

06/29/2015

APPROVED

PARISH PASTORAL COUNCIL CONSTITUTION
SAINT AGNES CATHOLIC CHURCH
ELYRIA, OHIO

ARTICLE 1 – NAME

Section 1

The name of the organization shall be the Saint Agnes Church Parish Pastoral Council.

Section 2

The principle place of business shall be Saint Agnes Catholic Church, 611 Lake Avenue, Elyria, Ohio.

ARTICLE 2 – PURPOSE

The purpose of the Saint Agnes Church Parish Pastoral Council (herein referred to as the Pastoral Council) is to encourage the spiritual growth of the congregation and recommend ways for the parish to carry out its mission and that of the Roman Catholic Church.

Section 1

Act as a consultative body to the Pastor and Pastoral Staff on matters concerning the life and pastoral ministry of the parish except where explicitly limited by Church law.

Section 2

Encourage the commitment and involvement of the entire congregation on the interdependent functions of spiritual formation, pastoral planning, pastoral policy development and communications.

Section 3

Provide a representative forum through which all registered members can address matters relating to the parish and its mission.

Section 4

To initiate and sponsor or promote through established ministry groups, projects determined necessary or appropriate for the fulfillment of the parish's mission.

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ARTICLE 3 – MEMBERSHIP

Section 1

The Pastoral Council membership shall consist of the:

- Pastor (non-voting *ex-officio*);
- Ordained and certified Parish Staff recognized and/or appointed by the Diocese (non-voting *ex-officio*);
- Parish Finance Council representative (non-voting *ex-officio*);
- Eight (8) at-large representatives;

Section 2

The Parish Finance Council representative's term of service shall be three (3) years with a maximum of one (1) term. Representatives whose terms have been completed are ineligible to return as a member of the Pastoral Council for a period of three (3) years.

Section 3

At-large representative's term of service shall be three (3) years with a maximum of two (2) consecutive terms. Representatives whose terms have been completed by choice or the aforementioned limits are ineligible to return as a member of the Pastoral Council for a period of three (3) years.

Section 4

The annual nomination and discernment process shall be conducted during the spring to ensure that all available positions are filled by the June monthly meeting. Terms of office will officially commence upon completing the installation proceeding during the September monthly meeting or at the first scheduled monthly meeting after a special election or appointment.

Section 5

All lay members of the Pastoral Council must be a practicing Catholic, confirmed, currently registered, actively involved in the life of the parish for a minimum of one (1) year and at least 18 years of age (by February 1).

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ARTICLE 3 – MEMBERSHIP

Section 6

A representative's failure to comply with the duties and obligations of the position provides a disservice to the Pastoral Council, the parish community and can result in dismissal. Removal by the Pastor or a recommendation from and a two-thirds majority vote to remove by the full Pastoral Council with final approval from the Pastor are allowed. A required 14 day traditional written notice from the Pastor must be given to the representative regarding the matter with a detailed discussion between the individual and the Pastoral Council Executive Committee held prior to the end of the notice period.

Section 7

Grounds for removal from the Pastoral Council would include: 1) Failing to attend two (2) consecutive monthly meetings without adequate excuse and proper notification to the Chairperson; 2) Failing to attend three (3) or more monthly meetings in any calendar year of a term; 3) Consistently failing to perform designated duties as assigned by the Chairperson; 4) Actions in direct conflict with the mission of the parish.

Section 8

If a vacancy occurs in the lay membership of the Pastoral Council due to resignation, removal, or death, a special election shall be conducted or an appointment by the Pastoral Council Executive Committee shall occur as expediently as possible to fill the available position.

Section 9

If for any reason a representative is unable to devote their best efforts to the Pastoral Council, that person shall provide where practical a minimum 45 day written (traditional or electronic) voluntary resignation notice to the Pastor and Pastoral Council Chairperson. Once the notice has been received, reviewed and approved by the Pastoral Council Executive Committee, a replacement will be determined through a process based on the length of term remaining.

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ARTICLE 4 – OFFICERS

The Pastoral Council shall have three (3) officers: Chairperson, Vice-Chairperson and Secretary.

Section 1

The Chairperson, Vice-Chairperson and Secretary shall be elected by the Pastoral Council from its voting eligible membership at the September monthly meeting. Terms of service for each position will be one (1) year. Consecutive terms for each office are permitted.

Section 2

The officers of the Pastoral Council shall perform their duties as prescribed herein and in the Bylaws. Failure to perform said duties may result in censure or removal from office by a two-thirds affirmative vote of the eligible Pastoral Council members and final approval of the Pastor.

