

## **MISSION OF TRANSFIGURATION PARISH**

We, the Church of the Transfiguration, are a vibrant Roman Catholic faith community committed to welcoming all. Rooted in the teachings of Jesus and guided by the Holy Spirit, we care for each other and provide faith, spiritual formation, and development for all ages. We live this out by advocating for peace, nonviolence, social justice, and providing opportunities for social ministry outreach.

### **Article I**

#### **Title**

The organization to which this constitution applies shall be known as the Church of the Transfiguration - Parish Pastoral Council hereinafter referred to as "The Council".

### **Article II**

#### **Mission of the Pastoral Council**

This Constitution shall enable, validate, and establish The Council as the primary leadership group for the Church of the Transfiguration. With the Pastor, The Council helps to develop the policies and major themes within which the pastoral mission and ministries can be accomplished. To this end, The Council shall help define the goals and objectives of the Parish onto which the various committees, and groups as well as the parishioners of the parish will build.

This constitution develops the concept of a representative form of parishioner participation. This is accomplished by The Parish Council which is composed of no more than nine (9) selected parish members from the parish -at large and five (5) selected members each representing one (1) of the five ministries.

In brief, the Pastor and The Council in consultation with the community, will fully establish a vision of Christianity wherein we build our parish community.

### **Article III**

#### **Council responsibilities and Authority**

The Council, as a visionary body with the purpose of providing long term stability, direction and policy to the Pastor, the ministerial team, the ministries, and the parish, is responsible for helping to insure the success of the parish pastoral mission. To that end, it must remain current and educated within the Catholic Church as well as the various governmental jurisdictions in which the parish resides. When The Council believes action is required, it may empower selected parishioners to represent it to governmental bodies in the community or to groups

at the Diocesan or regional level.

The authority and responsibility of The Council, its committees, and members is that as defined in the Diocesan Guidelines as "the basic leadership grouping" of the parish. The Council consistently retains its primacy and authority, in all cases, over each and all of its own committees and members. It resolves differences and ensures consistency among the council's committees; it reflects its own reason for existence: the desire of the members of the parish to fulfill their Christian destiny.

***Within the parish it must be understood that the role of the council is not deliberative, but consultative to the pastor.*** The ultimate authority in the parish; however, is the Pastor. If The council believes a substantive decision by the Pastor is incorrect for the parish, and attempts have been made unsuccessfully at reconciliation, the Diocesan Due Process can be invoked by a two-thirds vote of The Council, after consultation with a cross-section of others in the parish

## **Article IV**

### **Membership and Structure of the Council**

The Council shall consist of not more than nine (9) selected voting members and five (5) appointed voting ministry representatives (or their alternates) from the following overlapping groups and individuals:

#### **1. Council Members:**

The nine (9) selected members must be Confirmed Catholics and registered members of the parish. Each eligible member attending a meeting shall have one vote. Their term of office is three (3) years, and the elections are staggered so that no more than 1/3 of selected members are turned over each year. In cases where a member cannot complete their term for whatever reason, an alternate will be appointed from among the fourth, fifth and sixth names (in that sequence) selected at the "fishbowl" drawing as described in 'Article One' of the Bylaws of this Constitution.

#### **2. Ministries:**

There are five (5) Ministries presently constituted within the parish of The Transfiguration.

They are:

- Worship/Liturgy
- Christian Formation
- Buildings and Grounds
- Peace & Justice
- Youth

Additions, deletions, and modifications of these ministries will need to be generated and approved by The Council.

Each ministry will choose a representative and an alternate to sit on The Council. The representative and their alternate must be confirmed Catholics and registered members of the parish. A representative can serve for two (2) consecutive years with an option for an additional four years. The alternate needs to attend a Council meeting only in the absence of the primary representative. Each representative attending a meeting shall have one vote.

It is the intent of this document that all the facets of the parish community and all aspects of parish life can trace their lineage to The Council and derive benefit from an association with The Council. These ministries, therefore, represent all parishioners in their attempts to live their Christian lives within the structure of this parish.

### **3. Recording Secretary:**

A Recording Secretary will be selected by The Council. The Recording Secretary shall record the minutes of all Council meetings and publish these for the information of the parish community. The Recording Secretary does not have a vote in any Council deliberations. However, he/she does have the right to speak on any issue.

### **4. The Moderator:**

The Council shall select a Moderator and an Alternate from amongst themselves to preside over Council meetings. The Moderator will normally serve for a period of one (1) year and a maximum of two (2) consecutive years.

### **5. The Agenda Committee:**

The Agenda Committee shall consist of: .

- a. The Moderator of The Council (Note: In the absence of the Moderator, the Alternate Moderator can assume the Moderator's position on the Agenda Committee)
- b. The Parish Secretary
- c. The Pastor

### **6. The Finance Council:**

The Finance Council monitors the financial health of the parish. It reports directly to the pastor and has a working/information only relationship with the Parish Council to help fulfill the goals of the parish. The chairman or his/her designee will represent the Finance Council on The Council. This representative will not be able to vote on any issues unless he/she is an elected council member or a ministry representative. The duties of the Finance Council are:

- a. Review requests for parish financial resources and suggest prioritization,
- b. Plan fiscally in response to identified and accepted long term needs.
- c. Review and monitor the budget quarterly.

