

ST. EULALIA CHURCH
50 RIDGE STREET
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PARISH PASTORAL COUNCIL CONSTITUTION

PREAMBLE

"In dioceses, insofar as possible, there should be councils which assist the apostolic work of the church either in the field of evangelization and sanctification or in the charitable, social or other spheres, and here it is fitting that the clergy and religious should cooperate with the laity. While presenting the proper character and autonomy of each organization, these councils will be able to promote the mutual coordination of various lay associations and enterprises."

(Decree on the Apostolate of the Laity, #26)

ARTICLE I - DEFINITIONS

Section 1: The name of this body shall be St. Eulalia Parish Pastoral Council (PPC).

Section 2: The executive board of the PPC consists of the pastor as chairman, the vice-chairperson, and the assistant vice-chairperson of the PPC and two other members of the PPC selected by the pastor. The function of the executive board is to determine the business agenda of the PPC and to review/edit the draft meeting minutes.

Section 3: A parishioner is a Catholic who is registered and active in the parish.

Section 4: A commission is a permanent or standing group of parishioners, established by the pastor after consultation with the PPC, to assist the parish in carrying out various services for all its members.

Section 5: A committee is a group of PPC members, or parishioners, established by the PPC or by a commission(s) or by the vice-chairperson of the PPC to accomplish a defined task or assignment for a limited period of time.

ARTICLE II -

PURPOSE AND OBJECTIVES OF A PARISH PASTORAL COUNCIL

Section 1: Purpose: To assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the

evangelization, worship, religious education and service activities within the parish.

Section 2: Objectives:

- A. To assess adequately the needs of the whole parish and its members, and to develop and implement a pastoral plan which will promote the common good of the parish.
- B. To foster unity and a sense of community in the parish and to coordinate all parish activities in a manner that will best serve the interests of the parish.
- C. To promote programs and activities recommended by the Archbishop, Archdiocesan offices, and agencies as well as the PPC itself.

ARTICLE III - SCOPE AND AUTHORITY

Section 1: As a consultative body, the PPC is responsible to the pastor, assisting and supporting him in his leadership role. It recognizes the varied gifts of the parish members and invites them to an active leadership role in the parish.

- A. The PPC should be an important means by which the pastor will hear the voice of the parish.
- B. Through its deliberations and consultation with the pastor, the PPC helps to unite the pastor and parishioners. Together they discern the pastoral needs of the parish and ways in which those needs can be addressed.

Section 2: In the event that the pastor and the PPC develop serious and continuous conflict so that they cannot work together productively, the pastor must request the assistance of the vicar or regional bishop in facilitating a reconciliation. Should this not occur, the vice-chairperson may make recourse to the same individuals.

ARTICLE IV — MEMBERSHIP

Section 1: The PPC shall consist of the following:

- A. Ex officio members; the pastor, parochial vicars, assigned permanent deacons, and pastoral associates.
- B. Voting members:
 - 1. 12 elected members 18 years or older, (youth in Category 1 are exempt from the age limit. See Article V, section 2). These 12 elected members must be registered and active in the parish,
 - 2. One or more persons appointed by the pastor.
- C. Non-voting members (if appointed):
 - 1. One representative from each of the commissions or councils.

Section 2: Term of office:

- A. The term of office for elected members shall be two years. Members may serve only two consecutive terms.
- B. The term of office for commission representatives shall be one year. Commission representatives shall be designated by the commission chairperson each year. No commission representative shall be eligible to serve more than two consecutive terms; however

they may be reappointed at the discretion of the commission chairperson in consultation with the pastor.

- C. The term of office for appointed members shall be one year but may be re-appointed by the Pastor for up to three additional years.
- D. The term of office for all elected and appointed, members shall begin and end at the June meetings of the appropriate years.

Section 3: Two or more members of the same family, residing in the same household shall not be eligible to serve as members of the PPC, except in the case of youth representing Category I

Section 4: Each elected or appointed member of the PPC will have one vote in PPC decisions.

