

# **PARISH PASTORAL COUNCIL STATUTES OF THE TRI-PARISH OF ST. JOSEPH, ST. LEO, & ST. MARTIN**

## **INTRODUCTION**

In compliance with the call and direction of the Second Vatican Council and in accordance with canon 536, a Parish Pastoral Council is hereby established at the Tri-Parish of St. Joseph, St. Leo, and St. Martin. The Tri-Parish Pastoral Council is to be governed by the following statutes.

## **I. NAME, NATURE AND POWERS**

### **NAME**

The name of this body shall be “The Tri-Parish Pastoral Council”, hereafter referred to in this document as “the council” except when different councils are being referred to in the same section.

### **NATURE & POWERS**

The council is a collaborative body of the Christian faithful with the pastor whose purpose is the promotion of the mission of Jesus Christ and his Church in its entirety. The council shall at all times work in close collaboration with the pastor of the parish, advising him in matters pertaining to pastoral ministry (cc.528-529).

1. In the relationship of shared responsibility with the pastor, the council, as a representative of the people of God of the Tri-Parish, enables the people to experience themselves as a community of faith called to proclaim the Good News of God’s Kingdom present among us.
2. In accordance with the mind of the church (c.536.2), the council is a consultative body. Through its insights, expertise, and prudent advice, it will help the pastor identify, implement, and evaluate those pastoral initiatives and policies best suited to spread the Gospel at St. Joseph, St. Leo, St. Martin.
3. The council shall be the policy formulating body in all matters of pastoral ministry of the Tri-Parish, except to the extent limited by faith and morals, church or civil laws or diocesan policy.

## **II. MEMBERSHIP AND TERMS OF OFFICE**

### **GENERAL**

Council members are to reflect the wisdom of the Tri-Parish as a whole and to be open to what is good for the whole community. They are not to serve constituencies or any special interest groups.

### ELECTED MEMBERS

The Council shall consist of at least nine (9) members elected at large from the Tri-Parish community who demonstrate integrity and honesty. They are to be practicing Catholics registered in the parish, actively involved in the life of the parish, and must be confirmed and at least eighteen years of age.

Membership will be served in three-year terms, on a rotating basis. Each year at least four newly elected members shall replace four members whose terms have expired. Nominations are to be made by the parish at large. The standing council is responsible for counting these nominations and comprising a list of possible nominees from the highest vote getters to the lesser vote getters until a minimum of 12 names is assembled. These candidates are to be contacted for their acceptance of nominations, starting with the highest vote getter, and moving down the list, until eight have agreed to be nominees. These names are to be published in the parish bulletin prior to elections. Ballots shall be published with these names appearing on them as well as space provided for write-in candidates. A parishioner may be elected to no more than two consecutive terms for this council.

### PASTOR AND/OR PAROCHIAL VICAR

The pastor and/or parochial vicar are the presiders of the Council.

### PARISH PASTORAL COUNCIL REPRESENTATIVES

Each of the six-elected Parish Pastoral Council members shall have the additional responsibilities as a representative of the Council on one of the Standing Committees or as the Parish Pastoral Council Chairperson or Vice Chairperson.

### FINANCE COUNCIL REPRESENTATIVE

The chairperson of the parish Finance Council or delegate is to be an ex-office voting member of the Parish Pastoral Council. The chairperson is not eligible to hold office on the Parish Pastoral Council but has the responsibility for on-going communications between the Councils.

### APPOINTED MEMBERS

The pastor may appoint two (2) members who are noted for their competence and commitment to serving the needs of the local church. These Parish Pastoral Council members are voting members and are to be included in the maximum total of ten (10) voting members. No appointed member acquires a right to an additional term by completing his or her term. The appointment of a person who has just completed two consecutive three-year terms without that person being off the Parish Pastoral Council for one year is possible. No appointed member may serve in an appointed position for more than two consecutive three-year terms.

### TRUSTEES

The parish corporate board trustees are members of the Parish Pastoral Council. The trustees may hold an indefinite number of two-year terms as according to diocesan policy.

#### ADVISORS

The pastor and the Council may appoint outside advisors. These people are non-voting members and are not included in the maximum of thirteen (13) members.

#### TERM OF OFFICE

The elective term of office shall coincide with the fiscal year, with a maximum of two consecutive three-year terms. Reelection is permitted after at least one year out of office. Terms shall alternate so that the entire council shall not be elected in the same year.

