September 12, 2010*

**BYLAWS**

**ARTICLE I. Selection Procedure**

Section 1.

The seven (7) at-large members of the Council shall be selected on a staggered basis. Members are selected to a two (2) year term with the option to renew for an additional term. Eligibility is re-established after being off the Pastoral Council for one year. This procedure will provide for continuity and direction for the Pastoral Council.

Section 1.a:

To establish the staggered basis for future selection of Council members, the inaugural Council shall have terms of membership as follows: two (2) members shall fulfill an initial two (2) year term, an additional three (3) members shall fulfill an initial three (3) year term, and the final two (2) members shall fulfill an initial four (4) year term. The members will be selected to one of the various terms prayerfully by means of a drawing. Members retain the option to renew for an additional two (2) year term and reestablish eligibility after being off the Pastoral Council for one year as stated in Section 1.

Section 2.

Nominations and selections shall be conducted annually during the spring of the year, and terms of Parish Council members will commence on July 1.

Section 3.

Candidates shall be nominated by a registered parish member at a designated Mass. Parishioners may nominate self or others. Nominated candidates are invited to an informational meeting where they will discern their continuation in the process. Final selection will be done prayerfully by means of a drawing at a Mass designated for that purpose.

**ARTICLE II. Vacancies**

The pastor shall fill any vacant positions by appointment.

**ARTICLE III. Meetings**

Section 1.

All meetings will be open to Christ Our Light members. The Pastoral Council shall meet monthly from September through May, or as needed.

Section 2.

The meetings shall be conducted by consensus to offer recommendation to the pastor. Consensus should be viewed as a process of arriving at majority agreement, which includes the ideas and feelings of all members. Ample time must be provided and maximum input encouraged for consideration of all matters. Members must listen with an open ear and encourage active participation from all, which at times may require setting aside one's personal feelings and desires. Collaborative problem solving will involve producing creative ideas, gathering factual data, making a choice among alternative options, and implementing and evaluating the choice. There is to be a common decision at each stage of the process that commits each member to the decision in such a way that they are solidly behind it and willing to accept all outcomes of that decision.

**ARTICLE IV. Parish Development Teams**

Section 1.

All standing Development Teams shall be established or terminated under the direction of the Pastoral Council. Development Team members shall select the Development Team chair and secretary, subject to the approval of the Pastoral Council. The Chairperson is responsible for setting the agenda, leading meetings, and assigning responsibilities. The secretary is responsible for taking minutes and submitting them to the Pastoral Council on a regular basis.

Section 2.

Each Development Team will have at least one staff liaison for communication between the Development Team and the staff.

Section 3.

Each Development Team will have at least one Parish Council liaison for communication between the Development Team and the Pastoral Council.

Section 4.

The Pastoral Council liaison and staff liaison shall not act as Chairperson or secretary of the Development Teams. Pastoral Council members will be considered a member of the Development Teams. Staff will not be considered a member of the Development Team.

Section 5.

Development Team meetings shall be conducted by consensus. It shall be the responsibility of each Development Team to adopt guidelines to direct its functions.

Section 6.

Each Development Team shall advise the Pastoral Council in the area of its expertise and functions and shall carry out the directives of the Pastoral Council.

Section 7.

Each Development Team is encouraged to include new members annually and to try to adhere to the ideal of diversity of membership, while at the same time recognizing the importance of stability and continuity.

Section 8.

The standing Development Teams:

- Liturgy/Environment/Music
- Education/Youth
- Building/Grounds
- Social Concerns/Outreach
- Hospitality/Community Life
- Stewardship/Finance

**ARTICLE V. Amendments**

These Bylaws may be amended by a consensus of the membership of the Pastoral Council.

*Bylaws approved by the Pastoral Council September 12, 2010*  
*Bylaws amended by the Pastoral Council September 20, 2011*  
*- addition of Article I, Section 1.a.*