Section 5: If any member of the PPC has been absent for three meetings without a good cause, the PPC may vote to declare that seat vacant.

ARTICLE V — ELECTIONS

Section 1: Any parishioner eighteen years or older shall be eligible to nominate and vote for members of the PPC

Section 2: Six representatives to the PPC shall be elected each year, two each from Category I—youth; Category II—Parents with children in Religious Education Program; Category III—General population

Section 3: Nomination forms shall be distributed to parishioners on or close to the the last weekend in April as determined by the Pastor and Executive

Board. . Nominations will close after the last Mass on the Sunday of the same weekend.

Section 4: An election committee, composed of three out-going elected PPC members and, for continuity, one first or third year member, will count the nomination votes. The four parishioners who receive the greatest number of votes in each of the three categories will be nominated. If a nomination is declined, then the election committee will complete the necessary list of up to twelve nominees by selecting the person who received the next largest number of nomination votes in that category.

Section 5: PPC election ballots shall be distributed to the parishioners not later than the end of May. The exact weekend that the election will occur will be determined by the Pastor and the Executive Board in conjunction with the PPC. Election ballots must be completed after the last Mass on the Sunday of the same weekend.

Section 6: The two persons with the greatest number of votes in each of the three categories shall be elected to the PPC. In the event of a tie vote for the second position in each of the three categories, those people receiving an equal number of votes may, at the discretion of the pastor, sit on the PPC as if they had been duly elected.

ARTICLE VI - OFFICERS

Section 1: The pastor shall be the chairperson of the PPC. The vice-chairperson and assistant vice- chairperson shall be nominated and elected separately

by a majority vote of all of the PPC members present (incoming and outgoing) who are elected or appointed. This election shall take place at the June meeting. Nomination and election of PPC officers shall be by paper ballot, not by a show of hands. There shall be two candidates for each office, vice-chairperson and assistant vice-chairperson. The office of Vice Chair shall be filled first. PPC members shall make it known in advance of the office elections if they are not interested in holding the seat of vice-chairperson or assistant vice-chairperson. The two persons receiving the highest number of nomination votes for the office of Vice Chair by paper ballot will be the nominated candidates. A subsequent paper ballot vote will be used to determine the Vice Chair. After the election of the Vice Chair, nomination and election of Assistant Vice Chair will proceed in the same manner as the Vice Chair.

Section 2: The terms of office for the vice-chairperson and assistant vice-chairperson shall be one year. Neither officer shall be eligible for re-election to the same office for more than two consecutive terms.

Section 3: The vice-chairperson and assistant vice-chairperson shall remain in office until the PPC has elected their successors at the June meeting of the PPC.

Section 4: The duties of the vice-chairperson shall be:

- A. To meet with the pastor to prepare the agenda for each meeting,
- B. To moderate the PPC meeting at the pastor's discretion.
- C. In consultation with the pastor, to establish committees as he or she deems necessary or advisable to fulfill the objectives of the PPC.

- D. To appoint a recording secretary for the PPC with duties as set below.
- E. Track recommended refinements to the PPC draft minutes (provided by the Recording Secretary) and apply those changes (either directly or through the Recording Secretary) so the final draft is available for review and approval by the voting PPC members at the next PPC meeting.
- F. To moderate the Executive Board meetings
- G. To perform all other duties consistent with this executive office.

Section 5: The duties of the assistant vice- chairperson shall be:

- A. To preside at all PPC meetings in the absence of the vice-chairperson or when the vice-chairperson makes or seconds a motion or when the vice-chairperson speaks on the merits of a particular motion.
- B. To assist the vice-chairperson in the preparation of the agenda for PPC meetings.
- C. To assist the pastor and the vice-chairperson in the establishment of various commissions or committees.
- D. To perform such duties as may be designated by the vice-chairperson that are consistent with this executive office.