Section 3

The Pastoral Council Executive Committee membership shall consist of the:

- Pastor (non-voting *ex-officio*);
- Chairperson
- Vice-Chairperson
- Secretary

ARTICLE 5 – MEETINGS

Section 1

The Pastoral Council will meet monthly from September through June. There will be no regular meetings of the Pastoral Council in July and August.

Section 2

Regular monthly meetings shall be held on the third Tuesday of the month at a time to be determined after the installation of all new members and the election of all officers at the September meeting.

Section 3

Any special meeting for matters of unexpected importance or urgency may be scheduled by the Pastor or Chairperson with advanced notification to all currently seated members.

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ARTICLE 5 – MEETINGS

Section 4

A quorum of the Pastoral Council shall consist of a simple majority (50% +1) of the currently seated voting eligible members. A quorum and the presence of the Pastor are necessary to conduct an official monthly or special meeting. In the absence of the Pastor, an official meeting may be conducted with a quorum present, pre-approval of the Pastor, and written (traditional, electronic or mobile) notification to the Chairperson.

Section 5

Regular monthly meetings are open to any registered parishioner through an invitation by a currently seated member of the Pastoral Council and approval from the Pastoral Council Executive Committee. This special guest may only participate in the specific agenda item discussion for which their presence was requested as approved by the Chairperson.

Section 6

The Pastoral Council Executive Committee will be responsible to meet in advance of any regular monthly or special meeting to develop and prepare agenda items for discussion.

Section 7

Minutes of all monthly and any special Pastoral Council meetings will be reviewed by the Pastoral Council Executive Committee and approved by the voting eligible members of the Pastoral Council before being made available to the parish office for all parishioners and posting on the church's web site.

ARTICLE 6 – COMMITTEES

Section 1

A committee may be either a standing or an ad hoc committee appointed for a particular end or a specific purpose. It shall be the duty of each committee to receive, analyze and discuss referred matters, to prepare resolutions or amendments, make reports and provide recommendations for review and approval by the entire Pastoral Council.

Section 2

Committees shall be chaired by a currently seated and voting eligible member of the Pastoral Council as designated by the Pastoral Council Executive Committee.

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ARTICLE 7 – AMENDMENTS

Section 1

Amendments to the Pastoral Council Constitution shall occur with a two-thirds affirmative vote of the eligible currently seated members by secret ballot and with final approval of the Pastor.

Section 2

Amendments to the Pastoral Council Bylaws shall occur with a two-thirds affirmative vote of the eligible currently seated members by secret ballot and with final approval of the Pastor.

Section 3

Any amendment submitted and approved for consideration should be discussed during the meeting at which it is presented, but not voted on until the next regular meeting.

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02/16/2016

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AMENDED

**PARISH PASTORAL COUNCIL BYLAWS
SAINT AGNES CATHOLIC CHURCH
ELYRIA, OHIO**

I. MEETINGS

A. Public meetings of the Pastoral Council shall be held as deemed necessary by the Pastor.

II. NOMINATIONS

A. A discernment process shall be held annually to determine three (3) members of the Pastoral Council. The Nominating Committee shall have responsibility for preparing all pertinent forms and documents, processing nominations received, assisting with preparing the nominee orientation program and consulting with the Pastor on any required adjustments to the discernment process.

B. A special nomination and discernment process may be scheduled and conducted at any time during the year after approval by a quorum of the Pastoral Council's voting eligible members and final approval by the Pastor. These special events shall be conducted as promptly as possible.

C. All at-large nominees must meet the minimum eligibility standards contained in Article 3, Section 5 of the Pastoral Council Constitution to be considered for nomination. If a nominee is a current member of the Parish Finance Council or a former (within the last 3 years) member of the Pastoral Council, they are ineligible until no longer involved in that position or the aforementioned time period has expired. A current member of the Pastoral Council who is eligible for and willing to serve a second term must be nominated as stated in Article II, Section E of the Pastoral Council Bylaws.

D. All Parish Finance Council members must meet the minimum eligibility standards contained in Article 3, Section 5 of the Pastoral Constitution to be considered for nomination. The Chairperson of the group should be the primary candidate presented. An alternate if preferred should be chosen from all remaining members through an election process within the group. If the Chairperson or selected alternate is in a leadership role of another parish ministry group, they are ineligible until no longer involved in that position.

E. Nominations for at-large representative positions can be made by any currently registered member of the parish 18 years of age (by February 1) or older. Self-nominations are also permitted.

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PARISH PASTORAL COUNCIL BYLAWS
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II. NOMINATIONS

F. The Nominating Committee shall certify that all nominees meet the eligibility requirements. This process shall be completed after the submission deadline for nominations and at least one (1) week prior to the nominee orientation meeting being conducted.

