

**The Pastoral Cabinet
CONSTITUTION and BYLAWS
St Michael Catholic Church
St. Michael MN**

CONSTITUTION

Article I (Name)

The name of this organization shall be the Pastoral Cabinet of St Michael Catholic Church.

Article II (Mission)

The mission of the Pastoral Cabinet of St Michael Catholic Church is to support the Pastor in his proper role and offer counsel on pastoral vision and ministry. The Pastoral Cabinet is also accountable to the parish community and to the Archbishop of Saint Paul and Minneapolis.

Article III (Purpose)

The Pastoral Cabinet is a body that has an advisory and consultative role with the Pastor of the parish (1983 Code of Canon Law, c. 536). An active, well-formed Pastoral Cabinet is a key element for promoting the mission of the parish in various forms of service, outreach, and formation and assisting the Pastor with his responsibilities.

The Pastoral Cabinet does not have decision-making authority. However, consultation is critical for the effective decision-making process for the parish. Therefore, the Pastor, trustees, and members of the Pastoral Cabinet must be oriented to sharing information, listening, contributing to the discussion, and promoting consensus among the faithful.

Article IV (Scope)

The scope of the Cabinet is limited to the pastoral nature of the parish in serving its mission. The Cabinet must observe canon and civil law in the sound management of the parish. The advice of the Cabinet should be sought for acts of extraordinary administration as defined in Archdiocesan Policy and may be sought for acts of ordinary administration.

BYLAWS

Article I (Membership and Terms of Office)

The Cabinet shall be composed of 5 to 10 members who each serve a three-year term with the possibility of one additional consecutive term. Former Cabinet members are eligible for reappointment after a single term of the Cabinet.

The term of office for each appointed member shall commence on July 1 and end on June 30 to coincide with the parish fiscal year.

The Cabinet will include ex-officio voting members who are chairs (or chair's designee) of the standing parish committees and councils.

The Pastor is to use his discretion in the selection of additional members.

Members of the Cabinet must be current in their Essential 3 Safe Environment training (VIRTUS training, background check, and signed Code of Conduct for Church Personnel).

Eligibility to serve on the Cabinet is limited to practicing Catholics in full communion with the Roman Catholic Church and its bishops; and who are fully initiated Catholics who are not restricted from full sacramental participation or are otherwise under canonical penalty or censure. Employees of the parish, or members of their immediate family, are not eligible for appointment to the Cabinet. No relative of the Pastor may serve on the Cabinet.

Members of the Cabinet should be representative of the diversity of the entire community. Members should attend the majority of the meetings, be committed to the faith and mission of the Catholic Church and the parish's particular mission, be concerned for the spiritual growth and well-being of the parish, and actively participate with their own particular perspective, gifts, and talents.

Article II (Vacancies)

Vacancies on the Cabinet by reason of resignation, death, disability or other causes shall be filled by appointment of the Pastor.

Cabinet members who seek to resign their position should submit a written letter of resignation with signature to the Pastor.

Cabinet members with two unacceptable absences during the course of a fiscal year shall forfeit their position and therefore create a vacancy. An example of an acceptable absence might include sickness and short-term disability.

Any member of the Cabinet is subject to removal by the Pastor whenever the conduct or action of that individual violates the teachings, principals, and beliefs of the Roman Catholic Church or the Archdiocesan Code of Conduct.

Article III (Officers)

The Pastor presides over the Cabinet as an *ex-officio*, non-voting member (c. 536 §1).

The two trustees, the parish administrator, and the school principal are *ex officio*, non-voting Cabinet members.

The officers of the Cabinet shall be the Chairperson, Vice Chairperson, and Secretary. The officers of the Cabinet shall be elected annually by members of the Cabinet at the first meeting of the fiscal year. The term of office shall be one year, or until the successor is duly elected and qualified. All officers shall be voting members of the Cabinet.

The Chairperson will preside in a parliamentary manner at all meetings which require a formal vote and, in consultation with the Pastor, will prepare the agenda at least 10 days prior to the next scheduled meeting, select the hour and location of the meetings, and perform any other duties assigned by the Pastor. The Vice Chairperson performs these duties when the Chairperson is unable to do so; and coordinates the selection process for new members. The Secretary will record and distribute the minutes of each meeting at least three days prior to the next scheduled meeting.

The Pastor or Chairperson may appoint a Recording Secretary, who is not a member of the Cabinet, to take minutes of all regular and special Pastoral Cabinet meetings.

Article IV (Meetings)

The Cabinet will meet once quarterly, and more frequently as required. Notice of the regular meeting of the Cabinet shall appear in the parish bulletin prior to the actual meeting. Special meetings may be called by the Pastor, the Chairperson, or upon request of the majority of Cabinet members.

A quorum for the conducting of business at any meeting of the Cabinet shall be a majority of voting members of the Cabinet. No recommendation, voting or formal action of the Cabinet may be conducted without the presence of the Pastor, or designee of the Archbishop.

All regular meetings of the Cabinet shall be open to the public. The Cabinet may, by consensus of the members present, or if called by the Pastor or designee of the Archbishop, hold an executive session closed to the public when confidentiality of the subject takes precedence over the interest of public attendance.

Members of the Cabinet should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

The parish should retain meeting minutes, agendas, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties in accord with the Archdiocesan Records Retention Policy.

Article V (Committees, Councils, and Commissions)

The Cabinet operates with standing committees, councils and commissions (henceforth CCC). The Cabinet shall establish CCCs as it deems appropriate to meet the needs of the Parish.

The Parish Finance Committee is required by canon law to be established as a separate body, and functions in collaboration with the Cabinet.

CCCs are specific bodies established to further the mission of the parish. Any CCCs may establish additional task force groups to support the work of that CCCs.

The Chairperson or Secretary of each CCCs shall submit a written report of all approved minutes of all meetings of the Cabinet.

Article VI (Amendments)

This Constitution and By-Laws may be amended by a two-thirds majority vote of attending Cabinet members. Prior to adoption, any amendments must be approved by the Pastor and the Archbishop of Saint Paul and Minneapolis or his designee.

Pastor

[Name of Pastor]

Date

Chair of Pastoral Cabinet

[Name of Pastoral Cabinet Chair]

Date

Archbishop of Saint Paul and Minneapolis

Most Reverend Bernard A. Hebda

Date