## **7. The Ad Hoc Committees:**

As responsible and thoughtful members of the parish: The Council members attempt to manage The Council in a careful manner. To do this effectively the following ad hoc committees will be appointed when necessary:

- a. A Goal Setting Committee
- b. An Evaluation Committee

Other Ad Hoc Committees may be appointed as needed.

## **Article V**

### **Ministry Structure**

Each of the Ministries of The Council has its own requirements for organization and management of its responsibilities.

1. The validity of the ministries rests on their participation as the active agents of The Council. To this end, the following structure is suggested for each ministry.
  - a. The Ministry Coordinator manages and coordinates the efforts of the ministry and its committees and acts as a distributor for new requests for the services of the ministry. The coordinator will be responsible for the nomination of that ministry's representative and the alternate on The Council.
  - b. The committee coordinator or chairperson manages the efforts of a specific committee to achieve the goals, which it devises or has established for it. He/she represents the committee at ministry advisory group meetings. The coordinator reports on the projects and programs of the committee as needed to The Council.
  - c. Each committee is responsible for devising an organization and structure consistent with its objectives. Thus, a chairperson or coordinator; and any other positions necessary to administer the functions of the committee shall be defined and filled.

## **Article VI**

### **Ministry Responsibilities and Functions**

These Ministries, as the proactive and reactive arms of The Council, must function within the Parish organization.

1. The missions of the Ministries are:

- a. The Worship Ministry has the responsibility to reflect faithfully the existence of Christ in our lives and to simultaneously challenge us to reach for Him more. This ministry is responsible for all liturgical and para-liturgical activities of this community or representative parts of the community.
- b. The Christian Formation Ministry coordinates the spiritual development and maturation of our entire parish community. Programs are provided for children, middle and high school aged youth, young adults starting independent life, and parents and mature adults. Formation in our parish involves the very young preschooler as well as the eldest members of our community. We recognize that our faith journey begins at our Baptism and continues throughout our life.

To meet this goal the ministry provides ongoing education for all faith formation volunteers. The ministry must develop and maintain a budget that reflects the fiscal goals of the parish.

- c. The Buildings and Grounds Ministry is responsible for the assessment and oversight of the maintenance of the parish buildings and the parish campus at large.
  - d. The Peace and Justice Ministry is responsible for the integration and infusion of the Church's social mission within our faith community, through prayer and worship, preaching and education, outreach and charity, legislative action, community organizing for structural, and systems change, reaching beyond parish boundaries, and increasing awareness of how to live out the Church's mission in our daily lives at work, raising families, and as consumers and citizens.
  - e. The Youth Ministry is responsible for advising and working with the youth minister in the development and implementation of the parish's ministry to and with the youth of our parish, which includes a junior high program and a senior high program.
2. Consistent with their missions as described here, each of the ministries, regardless of its area of mission, has basic responsibilities to The Council.
    - a. Each of the ministries and its committees is responsible to devise and report goals to The Council on an annual basis at the first regularly scheduled Council meeting for the year. Those goals should identify the group's objectives, its interaction with other ministries, committees, and The Council, and the dependencies of that ministry on other groups as well as any funding requirements or other needs of the ministry. The goals should also support and help accomplish the goals of The Council.
    - b. The Ministry must review the needs in its ministerial area and develop programs to meet those needs.
    - c. It should interact with The Council and other committees to insure the

appropriate level of understanding and ratification.

- d. It must continually evaluate the successful implementation of its programs in support of its goals and the goals of The Council.
- e. The committees of the ministry shall establish meeting schedules consistent with its objectives. These meetings shall be published in advance in the bulletin to ensure active participation by all parishioners unless otherwise indicated.

## **Article VII**

### **Council and Committee Responsibilities and Functions**

#### **1. The Council:**

- a. The Council shall conduct business in accordance with the parish calendar year. It has the responsibility to remain current and informed on the issues relating to the parish and The Council's agenda items.
- b. The Council shall be scheduled to meet on the second Monday of each month, September through June, provided the Agenda Committee determines there are sufficient agenda items.
- c. A regularly scheduled meeting may be suspended by a majority vote of The Council members present at the preceding meeting or by the determination of the Agenda Committee
- d. The Council shall select a moderator and a vice chair/ moderator from its members to preside over council meetings. The Moderator will also serve as the council's contact person for mailing lists and for any information addressed to The Council.
- e. No business shall be validly conducted in the absence of the Quorum of The Council. A Quorum shall be defined as a majority of its eligible voters at least seven (7) members but no more than nine (9) plus the five (5) ministry representatives. Regular business items requiring a vote will be passed or voted down by a simple majority of the members present. In case of ties the pastor will cast the deciding vote.
- f. The Council may, by a majority vote of its members present at the council meeting, table, or refer to committee, any motion in new business until the next regularly scheduled Council meeting. This power to "table" may be exercised only once with respect to a specific Council item.