G. Selection of all new representatives shall be the responsibility of all currently seated voting eligible members of the Pastoral Council by secret ballot. The individuals receiving the greatest number of votes shall be declared the elected representatives. In the event of a tie between two (2) candidates receiving the greatest number of votes, additional secret ballots shall be submitted by the existing voting eligible members until one (1) person receives the majority of the ballots cast.

H. The Nominating Committee shall forward results in a traditional written format to the Pastoral Council Chairperson as part of their final report within one (1) week of the discernment process being completed.

I. A special nomination and discernment process for a vacated position with more than nine (9) months remaining in the term shall be conducted as expediently as possible. Vacated elected positions with nine (9) months or less remaining in the term shall be filled by appointment of the Pastoral Council Executive Committee, approval of the majority of the remaining voting eligible Pastoral Council members and final approval from the Pastor.

J. Election of officers shall take place at the September meeting. Nominations of officers shall be accepted from the voting eligible membership of the Pastoral Council after completing the installation process of all newly elected representatives. All voting eligible members of the Pastoral Council shall cast secret ballots to elect the officers. The individual receiving the greatest number of votes shall be declared the elected officer. In the event of a tie between two (2) candidates receiving the greatest number of votes for an office, the Pastor will cast the deciding ballot.

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**PARISH PASTORAL COUNCIL BYLAWS
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III. OFFICERS: DUTIES AND RESPONSIBILITIES

A. Officers of the Pastoral Council shall be Chairperson, Vice-Chairperson and Secretary.

1. The Chairperson shall:

- a. Call to order and preside at all regular and special meetings of the Pastoral Council.
- b. Call to order and preside over the first regular meeting of the succeeding Pastoral Council until the new Chairperson has been elected.
- c. In consultation with the Pastoral Council Executive Committee, prepare and provide an agenda prior to scheduled meetings.
- d. Promote active participation, robust discussion and consensus decision making.
- e. In conjunction with the Secretary, prepare and submit a written summary of the previous year's activities to the Pastor at the September meeting for historical purposes, including membership, replacements elected/appointed during the year, a complete set of the previous year meeting minutes, goals and objectives, achievements, unfinished business and remarks.

2. The Vice-Chairperson shall:

- a. In the absence of the Chairperson, call to order and preside over a regular or special meeting.
- b. Succeed the Chairperson in the event of resignation or disqualification.
- c. Serve as chairperson of the Nominating Committee, the Stewardship and Evangelization Committee and ex-officio of all other committees convened.
- d. Assist the Chairperson as necessary.

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III. OFFICERS: DUTIES AND RESPONSIBILITIES

A. Officers of the Pastoral Council shall be Chairperson, Vice-Chairperson and Secretary.

3. The Secretary shall:

- a. Record, review and provide minutes of each meeting to the Chairperson.
- b. Maintain an electronic written record of the meeting minutes during a term of office for all currently seated Pastoral Council members and the Pastor.
- c. Maintain a current record of the names, home and electronic addresses and telephone numbers of all seated Pastoral Council members.
- d. Maintain an attendance record of all Pastoral Council members.
- e. In conjunction with the Chairperson, prepare and submit a written summary of the previous year's activities to the Pastor during the September meeting for historical purposes, including membership, replacements elected/appointed during the year, a complete set of the previous year meeting minutes, goals and objectives, achievements, unfinished business and remarks.

B. The Secretary, with approval of the Pastoral Council Executive Committee may request using the skills of a currently registered non-Pastoral Council member of the parish to record minutes at all scheduled meetings.

IV. STANDING COMMITTEES

A. Nominating Committee

The Nominating Committee shall have responsibility for generating, distributing and reviewing nomination forms, assisting with preparing the nominee orientation program, produce and tabulate discernment secret ballots. The Committee will also consult with the Pastor on any required adjustments to the discernment process.

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IV. STANDING COMMITTEES

B. Stewardship and Evangelization Committee

The Stewardship and Evangelization Committee shall have responsibility for preparing, coordinating with the Pastor and conducting all aspects of the parish's annual ministry group stewardship campaign. Primary duties include but are not limited to:

- 1) Soliciting required number of committee members from the general congregation;
- 2) Soliciting witness statement presenters from the entire registered membership;
- 3) With pre-approval from the Pastor and Council, establish schedule for witness presentations;
- 4) Prepare all required correspondence and membership participation forms;
- 5) Upon completion of annual campaign, coordinate results tabulation process;
- 6) Coordinate and implement group membership contact process with all ministry group leaders.