

## **The Church of Saint Frances Cabrini**

**Preamble:** The purpose of this document is to transfer into words the principles that will assist the Parish Pastoral Council in living out its' baptismal promises more fully by consulting with the pastor of the Church of St. Frances Cabrini in achieving the pastoral goals of this Catholic community of faith as enumerated in our mission statement while in service to its' members as they interface with the world at large.

**Mission Statement:** The Church of St. Frances Cabrini defines itself as a community of faith that endeavors to follow Jesus Christ as witnessed in Sacred Scripture and in the Tradition of the Roman Catholic Church. We are committed to underlying principles that nourish spiritual understanding, Christian support, local & global outreach, as well as, sharing our time, talent and treasure in accord with gospel principles as discerned within the Roman Catholic Church.

### **Constitution:**

#### **Article I. Name.**

The name of this organization will be as follows, The Parish Pastoral Council of the Church of Saint Frances Cabrini; henceforth, referred to as the council. Also the Church of Saint Frances Cabrini shall be referred to as the parish.

#### **Article II. Purposes.**

The council shall function as an advisory body to the pastor. Its function is to reflect the general desires of the parish in all of those areas that constitute the life and ministry of the parish; included within that overview is the relationship of the parish to the local community, as well as, to the world at large.

#### **Article III. Membership & Officers.**

**Section 1. Clerical.** The pastor of the parish shall be the ex-officio president of the council. All other clerics (i.e. priest, deacons assigned to the parish in active ministry within the parish), will be ex-officio members of the council.

**Section 2. Laity.** The lay members of the council should be: baptized and confirmed Catholics in good standing with the Church; be persons who support and enable parish life and also be willing to participate in an ongoing formation of their faith.

The council members should have a degree of competency in the skills demanded of a collaborative ministry and possess an openness to discern and reflect the concerns of the parish community.

The council shall consist of twelve (12) members. Six (6) of these members will be designated by the following ministries: Finance Board, Hispanic Ministry, Knights of Columbus, Ladies Altar Society, Music Ministry and High School CCD Class. The other six (6) seats are open to any member of the parish who can meet the aforementioned minimum standards. The members of the laity that will fill those six (6) seats will be selected by the president from all those potential candidates completing two (2) discernment workshops conducted by the president and the sitting parish council.

**Section 3. Officers.** The council shall elect from its lay membership three officers and they are as follows: chair person, vice-chair person and secretary. Their terms shall be for one (1) year. The chair person shall conduct the meetings of the council, while the vice-chair person shall act in that stead, when required. The secretary shall have charge of meeting notices and council minutes.

**Section 4. Council Committee Chair Persons.** Each of the council committees established under Article V, will have a chair person appointed by the president to assist the various ministries and activities associated with that committee.

**Section 5. Voting Rights.** Only members of the council, (i.e. officio & ex-officio), shall have the exclusive right to vote at council meetings.

#### **Article IV. Appointments and Succession.**

**Section1. Annual Appointments.** The annual announcement of appointments for the designated seats on the council will be made on the Second Sunday of Advent. The term of these appointees shall be for three (3) years for two (2) of the seats (Altar Society & Knights of Columbus) and two (2) years for two (2) of the other seats (Finance Council & Music Ministry) and one (1) year for each of the remaining two (2) seats on the council.

The self-nomination for the other six (6) seats shall be opened on the Second Sunday of Advent and close on the fourth Sunday of Advent.

Only those members of the parish who meet the minimum desired qualifications of Article III, Section 2 and have completed their sixteenth

birth date by the Second Sunday of Advent shall be eligible for appointment. The two (2) required workshops will be held after New Year's Day and the appointments are to be announced before Ash Wednesday. All of these seats will serve for two (2) years.

**Section 2. Council Resignation & Filling of Vacancies.** The resignation of a council member shall be submitted in writing to the president who shall then fill that vacancy in consultation with the council.

## **Article V. Council Committees.**

**Section 1. Titles and Objectives.** The council forms committees, either standing or *ad hoc*, as needed. These committees are to implement council recommendations with the appropriate ministries or groups. These structures will allow for more members of the parish to actively build-up the parish community.

**Section 1.1 The Agenda Committee:** The Agenda Committee plans the meetings of the council after receiving communication from other council committees that require some consensus action by the entire council.

Agenda discussion items should be prioritized so that the council can devote their time to discussion of the most pressing issue within a ninety (90) minute time frame.

A written agenda should be in the hands of the council members one (1) week before the next council meeting.

**Section 1.2 Administration and Stewardship Committee:** While the primary mission of the parish is proclaiming the Gospel through our Catholic Tradition it is essential that the material needs of the parish, such as, finances, membership, physical plant and grounds be considered.

The committee will prepare and present to the Finance Board the annual budget for operating and capital expenditures. The committee will also assist other council committees in preparing their budgets. All major fund-raising programs will be coordinated by this committee so that all Diocesan policies are followed.

The following ministries or tasks will also be under the supervision of the Administration and Stewardship Committee:

Money counters	Building & grounds maintenance
Physical inventory of parish goods	Offertory envelopes

Maintaining parish census  
 Ministry recruitment and schedules  
 Safe Environment Training & Background Checks

### **Section 1.3 Communication Committee:**

The purpose of this committee is to link all ministries, projects and organizations within the parish so as to unify the parish as a whole. This will be achieved through improved communication and thus build a sense of trust and belonging by having a transparent sharing of information among parishioners.