#### **2. The Agenda Committee:**

The Agenda Committee shall meet as necessary prior to Council meetings to plan the agenda. As required, it may call special meetings of the Council in response to

exceptional items or topics critically affecting the parish.

To promote community participation at The Council meeting, the Agenda Committee will publish the proposed agenda the weekend prior to each meeting. Guidelines for appropriate agenda items are:

1. Matters that pertain to the business or operations of The Council.
2. Major matters that involve interaction with the Diocese.
3. Matters that involve major interaction with other parishes, churches, or community organizations.
4. Major parish sponsored events.
5. Major parish directions and plans.
6. Major parish initiatives or program changes and the evaluation of directions related to the parish pastoral mission.

The committee is also responsible for collecting and distributing committee report, papers, minutes, and supportive materials prior to each Council meeting. The agenda will include the date of the next meeting, or if necessary, an indication that a Vote to suspend the next meeting should be taken.

Each agenda for a Council meeting will include an opportunity for the introduction of new business by any member of the parish as well as previously defined old and new business-items Slated for discussion and decision. The agenda will be primarily designed for topics requiring decisions. To be clear, any member of the parish can attend the Council meetings-and may speak to offer their questions or concerns on their specific item. Additional discussion of agenda items is limited to the Council, pastor and staff members.

### 3. The Required Ad Hoc Committees:

The following Ad Hoc Committees shall exist at the designation of The Council for the time necessary to accomplish their tasks. The function of these committees is:

- a. The Goal Setting may be appointed to define the major goals and objectives of The Council at the beginning of each Council year. It should report the results by the end of the third Council meeting.
- b. The Evaluation Committee, may be appointed at the end of the Council year, has the task of measuring the success of The Council in meeting its objectives and of evaluating the faithfulness with which The Council adhered to this constitution. It should also make recommendations regarding any changes in the structure of The Council and its major committees to reflect more faithfully the mission of The Council within the Parish.

Other Ad Hoc Committees may be defined at the discretion of The Council. The chairpersons and members of the ad-hoc committees shall be chosen by the Council, as appropriate. The term of the ad hoc committee and any special requirements will also be defined by The Council.

## **Article VIII**

### **Amendments**

#### **The amendment process is as follows:**

1. A parishioner or group of parishioners may offer an amendment for consideration by The Council.
2. The Council may, by majority vote, send the proposed amendment to the Ad Hoc Committee for study.
3. The committee will present their recommendation regarding the proposed amendment to The Council within three months for discussion and preliminary approval.
4. Proposed amendment changes must be made available to the Parish Community two weeks prior to the Council meeting.
5. Passage of the amendment will be by a two-thirds majority of the Council's total voting members.
6. The amendment will take effect at the next Council meeting unless the amendment specifically calls for another effective date.

## **BY-LAWS OF THE CHURCH OF THE TRANSFIGURATION**

### **Article One**

#### **Selection of At-Large Members of the Parish Council:**

##### **Nomination Process**

The Nomination Process will occur no later than the March meeting of The Council. To ensure that this is the case, the nominees and the nomination process should be discussed at the meeting prior to the March Parish Council meeting.

The Nomination Process will include a list of nominees eligible for the at-large positions up for selection is presented to the Parish Council. The three (3) year terms of office for the up to nine (9) at-large positions are staggered so that normally three (3) positions will be open each year. For those situations when council members cannot complete their terms during the coming year an alternate will be identified to fill the uncompleted council terms. They will be the fourth name chosen in the "fishbowl" election, described later in this document. The primary mechanism for obtaining nominees should be for the eligible parish members to



volunteer their services. It is also possible for parish members to nominate candidates other themselves, as well as for the Council members to solicit nominations.

The Nomination Process will ensure that those nominated are willing to serve and that they have been confirmed and are registered members of the parish. (Note: Two members of the same household cannot serve on the council at the same time.) The nominees will be asked to attend a meeting in mid-May to explain to all nominees their duties and responsibilities as council members, including the expectation that they attend all Council meetings. There should be a minimum of twice as many nominees as there are available positions.

## **Selection**

A “fishbowl” drawing to select the names of new members and an alternate shall be held on Pentecost weekend in June, which is the weekend Mass prior to the last regularly scheduled Council meeting of the year. The pastor will be responsible for the selection from the “fishbowl”.

The first three names chosen will be the three new council members who will serve for three (3) years. The fourth name chosen will be the designated alternate who will serve out any at-large positions that might arise during the coming Council year.

Newly selected council members will attend the last Parish Council meeting of the year so they can be seated and recognized with their term of office officially beginning at the first fall meeting, generally in September. The term of service for the newly selected at-large Council members is three (3) years unless they are completing an unfinished at-large term. Council members cannot succeed themselves or be appointed as a ministry representative until one (1) year has lapsed since their term ended.

## **Article Two**

### **Amendment of the Bylaws**

These bylaws can be amended at any regular meeting of The Council by two thirds vote of the Council’s total voting members, provided that the amendment has been submitted in writing at the previous regular meeting and has been published in the agenda for the meeting at which the vote will occur. A notice shall be placed in the Parish Bulletin two weeks prior to the scheduled vote and a copy of both the current Bylaws and the proposed changes should be available in the Parish Office for review.