#### UNCOMPLETED TERMS

A person who, in the previous election process, has received the greatest number of voted following those of the selected members shall fill any term of office, except for ex-officio voting members, that cannot be completed by a Council member. This person shall complete the un-expired term of the member. In the event that none of the previous candidates can serve, the Council shall appoint someone to fill the vacancy for the remainder of the term.

#### CONFLICT OF INTEREST

Being a member of the Tri-Parish Pastoral Council does not prevent an individual from serving as trustee of the parish or as a member or officer of the Parish Finance council or other committee/boards of the parish. No person may be elected to more than one committee in any one election. If a persistent conflict of interest situation arises, the member shall be asked to resign from the Council or other bodies.

### **III. CESSATION**

#### GENERAL

Upon the departure of the pastor, the Council ceases to exist until the new pastor, within ninety (90) days after assuming the assignment, officially reconstitutes the previous Council or establishes a new one according to the diocesan norms. The new pastor may change the selection process that was used to establish membership of the Council.

### **IV. OFFICERS AND THEIR DUTIES**

#### ELECTION OF OFFICERS

At the first regularly scheduled meeting of the Tri-Parish Pastoral Council following the annual election, the members of the council shall select a chairperson and vice-chairperson from their own membership. The chairperson and vice-chairperson shall be named from the members selected from the parish at large. The secretary may be any voting member of the council except the representative of the parish finance council. The officers shall serve no more than two consecutive one-year terms in the

same office. A one-year lapse of time is required before the member may be elected to the previously held office.

#### EXECUTIVE OFFICERS

The chairperson, vice-chairperson, and secretary, together with the pastor, shall constitute the Executive Committee. The pastor may utilize this committee for setting the agenda or for other tasks such as conducting emergency parish business.

#### ROLE OF PASTOR

The pastor is the Presider of the Parish Pastoral Council. In presiding over the council, the pastor facilitates the consultative process by actively seeking the counsel of the members, encouraging frank and spirited discussion, and fostering unity.

#### DUTIES OF OFFICERS

The chairperson of the Tri-Parish Pastoral Council assures the smooth and timely flow of the council business and involves the full participation of all the members in the process of consultation and consensus. The Vice-chairperson shall assume the office of the Chairperson in the event that the Chairperson is vacant from the office for any reason. The Secretary shall keep the minutes of the meetings of the council and shall perform other duties assigned by the Presider or Chairperson.

### **V. MEETINGS**

#### MEETINGS

Meetings are to be held on the second Thursday of September, November, January, March, and May. The Chairperson with the consent of the Presider, which he/she has determined, may call special meetings, as necessary for the good of the parish.

At the meetings of the Council, those invited by the Presider or by the Chairperson with the Presider's consent, may participate where opportune as non-voting members. Individuals or groups who want to address the Council are to:

1. Document the issues they want considered by the Council
2. They are to present their documentation to the Presider and/or Chairperson who will jointly, or with the Executive Committee, determine whether the issues are appropriate matters for the Council's agenda
3. They are to be invited by the Presider or Chairperson to a Council meeting if their issues are being considered and their presence is deemed necessary or appropriate

The agenda for the meetings are to be published the Sunday before the meeting for all the Parish Pastoral Council members. Advance notice of the time and place of regular meetings of the council shall be published in the bulletin, and all members of the parish

shall be entitled and welcome to attend as observers. The council may open any meeting to discussion by parish members on such subjects and under such rules as the council may announce.

The council is allowed to conduct “closed” meetings with the pastor if there are sensitive matters to consider that involve the reputations of people or issues, which are considered to be confidential at the time.

### QUORUM

A quorum shall consist of one half of the voting members. In the absence of a quorum the council shall transact no official business.

### DECISION-MAKING MODEL

The council shall follow a consensus decision-making model. If the council cannot reach consensus, the following voting procedure shall be followed:

1. A quorum must be present.
2. Each voting member is allowed one vote.
3. Actions/recommendations of the council require a two-thirds majority vote to be adopted.

## VI. AMENDMENTS AND CHANGES

Bylaws may be amended or changed by a consensus at any regular meeting where a quorum is present provided that the amendments or changes follow Church or civil law or diocesan policy.

## VII. DUTIES AND RESPONSIBILITIES OF THE COUNCIL

Canon 298 of the Code of Canon Law names seven forms of pastoral activity. These are the general areas of duties and responsibilities of the council.