The committee will explore all appropriate media in serving the parish mission by distributing newsworthy information not only within the parish but with other media outlets in our region.

The following ministries or tasks will also be under the supervision of the Communication Committee:

Parish newsletter and web site	Parish Bulletin
Parish "Prayer-line"	Parish needs & concerns survey
Compiling a parish history	Establish a parish "hotline"

**Section 1.4 Education and Formation:** In order to continue the mission of Jesus on this earth, we are to utilize every form of catechesis to awaken within the parish that desire to participate in that mission and the Church.

This committee will aid in creating awareness within the parish of our need to participate in the catechetical mission of Jesus through a variety of catechetical ministries for adults, children and youth and those with special religious education needs.

This committee works with the DRE and Youth Leader in identifying programs that will aid the parish to live out its mission statement.

The following ministries or tasks will be under the supervision of the Education and Formation Committee:

CCD program	RCIA Program
Sacramental preparation of children	
Youth & adult continuing education	
Scouting	Bible Study Why Catholic? Program

**Section 1.5 Worship and Spiritual Life:** Liturgy is what drives this community and it is through liturgy that we celebrate who we are and what we believe in as a Roman Catholic community of faith. Through the Worship and Spiritual Life Committee, a plan for the development of the spiritual enrichment of the parish shall arise

through liturgical celebrations, prayer experiences and ecumenical programs that will help in linking the parish with the larger Christian community.

The following ministries or groups will be under the supervision of the Worship and Spiritual Life Committee:

Altar servers	Lectors	Musicians
Cantors	Greeters	Sacristans
Retreat Directors	Legion of Mary	Ladies Altar Society
Extraordinary Ministers of Holy Communion		

**Section 1.6 The Social Action Committee:** The ministry of service was one of the key components of the ministry of Jesus and it remains so to this day. We participate in the mission of outreach and social service when we give aid to those in need, voice to the powerless and by working for justice not just in our local area but around the world.

The purpose of the Social Action Committee is to plan activities to raise the awareness of the parish to the social needs of the members of the parish and to the larger community around us.

The following ministries or groups will be under the supervision of the Social Action Committee:

The Giving Cabinet	Parish Nurse	Bereavement Committee
Home Visitations	Hospital Ministry	Emergency Response
Special Parish Events		

**Section 2 Council Committee Membership and Supervision:** Each council committee will have a chair person appointed by the president to coordinate the activities of the component ministries or groups needed to achieve the goals and objectives of that committee.

**Section 3. Ad Hoc Committees:** The council may establish special, *ad hoc*, committees with appointed duties and powers for a specified time or purpose. A chairperson of such committees shall be appointed by the president.

**Section 4. Reports and Approval:** All council committees are under the control of the Parish Pastoral Council and all actions of said committees shall be reported to the council at the council's next regular meeting.

## **Article VI. By-Laws**

**Section 1. Meeting Place:** The council shall meet in the parish hall unless a different and suitable place is designated by the president.

**Section 2. Regular Meetings:** Regular meetings of the council shall be held at a time and date designated by the council unless otherwise designated by the president.

**Section 3. Special Meetings:** Special meetings of the council may be called by the president or chairperson by three (3) days' notice given by the secretary to each member personally. Such notice may be given by any means determined appropriate by the secretary, and shall include the time, date and place of the meeting.

**Section 4. Quorum:** A simple majority of the council shall constitute a quorum at a regular or special meeting.

**Section 5. Member Attendance:** Any member, who misses two (2) consecutive regular meetings without being formally excused by the president, will forfeit their position.

**Section 6. Attendance by Parishioners:** Registered members of the parish may attend meetings of the council; however, they will not be allowed to participate in the council proceedings.

**Section 7. Minutes:** The council secretary shall keep minutes of all meetings.

**Section 8. Order of Business:** The order of business at the regular meetings shall be established by a written agenda that is to be mailed or E-mailed to all council members at least one (1) week prior to the meeting. The agenda will generally include the following items for discussion:

- Review and approval of previous meetings minutes.
- Report of the President.
- Report of standing council committees.
- Report of *ad hoc* committees.
- Old & new business.

## **Article VII. Approval and Appeal**

**Section 1. Submission for Approval of the President.** All actions of the council must be submitted to the president, or to those possessing equivalent juridical authority within seven (7) working days following the action.

**Section 2. Approval by the President:** All actions must be approved by the president, or those possessing equivalent authority.

**Section 3. Veto Powers of the President:** The president, or those possessing equivalent authority may veto any decision of the council.

### **Article VIII. Parliamentary Procedure**

The rules of parliamentary procedure governing the council shall be Robert's Rules of Order.

### **Article IX. Amendments**

The constitution and by-laws may be amended by a majority vote of the full council membership at any meeting of the council, provided proposed amendments have been submitted in writing ten ( 10) days prior to such meeting.

### **Article X. Effective Date**

This constitution and by-laws shall become effective upon approval by a majority of the sitting council in November 2008.