Section 6: The duties of the recording secretary shall be:

- A. To attend PPC meetings and to make and keep accurate minutes of these meetings.

- B. To have these minutes available to the Executive Board in time for their review prior to making them available at the PPC members for their review and approval at the next PPC meeting.
- C. Work with the Vice-Chairperson to see that the approved PPC minutes are made available to the parish secretary so they can be made available to parishioners. The parish secretary will, in turn, send a copy to the St. Eulalia Parish web-master who will post them on the Parish web-site as well as place copies of the minutes in a conspicuous location within the Church, as designated by the PPC, and make copies available to interested persons upon reasonable request.
- D. To give notice of future meetings to all PPC members.
- E. To perform other duties that are generally consistent with this office.

Section 7: The recording secretary shall be a non-voting member of the PPC unless he or she is duly elected, appointed or designated as a member of the PPC.

ARTICLE VII — MEETINGS

Section 1: Regular meetings of the PPC shall be held at least once a month, excluding December, July and August, at a time and place designated by the Pastor. The Pastor may choose to omit meetings, or call special meetings as he deems necessary.

Section 2: Meeting proceedings.

- A. Meetings shall be conducted according to orderly rules of procedure. The vice-chairperson may invoke Robert's Rules of Order, revised at anytime he or she deems it advisable to maintain order and decorum at a PPC meeting.
- B. A quorum for the transaction of all business exists at any duly convened PPC meeting in which there is present a majority of the PPC.

Section 3: Regular meetings of the PPC shall be open to all parishioners who may observe the proceedings. All such attendees are subject to all PPC rules especially those rules regarding the orderly and efficient conduct of PPC business as enforced by the vice-chairperson. Guests from outside the parish may attend with the approval of the pastor or the vice-chairperson.

Section 4: The PPC, by a majority vote, may elect to meet in closed session which will be open only to non-PPC members specifically invited by the pastor.

Section 5: Any parishioner may submit agenda items for the consideration of the PPC at the next regular PPC meeting provided the item is submitted and approved by the executive committee in sufficient time to be placed on the agenda.

Section 6: Calling and Moderating Meetings.

- A. Only the pastor may call a meeting of the PPC.

- B. In the event of the pastor's absence from a regularly scheduled meeting of the PPC, the parochial vicar moderates the meeting. In the pastor's absence, the council may not undertake new business which is not included on the agenda.
- C. A minimum of five regularly scheduled meetings of the PPC must be held during the year.

Section 7: In the event of a vacancy of a pastorate, the PPC assists the parochial vicar or the Archdiocese-appointed administrator with the preparation of the materials for the parish profile for the consultation meetings. The PPC also helps in the welcoming of the new pastor, who will resume regularly scheduled meetings of the PPC within two months of his installation.

ARTICLE VIII — COMMISSIONS AND COMMITTEES

Section 1: Each commission will be established by the pastor, after consultation with the PPC, to assist the parish in carrying out various services for all its members. Each commission will concentrate on a certain area of parish life; for example, liturgy, religious education, Christian service, pro-life, family life, youth, justice and peace, and finances, as well as, administration.

Section 2: Commissions work as advisory bodies to the pastor, to the pastoral staff, and the PPC. The role of the representative from each commission at PPC meetings is to give a report of updated activities.

- Section 3: When the pastor establishes a commission, he provides a statement of purpose for the commission. This statement should include:
- A. The duties of the commission.
 - B. A statement of the value of the commission's work within the mission of the parish and the Church.
 - C. A reminder to the commission to use some of its time in prayer and spiritual reflection for the enrichment of its members and for attaining the purpose of the commission.
 - D. Any other matters relevant to the particular commission.

Section 4: When a commission is established, basic regulations for the commission should be established. The commission's members should clearly develop the mission or goal of the commission as well as other organizational information such as but not necessarily all the following:

- A. Numbers of commission members.
- B. Length of term.
- C. Method of election or appointment of members.
- D. Method of appointment or election of a commission chairperson and a recording secretary.
- E. Method of reporting on commission work to the pastor and the PPC, and through them to the parish.