- It is to promote the perfection of Christian life, which involves developing and strengthening the faith of all people in the parish.
- It is to promote divine worship, especially the liturgical celebration of the sacraments.
- It is to promote the spiritual works of mercy, piety, and devotions.
- It is to promote the evangelization and outreach to others, which includes ecumenical activity.
- It is to promote the teaching of the faith, passing on of the faith to the younger generation and to those who search for deeper faith or a greater knowledge of their faith.
- It is to animate the world with a Christian spirit through social justice action, thus making the world a better place.

- It is to promote the corporal works of mercy and charity with a vision of Christian stewardship of all the resources at hand.

The Council members especially fulfill their role of pastoral activity by:

1. Forming themselves together as a community of faith through regular prayer and reflection at meetings;
2. Familiarizing themselves with diocesan policies and directives and other Church and civil law documents that must guide their discernment on some parish matters;
3. Drawing upon the wisdom of the community and discerning the guidance of the Spirit in developing and maintaining a parish mission statement which embraces the mission of Jesus and the total life and mission of the parish;
4. Assisting the pastor in prayerfully discerning and identifying pastoral needs in the parish and serving as his consultative body in parish pastoral matters;
5. Establishing clear and concise long-range and short-range goals and objectives based on the mission statement of the parish and ensuring compliance with diocesan policies and directives and updating the goals and objectives as emerging needs are identified;
6. Recommending policies, procedures, and programs by which the parish goals and objectives can be implemented, furthered, and accomplished;
7. Identifying and calling forth the gifts and talents of the members of the parish community;
8. Coordinating, encouraging, and promoting every apostolic activity with the parish through which the parish community discharges its common responsibility to make the Gospel message known;
9. Examining, reviewing and coordinating the efforts of existing organizations within the parish, the autonomy and particular nature of each remaining untouched;
10. Complementing and rendering more effective those pastoral activities which are already taking place in a more fragmented way and evaluating the effectiveness of existing programs and services with a view to their improvement, or, at times their substitution or termination;
11. Encouraging good relationship among all members of the parish through open dialogue, reconciliation efforts, parish assemblies, and regular communication about Council business to the parish at large;
12. Encouraging good relationships with other Catholic communities of faith by sharing resources and personnel and fostering clustering efforts whenever possible;
13. Encouraging good relationships with the diocesan bishop and the diocesan staff by participating in the total life and mission of the local Church of the Diocese of Winona and calling for assistance as needed;
14. Encouraging good relationship with non-Catholic communities of faith by sharing life and prayer and by cooperating in community concerns and

- projects whenever possible for the betterment of the social community in which the parish exists;
15. Involving as many people as possible in the ministries and work of the parish, encouraging and facilitating their visible witness to all of the message of the Gospel;
  16. Providing programs that make those in need feel welcome to the parish—the poor, the uneducated, the handicapped, the elderly, the lonely, the widows and widowers, the singles, the divorced, the single parents, the homeless, the sick and dying, the grieving, all minorities and young people;
  17. Sustaining parents and spouses in their duties and vocations, and fostering Christian growth in families;
  18. Fostering vocations to the priesthood and religious life through parish prayer and programs;
  19. Providing education and enrichment programs for all age-levels; to counteract unchristian values in our culture; and,
  20. Collaborating with the pastor and the Parish Finance Council in determining funding levels which will further the accomplishment of the parish goals and objectives and by staying informed of the financial condition of the parish.

In order for the Council to fulfill its role, the Council is to:

1. Be kept informed by the pastor and the Parish Finance Council of any matters or issues which would contribute to their making informed recommendations about pastoral matters:
2. Be provided with, or have available to them, copies of all diocesan policies and regulations affecting pastoral activity for their study and assistance in implementation in the parish;
3. Participate in diocesan training sessions that are held from time to time for members of the Council and other lay leadership in the parishes; and,
4. Be familiar with and supportive of the diocesan mission statement and the parish mission statement, goals, and objectives.

Among the matters of pastoral ministry which call for the attention of the council, four general areas are identified, each with areas of concentration;

### **WORSHIP AND SPIRITUAL LIFE**

1. Promoting the perfection of Christian life which involves developing and strengthening the faith of all people in the parish;
2. Promoting divine worship, especially the liturgical celebration of the sacraments;
3. Promoting the spiritual works of mercy, piety, and devotions;

### **EVANGELIZATION AND CATECHESIS**

1. Promoting the evangelization and outreach to others which includes ecumenical activity;
2. Promoting the teaching of the faith, passing on of the faith to younger generations and to those who search for deeper faith or greater knowledge of faith;

## **SOCIAL MINISTRY**

1. Animating the world with a Christian spirit through charitable service, advocacy, social action, and education to justice; and,

## **ADMINISTRATION AND STEWARDSHIP**

1. Recognizing that we not only need faith but also works, therefore, promoting the corporal works of mercy and charity with a vision of Christian stewardship of resources.

