

The Parish Pastoral Council CONSTITUTION and BYLAWS Church of Saint Mary of Czestochowa

CONSTITUTION

Article I (Name)

The name of this organization shall be the Parish Pastoral Council of the Church of Saint Mary of Czestochowa.

Article II (Mission)

The mission of the Parish Pastoral Council of the Church of Saint Mary of Czestochowa is to support the Pastor in his proper role and offer counsel on pastoral vision and ministry. The Parish Pastoral Council is also accountable to the parish community and to the Archbishop of Saint Paul and Minneapolis.

Article III (Purpose)

The Parish Pastoral Council 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 Parish Pastoral Council 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.

While the Parish Pastoral Council does not have decision-making authority, consultation is at the heart of the decision-making process for the administration and stewardship of the mission of the parish. Therefore, the Pastor, trustees, and members of the Parish Pastoral Council must be oriented to sharing information, listening, contributing to the discussion, and promoting consensus among the faithful.

Article IV (Scope)

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

BYLAWS

Article I (Membership and Terms of Office)

The Parish Pastoral Council shall be composed of five members who will each serve two-year terms with the possibility of three additional consecutive terms. Former Parish Pastoral Council members are eligible for reappointment after a single term off the Council.

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 pastor may adjust the term requirements as necessary to meet the needs of the parish.

Members of the Parish Pastoral Council must be parishioners of the parish who have completed and are current in their Essential Three safe environment training (VIRTUS training, background check, and signed Code of Conduct for Church Personnel). The Pastor is to use his discretion in the selection of qualified members from among the faith community, noting the following requirements.

Eligibility to serve on the Parish Pastoral Council is limited to practicing Catholics in full communion with the Roman Catholic Church and its bishops. Specifically, eligibility for service on the Council is limited to fully initiated Catholics who are not restricted from full sacramental participation or are otherwise under canonical penalty or censure. Trustees and employees of the parish are not eligible for appointment to the Parish Pastoral Council. No relative of the Pastor may serve on the Parish Pastoral Council.

Members of the Parish Pastoral Council should be representative of the diversity of the entire community and fulfillment of the parish mission statement. Members should be able to 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 Parish Pastoral Council by reason of resignation, death, disability or other cause shall be filled by appointment of the Pastor.

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

Parish Pastoral Council members with three (3) unacceptable absences during the course of a fiscal year shall prompt a discussion with the Pastor. An example of an acceptable absence might include sickness and short-term disability.

Any member of the Parish Pastoral Council is subject to removal by the Pastor whenever the public 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 Parish Pastoral Council as an *ex officio*, non-voting member (c. 536 §1).

The officers of the Parish Pastoral Council shall be the Pastor, Chairperson, Vice Chairperson, and Secretary. The officers of the Parish Pastoral Council shall be elected annually by members

of the Council 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 Parish Pastoral Council.

The Chairperson will preside in a parliamentary manner at all meeting which require a formal vote and, in consultation with the Pastor, will prepare the agenda, select the hour and location of the meetings, and perform any other duties assigned by the Pastor. The Chairperson can delegate all or some of their duties to the Pastor on approval from the Pastoral Council. The Vice Chair performs these duties when the Chair is unable to do so, as well as 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 Chairperson may appoint a Recording Secretary, who is not a member of the Parish Pastoral Council, to take minutes of all regular and special Parish Pastoral Council meetings.

Article IV (Meetings)

The Parish Pastoral Council will meet at least once quarterly, and more frequently as required. Notice of the regular meeting of the Parish Pastoral Council 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 Parish Pastoral Council members.

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

The Pastor, in consultation with the Chairperson may determine that parish trustees or employees of the Parish may attend meetings, but always in a consultative, non-voting capacity.

All regular meetings of the Parish Pastoral Council shall be open to those who want to attend. The Parish Pastoral Council 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 Parish Pastoral Council 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, agenda, and other important 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)

The Parish Pastoral council shall establish such committees as it shall deem appropriate to meet the needs of the parish. Committees are specific bodies established to further the mission of the parish. Committees may be permanent or temporary.

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

A member of each committee shall submit a written or verbal report as needed to the Parish Pastoral Council.

Article VI (Amendments)

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

Pastor

Fr. Paul Kubista
Fr. Paul Kubista

4/14/2023
Date

Chair of Parish Pastoral Council

Katelyn Rolland
Katelyn Rolland

4/9/23
Date

Archdiocese of Saint Paul and Minneapolis

Susan Mulheron
Susan Mulheron, our Chancellor for Canonical Affairs

9/18/23
Date