

CONSTITUTION

SS. FRANCIS AND JOHN CATHOLIC PARISH

Effective: February 18, 2013

Updated August 6, 2016

MISSION STATEMENT

Guided by the Holy Spirit we are an evangelizing community of faith sustained by the Eucharist. Through our commitment to stewardship, Catholic education, and lifelong formation we welcome, nourish and empower our family, challenging one another to live out the Gospel.

ARTICLE I

NAME

SECTION 1. The name of this council shall be SS. Francis and John Catholic Parish Pastoral Council, here after known as Parish Council.

ARTICLE II

PURPOSE

SECTION 1. The purpose of this Parish Council is:

- To make available to the Pastor knowledge and experience of the laity in order to assist him in reaching decisions regarding both the spiritual and temporal conduct of the Parish.
- To take the necessary steps needed to implement the Parish Mission Statement.
- To guide and support all committees of the Parish.
- Act as a forum for the exchange of ideas.

ARTICLE III

COMPOSITION

SECTION 1. This Parish Council shall be composed of representative lay men and women, clergy and religious, under the ultimate responsible authority of the Pastor.

ARTICLE IV

MEMBERSHIP

SECTION 1. The Parish Council membership shall be composed of three kinds: ex-officio, at-large members, and committee chairs. One ex-officio member shall be the Pastor who will have a tie breaking vote only. The Pastor shall appoint other ex-officio members as needed, including a Secretary who is non-voting. The At-Large members are elected by

the Parish based on Pastor approved nominations and are all voting members. The committee chairs are appointed by the Pastor and are non-voting.

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- SECTION 2. The at-large membership shall be eight adults. The at-large members must be fully initiated Catholics who actively practice the Faith and are in good standing with the church, are registered parishioners of SS. Francis and John Catholic Parish, are at least eighteen years of age, are participants in the ongoing life of the Parish, particularly Sunday Eucharist, and are committed to preparing for and attending every Parish Council meeting unless excused by the Pastor.
- SECTION 3. The at-large membership of the council shall be on a staggered three year term basis to ensure experienced personnel at all times. The eight parishioners shall be elected in a rotating manner such that either two or three will be elected each year depending on need.
- SECTION 4. During the month of March, the current members of the Parish Council, after making inquiries to learn of all who desire to run, shall prepare a slate of qualified candidates from the nominated parishioners, including a brief biographical sketch of each candidate, and report to the Pastor for final approval.
- SECTION 5. During the month of May, two or three adult parishioners will be elected by popular vote to the council from the slate of candidates for a period of three years. Any member of the council having served three consecutive years shall not be nominated or re-elected for a period of at least one year after leaving his or her term of office.
- SECTION 6. Membership in the council requires attendance at all regular meetings of the Parish Council, beginning in July of the year elected, and ending in June three years later. Any member with unexcused absences from three consecutive regular council meetings shall be automatically excluded from council membership.
- SECTION 7. In the event of a resignation or exclusion from the council for any reason, it will be necessary to appoint a qualified replacement to fill the vacancy for the balance of the vacating member's term. For ex-officio members and committee heads, this shall be handled by the Pastor. For at-large members, the replacement shall be the person who received the third highest number of votes in the most recent council election, if available, if not, the Pastor may ask an eligible parishioner to finish the full three year term and that person will be eligible to run in the next election.

ARTICLE V OFFICERS AND DUTIES

- SECTION 1. Officers of the Parish Council shall be two in number: President, and Vice President. All elected members at-large must be open to serve as Vice President and then President and also represent the council at one other parish monthly head committee meeting.
- SECTION 2. Procedure for Selection of Officers:
- At the first meeting for new at-large members, the Parish Council shall vote to elect a Vice President for the new year.
 - The Vice President shall be elected from among the at-large members of the council who have at least two years remaining in their term.

- The Vice President from the previous year shall become the President for the new year. This procedure ensures that the new President has at least one year of experience with the operation of the Parish Council.
- Should the vacancy of an office occur, a special election shall be held at that time. The Parish Council shall elect a replacement from among the at-large members who have sufficient time remaining in their term to fulfill the role of the vacated office.

SECTION 3. Duties:

President:

- Preside at and conduct all meetings of the council whether regular or special sessions.
- Serve as a member of all council committees and pro-tem committees.
- Cooperate with all chairpersons or committees in the appointment and/or selection of committee members.
- Consistently endeavor to promote and uphold the principles expressed in the Constitution.

Vice President:

- Assist the President in the performance of his or her duties.
- Assume the duties of the President in the absence of the President.
- Assume the Presidency the next council year.

Secretary:

- Faithfully keep a true record of all proceedings (minutes) of the Parish Council at the regular and special sessions; also provide copies of the minutes of the preceding meetings before regular meetings and makes the minutes available to the Parish.
- Maintain an updated record of the names, addresses and telephone numbers of all council members.
- Maintain an attendance record of all council membership, noting the duly excused and those absent without reporting.
- To bring to the President's attention those members failing to attend three consecutive meetings.
- Mail or phone, as needs warrant, announcement of regular meetings should time or place differ from established procedure
- Also report special meetings to all council officers and chairperson as directed.
- Carry out the communication directives within the constitution.

ARTICLE VI MEETINGS

SECTION 1. Regular meetings shall be held every month as decided by the council.

SECTION 2. The president or the Pastor may call special meetings. A quorum must be present to hold a meeting. A quorum shall consist of either five At Large members or four At Large members and the pastor.

SECTION 3. All meetings are open meetings. Any parishioner may attend. However, the meeting may be moved into a closed session at the discretion of the Pastor, the Officers, or the at-large members.