## **VIII. COMMITTEES OF THE TRI-PARISH PASTORAL COUNCIL**

This parish will have several committees or boards whose purpose is to focus their attention on each of the four general aspects mentions above:

Worship & Spiritual Life Committee  
Faith Formation Committee/GOF Planning Committee  
Social Ministry Committee  
Parish Finance Council

These committees and the parish finance council will be related to the Council in varying ways. In all cases the Parish Finance Council, with its focus on stewardship and administration, is a separate consultative body. While it is not a committee to the Council, it is to work close with it.

The Council is free to establish additional standing committees.

Special ad hoc committees may be established from time to time by agreement of the Council membership along with the pastor to meet on specific projects.

All the above committees are to formulate their specific objectives in accord with the goals and objectives of the Council.

## **IX. RELATIONSHIP TO THE PARISH FINANCE COUNCIL**

The Tri-Parish Pastoral Council and the Parish Finance Council are two separate consultative bodies of the pastor. Universal church law (Code of Canon Law) establishes the finance council as a body in itself. The finance council is not to

act as a committee of the Tri-Parish Pastoral Council and the Tri-Parish and the Tri-Parish Pastoral Council does not report to the parish finance council.

The Tri-Parish Pastoral Council is directly accountable to the pastor and is responsible for fostering the pastoral ministry in the parish. The Tri-Parish Tri-Pastoral Council and the parish finance councils are to communicate and work closely together. The pastoral ministry needs of the parish and the goals set by the Parish Pastoral Council are to be the finance council's primary guideposts in determining funding levels for the different programs and projects in the parish. The parish finance council can make recommendations to the Tri-Parish Pastoral Council concerning budget matters, but the Tri-Parish Pastoral Council makes the final recommendation regarding which programs and projects are to be established, modified, or cut in keeping with the goals and objectives of the parish. These recommendations would be made after consultation and collaboration with the necessary council committees and affected staff personnel.

## **ADMINISTRATION OF A PARISH**

### **Ordinary Administration**

The pastor can complete alone. Normally the parish accountant/book-keeper would take care of these routine matters. No proxies are needed from the corporate board members since the administration is recurring, routine.

### Examples of Ordinary Administration:

- The collection and banking of money acquired in approved ways.
- The collection of debts from creditors (unless court action is required).
- The collection of annual income from stocks, shares, or bonds.
- Buying and selling what is required for the daily maintenance of the parish.
- The maintenance and repair of church property (within limits).
- The administration of the money and goods of the parish (keeping the books).
- The acceptance of donations (to which no conditions are attached).
- The payment of salaries and other recurring debts (supplies, utilities, etc.).
- Certain short-term leases (renting the parish hall, etc.).

### **Acts of Major Importance**

If the act does not fall into the Ordinary Administration classification and involves 1% of the annual parish income, the pastor should consult the Parish Pastoral Council and the Parish Finance Council.

Examples of Acts of Major Importance:

- Purchase of parish car
- Replacing all the hymnals/missals in the church
- Remodeling a room
- Landscaping the property
- Financial involvement of the parish in ecumenical or local community projects
- Maintenance/repair projects that are not routine but do not need proxies from the bishop and vicar general

**Extraordinary Administration**

The pastor shall have a favorable recommendation of the Parish Finance Council and the Tri-Parish Pastoral Council or to be directed by the diocese. Proxies are needed to proceed if the project is \$10,000.00 or more.

Examples of Extraordinary Administration:

- To accept or renounce an inheritance, legacy, donation, or foundation to which certain conditions are attached.
- To purchase immovable goods (land, buildings, real estate, etc.)
- To sell, exchange, mortgage, or divert in any other way from the place for which they were destined, objects of art, historical document, or other movable property of significant importance
- To borrow money for operational needs or projects
- To build, raze, or rebuild in a new form a church building or to make extraordinary repairs upon such buildings
- To paint or renovate the interior of any church in the diocese. Diocesan approval must be sought
- To establish a cemetery
- To enter into a lawsuit as one of the parties involved
- To establish a school or any other similar parochial institution
- To establish an endowment for a parish, school, or other purpose