Section 5: The commission establishes its own internal rules, such as frequency and conduct of meetings, voting procedures and other rules for harmony within the commission.

Section 6: Active commissions shall establish a means to report to the PPC on a regular basis.

COMMITTEES

Committee members should clearly develop the mission or goals of the committee. All committees shall exist and perform their functions until they are dissolved by their appointing authority.

ARTICLE IX — RELATIONSHIPS

Section 1: Relationship with the Parish Finance Council (PFC):

- A. The responsibility for providing counsel to the pastor concerning the administration of the parish finances, budget, and property is vested in the finance council.
- B. In order to assure good communication, a member of the Parish Finance Council shall give a report to the PPC at every PPC meeting.
- C. Each year the Parish Finance Council assists the pastor in making a report to the PPC concerning the finances and property of the parish.

Section 2: Relationship with parish commissions:

- A. The PPC must have a close working relationship with the parish commissions.
- B. The PPC needs to be aware of all parish activities; however, it is not within the purview of the PPC to direct parish activities.

- C. Commission reports should be a standard part of the PPC agenda so that the work of the active commissions can be evaluated, supported and developed.

ARTICLE X — VACANCIES

Section 1: If a vacancy occurs among those elected, to the PPC, the remaining part of that member's term shall be filled by the parishioner who, in the previous election, received the next greatest number of votes after those elected in the affected category, at the discretion of the Pastor; this should be accomplished as soon as possible.

Section 2: If a vacancy occurs among those appointed as PPC members, then the pastor shall appoint a new member as soon as possible.

Section 3: If a vacancy occurs among the officers of the PPC, then the PPC shall elect a replacement at the next regular meeting. If the sitting vice-chairperson vacates, the assistant vice-chairperson automatically becomes the vice-chairperson, and then an election is held for a new assistant vice- chairperson at the next meeting.

Section 4: The Parish Office should keep a list of election results to determine who comes next if vacancies need to be filled. The most recent Nomination Committee Lead shall coordinate with the prospective nominees (in the order of next greatest number of votes) to see if they are still able and willing to serve.

ARTICLE XI – CHARACTERISTICS

- Section 1: Prayerful – The PPC devotes time to reflective prayer at each meeting and makes provision at least once a year to have some special time spent together solely in prayer, reflection and spiritual sharing.
- Section 2: Pastoral – The PPC is pastoral in the sense that its purpose is to assist the Pastor in the development of an overall mission plan for the parish in order to make Christ evermore present to the wider community.
- Section 3: Representative – The PPC members represent the entire parish community and exercise their responsibility with a concern that includes all parishioners.
- Section 4: Discerning – Through a prayerful consensus process, the PPC merges the diverse experiences, skills and gifts of the PPC members, and having listened to the parishioners' needs and ideas, discerns recommendations concerning the direction and priorities of the parish.
- Section 05: Responsive – The PPC has a responsibility to be sensitive to and cognizant of justice and peace issues at the local, national and international level.
- Section 6: Enabling – In the spirit of God's love, the members of the PPC strive to recognize and support each other's gifts and seek ways to encourage parishioners, in order that their gifts may surface, grow and flourish for the good of the Church.

ARTICLE XII – CONSTITUTION

Section 1: This Constitution shall become effective when approved by two-thirds of the voting PPC members and with the approval of the Pastor.

Section 2: This Constitution may be amended, at any regular meeting by a vote of two-thirds of the voting PPC members, provided that notice of the intent to amend be given at the regular meeting immediately preceding the meeting at which the amendment is offered.

Section 3: Each voting member of the PPC shall receive a copy of the PPC Constitution, as well as the Archdiocesan Guidelines for PPCs, upon their election.

Section 4: This Constitution must be reviewed at least every three years to ensure that all articles are appropriate.