

ST. ELIZABETH PARISH PASTORAL COUNCIL CONSTITUTION

PREAMBLE

The Parish Pastoral Council is a group of parishioners who represent the entire parish. They are called by the St. Elizabeth Community of Faith to assist and advise the pastor in the management of the parish.

ARTICLE I

NAME: St. Elizabeth Parish Pastoral Council

ARTICLE II

Functions of Parish Pastoral Council:

- A. To discern and articulate the parish mission
- B. To study and discuss concerns of the parish in light of its mission
- C. To participate in pastoral planning
- D. To communicate to the entire parish the work of the council
- E. To promote collaboration, cooperation, trust, and understanding among all groups in the parish

ARTICLE III

COMPOSITION:

Ten (10) elected, one (1) appointed by the Pastor, one (1) youth recommend by the Parish Pastoral Council and approved by the Pastor.

A. OFFICERS

1. Chairperson - chairs all business sessions; oversee all activities of Parish Pastoral Council.
2. Vice Chairperson - assumes role of Chairperson in his/her absence and fulfills other responsibilities as delegated by the Chairperson.
3. Secretary - records Parish Pastoral Council meeting minutes and maintains all written correspondence of Council.

B. YOUTH REPRESENTATIVE - one (1) in number (of high school age); recommended by above members of Parish Pastoral Council and approved by the Pastor.

C. COMMISSIONS - members (not Officers or the Youth Representative) who provide liaison to specific areas of parish activities defined as Commissions. The Commissions are:

1. Spiritual Life and Liturgy
2. Christian Education
3. Social Concerns
4. Special Events
5. Administration
6. St. Elizabeth Organization & Opportunities

ARTICLE IV

MEMBERSHIP:

- A. ELIGIBILITY - Registered members of St. Elizabeth Parish, 18 years of age or older, except for the Youth Representative.
- B. TERM - Two (2) years, except for the Pastor Appointed Member and for the Youth Representative which is for one (1) year. Five (5) members retire each year with five (5) new members elected to replace the retiring members.
 1. Non-consecutive terms.
- C. LIMITATION - One (1) individual per household.

ARTICLE V

ELECTIONS - ANNUAL PARISH PASTORAL COUNCIL:

- A. FREQUENCY - Held once every year and conducted by Nominating/Election Committee appointed by Parish Pastoral Council, to consist of the five (5) retiring members.
- B. MECHANICS - the Nominating/Election Committee will:
 1. Solicit candidates and apprise them of the duties of Parish Pastoral Council membership.
 2. Publish slate of candidates and make available to all registered parishioners.
 3. Supply ballots to all registered parishioners and make provisions for their return.
 4. Tabulate returned ballots and publish results.
- C. RESULTS - Election results must be published by the first Sunday in April.

ARTICLE VI

CONDUCT OF BUSINESS:

- A. ORGANIZATIONAL YEAR - rolling twelve (12) month period beginning first Sunday in April.
- B. MEETINGS - shall be conducted using accepted Parliamentary Procedure following Roberts Rules of Order.
 - 1. ORGANIZATIONAL - Officers, Members/Commissions, Youth Representative.
 - 2. MUST BE CONDUCTED WITHIN TWO (2) WEEKS FOLLOWING ANNUAL PARISH COUNCIL ELECTION AND PRIOR TO FIRST MONTHLY MEETING.
 - a. YOUTH REPRESENTATIVE – recommended by the Parish Pastoral Council and appointed by the Pastor, one Youth Representative.
 - b. OFFICERS and COMMISSIONS - elect three officers (Chairman, Vice Chairperson, and Secretary) and determine six Commissioners. The Youth Representative is ineligible for these positions.
 - 3. MONTHLY - mandatory meetings, open to the parish, at which Parish Pastoral Council business is conducted, with the exception of personnel and legal matters. One week prior to the meeting an agenda prepared by the Officers will be published.
 - 4. SPECIAL – called by the Chairperson as needed by Parish Pastoral Council.
- C. INTERNAL STRUCTURE:
 - 1. Council will elect Chairperson; Vice Chairperson; and Secretary at first meeting following the Council elections.
 - 2. Upon resignation of Chairperson, the Vice Chairperson will serve the remainder of the term of the resigned Chairperson.
- D. QUORUM - six (6) members of Parish Pastoral Council.
- E. VOTING - passage of a proposal shall be an affirmative vote of Parish Pastoral Council members present.

ARTICLE VII

VACANCIES AND TERMINATIONS:

A. VACANCIES:

1. UNEXPIRED TERMS - filled as quickly as possible by appointment of Parish Pastoral Council to a temporary term.
2. TEMPORARY TERM - lasts from time of appointment until next annual Parish Pastoral Council election.

- #### B. TERMINATIONS - absence from four (4) monthly schedule meetings in a rolling twelve (12) month period.

ARTICLE VIII

AMENDING PARISH PASTORAL COUNCIL CONSTITUTION:

This Constitution may be changed by an amendment process.

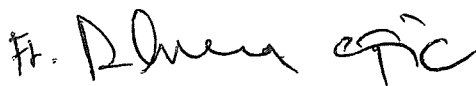
A. INITIATION OF AMENDMENT:

1. Any registered member of the parish may submit an amendment in writing to Parish Pastoral Council three (3) weeks prior to a meeting.
2. Proposed amendment will be placed on the agenda for discussion at the next meeting.
3. Parish Pastoral Council will vote on whether to submit amendment for vote.
4. Proposed amendment will be posted for parish review.

- #### B. ADOPTION - by affirmative vote of majority of those present at meeting.

Revised: February 15, 2018

APPROVED: _____



Fr. Ramon Owera, CFIC
Parish Administrator