

Constitution of the Parish Pastoral Council of the Church of St. John Neumann

Approved by Parish Pastoral Council and Posted for Parish Review on June 24, 2016

Article I: Name

The name of this Parish Pastoral Council shall be “The Parish Pastoral Council of the Church of St. John Neumann”, hereinafter referred to as the “Parish Pastoral Council.”

Article II: Purpose

The Parish Pastoral Council, being comprised of representatives of the entire community, offers counsel to the Pastor in matters, which vitally affect the spiritual, social, and material well-being of the parish. The Parish Pastoral Council monitors and guides the efforts of the various committees and staff as they, along with the whole parish community, strive to carry out the mission of the parish. The Pastor utilizes the Parish Pastoral Council to assist in providing leadership, direction, and vision so that members of the parish will grow in their individual and collective conversion.

The powers and duties of the Parish Pastoral Council are:

1. to identify the needs and aspirations of the parishioners, the parish, and the broader community in the context of the parish mission statement;
2. to work with the Pastor to implement long-term parish goals that address the identified needs and aspirations;
3. to establish, coordinate and, when appropriate, disband committees to accomplish these parish goals;
4. to empower its committees to develop and implement objectives that meet these parish goals within the context of the committees’ goals;
5. to assess progress towards these parish goals and to hold committees accountable to the objectives that meet the parish goals within the context of the committees’ goals;
6. to resolve conflicts involving committees;
7. to recommend policies and programs;
8. to foster and maintain communication within the parish, other parishes, and the archdiocese;
9. to promote responsible stewardship in time, talent, and treasure;
10. to consult with the Parish Finance Council as it develops and recommends the parish budget;
11. to participate in decision-making as requested by the Pastor.

The Parish Pastoral Council may delegate any of these duties to individuals or committees with the Pastor’s approval.

Article III: Membership

1. The Parish Pastoral Council membership and selection are included in the bylaws.

Members must be registered members of the parish.

Article IV: Term of Office

The term of office for members is three years. Each term of office shall begin on the first day of August after being selected. Each term of office shall expire on the last day of July in the final year of the term. Three new members and two alternates shall be selected annually. No person may serve more than two consecutive terms.

The term of office for members who fill a vacancy on the Parish Pastoral Council shall expire on the last day of the term of the member that created such vacancy.

Article V: Vacancies

The process for filling vacancies is detailed in the bylaws.

Article VI: Officers

While the Pastor presides over the Parish Pastoral Council by his complete involvement in the decision-making process, the Parish Pastoral Council selects from among its members a Chairperson, a Vice-Chairperson, a Secretary, and any other officers as the Parish Pastoral Council shall deem necessary. The Officers comprise the Executive Committee. The officers shall be selected annually, by discernment and action of the Parish Pastoral Council, at the first gathering of the Parish Pastoral Council each fiscal year. Their terms of office shall be one year, or until their successors are duly selected.

Article VII: Meetings

1. Parish Pastoral Council and Parish Pastoral Council Committee meetings will be held on an alternating monthly schedule. A minimum of 4 Parish Pastoral Council meetings, in addition to the Annual Team Building and Planning Retreat, and a minimum of 4 Committee Meetings, attended by the assigned Parish Pastoral Council member. Joint meetings may be scheduled.
2. A majority of the current Parish Pastoral Council members is a quorum for taking action. If a quorum is present when a duly held meeting is convened, the Parish Pastoral Council members present may continue to take action until adjournment, even though the withdrawal of one or more members of the Parish Pastoral Council originally present leaves less than the number otherwise required for a quorum.
3. The Parish Pastoral Council shall take action by the affirmative vote of a majority of Parish Pastoral Council members present at a duly held meeting at the time such action is taken.
4. An action required or permitted to be taken at a Parish Pastoral Council meeting may be taken by written action signed, or consented to by electronic communication, by a majority of the current Parish Pastoral Council members.
5. Regularly scheduled meetings of the Parish Pastoral Council shall typically be open to members of the parish.

Article VIII: Committees

Committees are established by the Parish Pastoral Council to accomplish parish goals. They are collaborative bodies overseeing ministries. They shall establish their goals and objectives to meet the parish goals. They shall be accountable to the Parish Pastoral Council, align with a department of the parish, and include a Parish Pastoral Council member and an assigned SJN staff member. A list of current Committees and their purposes shall be communicated to the parish.

Article IX: Bylaws

Subject to this Constitution, the Bylaws govern the conduct of the business of the Parish Pastoral Council and elaborate the process by which the Parish Pastoral Council functions.

Article X: Amendments

Amendments to this Constitution or to the Bylaws may be made by action of the Parish Pastoral Council. Any amendments are posted for viewing by the members of the parish at large for no less than 21 days before the Parish Pastoral Council may take action to approve.

Prior to adoption, any amendments must be approved by the pastor of the parish and the Archbishop of Saint Paul and Minneapolis or his delegate.

Rev. Douglas A. Ebert
Pastor, St. John Neumann Catholic Church

Date

The Most Reverend Bernard Hebda
Archbishop of Saint Paul and Minneapolis

Date