SECTION 4. Non-council members may address the council only by previous permission of the council President or Pastor.

SECTION 5. Sections 3 and 4 shall be stated in the Parish bulletin quarterly.

ARTICLE VII PARISH COMMITTEES

SECTION 1. In order to effectively fulfill the purposes of the Parish Council, standing committees are established in order to determine total Parish needs and fulfillment of them, to distribute projects and programs, to obtain best insight into projects, programs and their resolutions, to enlist the best available talent, creativity, imagination, prudence and apostolic zeal and labor.

SECTION 2. Each committee shall have a chairperson, a secretary, ex-officio members where necessary, and a complement of members as determined by the chairperson to assist in the assigned projects and programs of the specific committee. The Pastor and Parish Council President are ex-officio members of all committees serving the council.

SECTION 3. The council shall have the following standing committees:

Formation Committee: This committee is charged with promoting, recommending and evaluating religious formation programs for the total membership of the Parish. Membership of the Committee shall include the Parochial Vicar, coordinator of the CCD program, St. John's School principal or designate, representative of RCIA, and such other parish members interested in the religious formation needs of the Parish designated by the Parish Council. The committee shall:

- Identify faith formation needs for the Parish;
- Develop long term goals and priorities for the religious formation of the Parish;
- Coordinate all religious education activities;
- Designate subcommittees or persons to plan and implement the various formation programs and to promote spiritual development;
- Evaluate faith formation programs.

Worship Committee: This committee is charged with developing and implementing liturgy plans for the spiritual development of the Parish. Membership of the Committee shall include the Director of Liturgy, scheduler of ministries, and the head of each liturgical ministry. The committee shall:

- Under the guidance of the Director of Liturgy, educate themselves and the Parish on church teachings regarding liturgy;
- Evaluate and improve liturgy within the Parish;
- Determine liturgical needs within Parish community;
- Plan and implement special liturgies as necessary;
- Train lay liturgical ministers.

Welcoming/ Parish Life Committee: This Committee shall provide comprehensive social and recreational opportunities for all members of the Parish. Membership of the Committee shall consist of interested parishioners. The Committee shall:

- Plan and implement periodic social functions for the Parish such as pot lucks and picnics, etc.
- Plan and implement special social functions and recognition dinners.

Finance Committee: This Committee is appointed by the Pastor. Together with the Pastor, this Committee is charged with the oversight of all financial matters relating to the operation of the Parish. Membership of this Committee shall include the Pastor, the Parish Financial Controller and such other parishioners who are knowledgeable in finance and accounting matters. The Committee shall:

- Prepare and submit the annual Parish budget to the Council;
- Review Parish income and expenses at least quarterly;
- Provide the council with monthly reports of income and expenses;
- Plan and implement the Parish Stewardship Program and any other fund raising efforts deemed necessary by the council;
- Organize and manage the Annual Diocesan Appeal;
- Be responsible for the weekly accounting of all offertory collections;
- Propose and maintain bookkeeping methods for the Parish.

Facilities Assessment Committee: This Committee is charged with inspecting all Parish property for necessary repairs, improvements, replacements and additions; overseeing maintenance of Parish buildings and grounds; Membership of this Committee shall consist of parishioners who have skills in construction and maintenance. The Committee shall:

- Periodically inspect all Parish property and report deficiencies;
- Arrange for necessary improvements, replacements and maintenance.

Youth Ministry: This group shall plan and implement youth programs for all youth of the Parish. The Committee shall plan social, spiritual and service activities to involve as many of the Parish youth as possible. This group acts under the guidance of the Parish Youth Coordinator(s). The Committee shall:

- Plan and implement social and spiritual programs designed to involve as many of the Parish youth as possible;
- Plan and implement programs of Christian service for youth participation.

Stewardship Committee: This Committee is charged with leading the Parish to an understanding of stewardship as faithful discipleship by educating the parish about stewardship. Members are committed to helping with the responsibilities of stewardship renewal weekend, maintaining an accurate record of the stewardship opportunities available within the community and parish. The committee shall ensure each parishioner is contacted after expressing an interest to participate in a specific ministry. The committee shall:

- Conduct the renewal weekend;
- Give information to the various committee/ministries of interested individuals;
- Follow up that each committee/ministry has contacted interested individuals;
- Educate the parish on stewardship by means of newsletters, articles;
- Identify needs of the Parish;
- Implement programs promoting stewardship.

Hispanic Committee: This committee will be in charge of orchestrating multicultural education programs for the parish that the entire SS. Francis and John Church community

members can play significant roles in for shared experiences. Help members from our church community to share strengths and grow as a parish family by learning of other cultures.

SECTION 4: As appropriate, the council shall recognize representatives from other committees and organizations within the Parish. If the need for a new committee is identified, a proposal to form one shall be brought before the Parish Council for approval.

ARTICLE VIII REVISIONS

SECTION 1. Any member of the Council may propose a revision to this Constitution in writing at any regular meeting of the Parish Council.

SECTION 2. Upon proposal, and after deliberation or discussion of any suggested revision to the Constitution, a majority vote of the Council shall pass the suggested amendment to the second reading. The second reading shall take place at the next regular meeting of the Parish Council, and after all absent Council members have been duly notified in writing of the text of the suggested revision. Before any proposed revision is brought to a vote, notice shall be given to all members of the Parish and this shall be done at least 14 days prior to the meeting. Following the second reading, a two-thirds majority vote of the Council shall ratify adoption of the revision, and it shall be in effect at the next regular meeting unless immediate effect is stipulated.

Adopted this 18th day of February 2013 - Revised 6th day of August, 2016

President, SS. Francis and John Catholic Parish Council

Attest:


Secretary