

ARTICLE I: PURPOSE AND FUNCTION

Section 1: The Parish Pastoral Council (hereinafter "Council") shall be the instrument through which a representative body of the People of God, that is St. Michael Parish, in a relationship of shared responsibility with the Pastor, enables the parish to experience itself as a community of faith called to proclaim the Good News of God's Kingdom present among us.

Section 2: The Council strives to fulfill its purpose by:

- Prayerfully discerning the needs of the parish community
- Serving as a vehicle for constructive dialogue with the parish community
- Serving as a consultative body to the Pastor
- Collaborating with the Pastor to formulate policies concerning parish and pastoral matters consistent with faith and morals, civil and Church law, and Archdiocesan policies
- Identifying and calling forth the gifts and talents of the members of the parish community
- Developing and maintaining a mission statement which embraces the total life and mission of the parish
- Establishing clear and concise goals and objectives based on the parish mission statement and the emerging needs of the parish community
- Cooperating with and effectively implementing Archdiocesan policies and directives
- Coordinating, encouraging, and promoting apostolic activities within the parish through which the parish community discharges its common responsibility to make the Gospel message known

ARTICLE II: MEMBERSHIP

Section 1: The Council shall consist of 12 voting members, which shall include six elected members and the chairpersons of the Commissions listed in Article II, Section IV.

Section 2: Every person who is a Catholic in good standing, eighteen (18) years or older, and a member of St. Michael Parish is eligible to serve as a member of the Council.

Section 3: The Pastor and School Principal are ex officio, nonvoting members, of the Council.

Section 4: The chairpersons of the Faith Formation (which includes Youth Ministry), Family Life and Mission, Finance, School, Worship Stewardship and Evangelization Commissions are ex officio, voting members of the Council.

Section 5: Six members of the Council shall be elected by the parishioners of St. Michael Parish.

Section 6: The Council shall have the power by two-thirds (2/3) vote of the members to expel Council members for the following causes:

- a. Misconduct determined by the Council, in consultation with the Pastor, to be a violation of the morals and standards of the Church.
- b. Three (3) unexcused absences during a fiscal year at regularly scheduled meetings of the Council.

A member shall be notified by registered mail of any potential expulsion at least ten (10) days prior to the Council meeting at which the expulsion will be considered, and the member shall be given an opportunity to appear before the meeting in defense of the expulsion.

ARTICLE III: ELECTIONS AND TERMS OF OFFICE

Section 1: The Council shall establish a schedule that will provide for the replacement of one-third (1/3) of the elected Council members on an annual basis.

Section 2: On or before September 1 of each year, nomination forms shall be made available to parishioners. Nomination forms must be returned no later than September 30.

Section 3: The Executive Committee of the Council shall review the nominations and determine the final ballot no later than October 10.

Section 4: The election will be held during the last weekend in October. The Executive Committee shall tabulate the ballots and announce the results of the election to the Parish by

November 30.

Section 5: The term of office of all members of the Council shall be three years, commencing with the first meeting of the fiscal year following their election. No member shall serve for more than two consecutive terms.

Section 6: Any term that cannot be completed by a Council member shall be filled by the person who, in the most recent election, received the greatest number of votes following those of the elected members. This person shall complete the unexpired term of the member.

ARTICLE IV: OFFICERS

Section 1: At the first Council meeting following the general election, the members of the Council shall discern a Chairperson, Vice-Chairperson and Secretary from the six elected members. These officers, together with the Pastor, shall constitute the Executive Committee. An officer's term shall commence at the first meeting of the new calendar year. The Chairperson, Vice-Chairperson and Secretary shall serve no more than two consecutive one-year terms in the same office. The Chairperson must have served on the Council at least one year prior to becoming the Chairperson.

Section 2: The Chairperson shall have the following duties:

- a. With the approval of the Pastor, to call all meetings of the Council;
- b. To chair all meetings of the Council;
- c. To oversee all activities of the Council;
- d. To convene the Executive Committee in order to prepare Council meeting agenda and when special assistance or decisions are required on parish business.

Section 3: The Vice-Chairperson shall have the following duties:

- a. To chair meetings in the absence of the Chairperson;
- b. To assist the Chairperson in overseeing the Council's activities;
- c. To succeed the Chairperson in case of resignation or disqualification for the remainder of the term

Section 4: The Secretary shall have the following duties:

- a. To maintain written records of minutes of all Council meetings.
- b. To maintain an attendance record of all Council members;
- c. To maintain a current record of the names, addresses and telephone numbers of all Council members;
- d. To distribute prior to Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting.
- e. To send copies of the minutes and agendas to the parish secretary/administrative assistant for the permanent record.

ARTICLE V: AREAS OF MINISTRY AND SOCIAL ORGANIZATIONS

Section 1: The Council is assisted in its duties by parish commissions which are categorized within six areas of ministry. Each commission shall develop a mission statement.

