

ST. CATHERINE LABOURE' MISSION



PARISH COUNCIL CONSTITUTION

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PREAMBLE

We, the Community of St. Catherine Laboure Catholic Mission, enter into the celebration of the Eucharist and follow the teachings and actions of Jesus Christ under the guidance of the Holy Spirit. We seek to be a Christian family who care about all of God's people by promoting harmony, reconciliation, and healing among us; pass on our cherished faith and traditions; establish responsible stewardship of our time, talent and treasures; build the Kingdom-community of God on earth as we travel together on our spiritual journey to eternal life with Jesus.

ARTICLE I – NAME

The name of this body herein described shall be the Parish Council of St. Catherine Laboure Catholic Mission (“Council”).

ARTICLE II – NATURE AND FUNCTION

The purpose of the Council is to promote the spiritual growth of the St. Catherine Laboure community, to plan and support ways for the mission to carry out the work of the Church and represent the interest and needs of the entire mission family.

The Parish Council has four (4) interdependent functions:

1. Advise the Pastor in a consultative manner.
2. Recommend, develop and review Mission policies.

3. Serve as the pastoral planning body of the Mission while insuring ongoing collaboration in developing and renewing a pastoral plan for the ministries and life of the Mission.
4. Communicate regularly with the members of the Mission community.

ARTICLE III – STRUCTURE

- Section 1 The Council shall be made up of six (6) lay members of the Mission, the Mission’s Deacon(s) and the Pastor. Each Council member will have one vote; however the Pastor has the authority to override a majority vote.
- Section 2 The Deacon position is to be appointed by the Pastor. If there is more than one Deacon assigned to the Mission, the Pastor will determine how many to appoint to the Council.
- Section 3 The Pastor may appoint special members to the Council as he deems necessary. These positions shall be advisory in nature and shall not have a vote on Council matters.
- Section 4 The Pastor is the only member of the Council that has the authority to sign documents and instruments which require the signature of an official of St. Catherine Laboure Mission.

ARTICLE IV – OFFICERS & DUTIES

- Section 1 The officers of the Council shall consist of a Chairperson, Vice-chairperson and a Secretary. These positions will be filled by a vote of the Council members and they will hold that position for one (1) year.

- Section 2 The Chairperson will meet with the pastor and the other council members to construct the agenda for the monthly council meeting; preside over the monthly Council meeting; with the approval of the pastor, assign each council member to chair one of the parish commissions; coordinate with each commission's chairperson the assignments of parish needs to sub-committee; meet with commission chairpersons to review the work and progress of their commission.
- Section 3 The Vice-Chairperson will perform all duties of the Chairperson when the Chairperson is absent or unable to attend council meetings; will assist the Chairperson in carrying out the Council's objectives; will prepare him/herself to move into the Chairperson position during the second year of their term. They will chair the Commission of Administrative Services.
- Section 4 The Secretary will maintain a written record of all Council meetings; will submit the draft of the previous minutes to all members of the Council before the next council meeting for approval or corrections; will send out correspondence and communications on behalf of the Council. The Secretary will chair the Commission for Communication.
- Section 5 Aside from the duties of the Officers, all Council members are to attend the regular monthly meetings along with any special sessions. They should be visible to all parishioners during weekend liturgies and be available to answer questions pertaining to the Council. As a representative of the parishioners, council members will relay parishioners concerns or requests to the Council Chairperson. Will be assigned to chair a commission and oversee the selection of the chairperson(s) of each assigned committee. As commission chairperson, the council member will serve as the liaison between his/her sub-committees and the Parish Council.

ARTICLE V – COUNCIL SELECTION

- Section 1 Selection to the Council is open to all registered Catholic members of St. Catherine Laboure Mission who are in full communion with the Church. They must be at least 21 years of age. Eligibility shall begin six months after registering with the Mission.
- Section 2 In an effort to maintain continuity on the Council, three positions will be up for election annually. Each elected representative shall serve a term of two (2) years. Any current Council member may run for a second two year term but will be limited to serve only two (2) consecutive terms. The term period will begin on the second Sunday in July.
- Section 3 Selection of the lay positions to the Council each year will proceed as follows:
1. Nominations will be taken from the entire church community during a two week period beginning at least six weeks prior to elections.
 2. A nominating committee, made up of the three outgoing council members, will be responsible for ensuring eligibility and interview all candidates. In the event that an outgoing council member wishes to seek re-election, an alternate person will be appointed to the nominating committee by the Council Chairperson. The committee will recommend a slate of at least three candidates.
 3. That slate will be presented to all adult members of the Mission for a final vote on the last weekend in June.
- Section 4 Any vacancy of the six lay council positions by reason of resignation, death, or disqualification shall be filled by appointment by the Council and that person will serve the remainder of the vacant term.

Section 5 At the transfer, resignation, incapacity, removal, or death of the Pastor, the council will continue to serve the Mission community until a new Pastor is appointed by the Bishop. No formal Council Meetings will be held (only work sessions). The Council will act as a consultative body to the Parochial Administrator when the pastorate is vacant. No policy changes may be made until after the new Pastor convenes the Council.

ARTICLE VI - MEETINGS

Section 1 All Parish Council meetings require the attendance of the Pastor or Parochial Administrator.

Section 2 The Council's regularly scheduled meeting will be held the second Sunday of each month unless a conflict requires it to be rescheduled. A special meeting can only be called by the Pastor. Any special meeting may be called based on the Pastor's initiative or his honoring the request of the Council Chairperson or any two members of the Council.

Section 3 The meeting will be run according to Robert's Rules of Order.

Section 4 Quorum: For the purpose of transacting official Council business, it will be necessary for a majority of the members to be present.

Section 5 To foster interest and ongoing communication with all parishioners on the actions of the Council, notification of all regular meetings and a summary of the meeting minutes will be placed in the bulletin.

Section 6 The regular meetings of the Council will be open to all parishioners. Comments and suggestions from parishioners may be solicited at the discretion of the Chairperson. On the day of the meeting items may only be added to the agenda on an emergency basis.

ARTICLE VII - COMMISSIONS/COMMITTEES

Section 1 The Council is responsible for the creation of all Commissions. Each of these Commissions will be chaired by at least one council member or by a person specifically appointed by the Pastor.

Section 2 The purpose of the Commissions is to set policy, develop goals, and coordinate efforts in their specific area of Mission ministry.

Section 3 The Commissions are:

1. Administrative Services
2. Spiritual Life and Worship Ministry
3. Social Ministry
4. Parish and Community Life Ministry
5. Christian Formation Ministry
6. Communication
7. Outreach

Section 4 Committee(s) will be formed to serve specific needs of the parish and will be assigned to the relevant Commission by the Council.

Section 5 In an effort to keep Committees from overlapping, the Council will review annually all Committees for purpose and effectiveness. Committees should be dissolved or combined if the Council determines that it no longer serves its intended purpose.

ARTICLE VIII-AMENDMENTS

Section 1 Amendments to the Constitution must be presented in writing at least two (2) weeks prior to a vote. Such presentations may be made by any member of the Council.

Section 2 The vote to amend the Constitution will take place at the subsequent Council meeting. This vote will require approval of a majority of the members of the Council.

ARTICLE IX -EFFECTIVE DATE

Section 1 This Constitution shall become effective upon approval of a majority of the members of the Council.

Section 2 Amended: 2-1-87, 6-15-92, 3-15-93, 1998, 5-1-03, 10-10-04, 5-25-09.