- Faith Formation Commission (includes Youth Ministry)
- Family Life and Mission Commission
- Finance Committee
- School Commission
- Worship Commission
- Stewardship and Evangelization Commission

Section 2: The School Commission is a discerned body of the Parish that provides leadership and advice to the Pastor, principal, and coordinator of religious education on educational missions and matters. It promotes and advances the mission of St. Michael School, in conjunction with the Parish for faith formation, education and instruction of students. The School Commission operates under the authority of the Pastor, Parish Pastoral Council, and the policies of the Archdiocese of Indianapolis.

Section 3: The Finance Committee provides fiscal oversight and advice to the Pastor. It coordinates the preparation of the annual parish budget and long-range financial plan in accordance with the mission values and goals set by the Council, and in consultation with other Commissions. It evaluates actual results against the annual budget and provides parishioners with semi-annual written reports on the financial condition of the parish. Finance Committee members are appointed by the Pastor.

Section 4: The Faith Formation Commission is comprised of parishioners who work to enhance and support both adult

and youth faith formation. Aiding with extra formation programs for all ages beyond the normal religious education program, such as Bible studies, and enrichment meetings or programs meant to enhance parishioner's knowledge and relationship with Christ and his Church.

- Section 5: The Family Life and Mission Commission are parishioners who highlight social justice concerns with activities and programs who help serve our parishioners, but also our neighbors in our larger community. Their focus is on pro-life activities, supporting family life in the parish and the community, and helping the poor and needy in our area.
- Section 6: The Worship Commission are parishioners who work together to organize and enhance our parish liturgies and feast days. They also work to deepen the prayer lives of the parish by holding classes and programs that focus on prayer, ministries, and special times of prayer.
- Section 7: The Stewardship and Evangelization Commission work to develop stewardship of time, talent, and treasure for the parish. They also bring in planned giving gifts and reach out to fallen away Catholics or the unchurched in our area.
- Section 8: The Finance Committee and the School Commission shall develop their own bylaws that complement, but do not supersede the Council or Archdiocesan directives.
- Section 9: A brief summary report is to be submitted to the Council regularly on the status of goals, objectives, and activities of the Commission and its standing committees.
- Section 10: Special ad hoc committees of the Council may be established and defined by agreement of the Council to meet specific objectives. Ad hoc committees shall operate under a set of guidelines approved by and filed with the Council. Decisions by ad hoc committees shall not be binding unless approved by the Council.
- Section 11: The Pastor may be a member of a commission, but he is not the commission representative on the Council.
- Section 12: Social organizations of St. Michael Parish must be approved

by the Council. Such organizations shall be governed by any rules deemed necessary by the Council.

ARTICLE VI: MEETINGS

- Section 1: Regular meetings of the Council shall typically be monthly, at least 10 times a year, customarily excluding July and December.
- Section 2: Other meetings of the Council may be called by the Chairperson with approval of the Pastor or by the Pastor upon written or verbal notice being given to all members of the Council at least forty-eight (48) hours prior to the time of the meeting.
- Section 3: If a Commission Chairperson is unable to attend a Council meeting, it is strongly urged that a substitute from that Commission be sent to the Pastoral Council meeting for the purpose of providing information to the Council and receiving information or questions to be taken back to their Commission. The substitute would not be able to vote.
- Section 4: Council meetings shall be open to all members of St. Michael Parish, unless the meeting is called as an executive session, which would not be open to parishioners.
- Section 5: Proposals by any parishioner may be submitted to the Council by presenting the proposal, in writing, to the Executive Committee at least two weeks in advance of the regular Council meeting. Disposition of the proposal follows the normal procedure for new business for the Council.

ARTICLE VII: DECISION-MAKING AND LIMITATIONS

- Section 1: The decision-making process of the Council shall be by a consensus of a quorum of the Council. A quorum means a simple majority of the voting members of the Council. Proxies shall not be recognized in the Council for any reason.
- Section 2: If a consensus cannot be reached by the Council, the following procedure shall be followed:
- Each member of the Council that is present shall be entitled to one vote.
 - Actions of the Council must be approved by a vote of a simple majority of the total voting members of the

Council.

- Section 3: All decisions and actions of the Council must be ratified by the Pastor.
- a. The Pastor's ratification will automatically be presumed upon his knowledge of said decisions or actions unless otherwise indicated to the Council within thirty (30) days.
 - b. A record of the Pastor's ratification or rejection must be inserted into the minutes.
 - c. Withholding ratification would involve the following:
 1. Faith or morals
 2. General church law
 3. Archdiocesan policy as established by the Archbishop and the duly recognized Commissions/Councils with which he consults.
 4. The pastoral and administrative needs of the parishioners.
 5. The general good order of the parish.

ARTICLE VIII: AMENDMENTS AND REVISIONS

- Section 1: This Constitution may be amended at any regular or special meeting of the Parish Pastoral Council.
- Section 2: Amendments and revisions must be presented in writing to all members of the Council at least ten (10) days prior to any meeting. Any amendment or revision submitted to the Council shall be discussed at the meeting at which it is presented, but not formally accepted until the next regular meeting.
- Section 3: Amendments must be approved by a vote of two-thirds (2/3) of the total voting members of the Council.