

**SAINT VIVIAN**  
**PARISH PASTORAL COUNCIL**  
**CONSTITUTION**

## Table of Contents

Preamble	Mission Statement	p 3
Article I	Name	p 3
Article II	Purpose of Parish Pastoral Council	p 3
Article III	Roles of Parish Pastoral Council	p 3
Article IV	Process	p 4
Article V	Membership	p 5
Article VI	Election	p 5
Article VII	Voting	p 5
Article VIII	Meetings and Attendance	p 5
Article IX	Officers	p 5
Article X	Recording Secretary	p 6
Article XI	Steering Committee	p 6
Article XII	Parliamentary Authority	p 6
Article XIII	Amendments	p 6
Article XIV	Parish Members	p 6
Article XV	Recourse	p 7

## SAINT VIVIAN CHURCH

### PARISH PASTORAL COUNCIL CONSTITUTION

#### PREAMBLE: PARISH MISSION STATEMENT:

The St. Vivian family continues its commitment to this gospel message by:

- celebrating the Word and sharing the Eucharist in our worship.
- teaching as Jesus taught, through scripture and example.
- proclaiming the Gospel through service to others.
- using our diversity to build and strengthen our community.

#### ARTICLE I: NAME:

The name of this organization shall be St. Vivian Parish Pastoral Council.

#### ARTICLE II: PURPOSE OF THE PARISH PASTORAL COUNCIL:

The purpose of the Council is to advise the Pastor and Pastoral Staff, representing the people of the parish community to the administrators of the parish in order to facilitate the fulfillment of the parish mission. In this advisory role, Council fosters collaborative leadership, and establishes accountability among all sectors of the parish in regard to both parish mission and church and civil law. Council provides a pathway by which interactive dialogue can occur between the Parish Administration and the parishioners.

#### ARTICLE III: ROLES OF PARISH PASTORAL COUNCIL:

Parish Pastoral Council shall assume the following roles:

Sec. 1 To discern the hopes, visions and needs of the parishioners and to represent these interests to Parish Administration. This shall be the primary role of the Council.

Sec. 2 To effectively communicate the hopes, visions and needs of the parish, and its commissions and organizations to the Parish Administration so as to assist the formulation of the pastoral plan and vision for the parish.

Sec. 3 To translate the mission of the parish into specific recommendations to the Parish Administration to continually improve the quality of parish life.

Sec. 4 To evaluate all areas of parish life in relation to the parish mission to foster ongoing pursuit of improvement.

Sec. 5 To facilitate communication, coordination, and cooperation among all parish organizations and with the Archdiocese.

Sec. 6 To consult and advise the Parish Administration on those parish matters which require broad consensus.

Sec. 7 To discuss and appropriately act on any and all proposals or recommendations brought before Council.

Sec. 8 To interactively communicate with parish members on areas of importance, and to invite parish members to serve in various roles within the parish.

Sec. 9 To provide a forum through which the Parish Administration can communicate to the parish on any important issues.

#### ARTICLE IV: PROCESS:

The process, which Council undertakes in its relationship with the parish, the Parish Administration and commissions, will be guided by the following principles:

- the best interests of the parish will be pursued.
- interactions with the parish community will be open, welcoming, and fair to all.
- all issues, trends, and proposals will be thoroughly and objectively reviewed.
- all individuals will be treated with honor and respect.

##### Sec. 1 Relationship with the Parish:

- regularly inventory the parish to ensure that the parish mission statement is alive and active.
- periodically assess the quality of life of the parish.
- evaluate whether the role and activities of all parish organizations and committees are effective and support the parish mission.
- provide a clear and accessible channel for each parishioner to make suggestions or recommendations.

##### Sec. 2 Relationship with Commissions:

- regularly exchange oral and/or written communication with each commission.
- facilitate the communication between parish commissions and the members of the parish.

##### Sec. 3 Relationship with Parish Administration:

- establish an environment for communication and consultation on all relevant parish issues.
- facilitate communication on the activities of various parish organizations and projects.
- submit recommendations reflecting the consensus of the Council membership.
- regularly schedule meetings at which the Parish Administration will share outstanding and pertinent issues with Council, solicit Council recommendations, and report on the status of previous recommendations.
- to serve in an advisory capacity to the Parish Administration.
- votes of Council shall be considered votes to determine consensus on issues and recommendations to Parish Administration. In the event that after careful consideration and prayerful reflection, the Parish Administration cannot or chooses not to accept recommendations given by Council, Council shall expect a report with a clear explanation of the

- position of the Parish Administration.
- to receive, in accordance with the Canon law and stipulations of the Archdiocesan Finance Council, presentations to Council by Parish Administration of any large commitment of parish funds for the consent of Council. Likewise, any substantial commitment of other parish resources by the Parish Administration should be done only after consultation with Council.

ARTICLE V: MEMBERSHIP:

Membership in the Council shall include the following:

Sec. 1 The Pastor, the Associate Pastor(should one be assigned to the parish), and one member of staff assigned by the Pastor.

Sec. 2 Twelve members at-large and one parishioner assigned by the Pastor; all to be registered, practicing Catholic parishioners of St. Vivian Parish. A registered parishioner is one whose name is carried on the parish membership roll. He/she should be an active parishioner who routinely participates in the activities of the parish.

Sec. 3 No parishioner may be elected to the Parish Pastoral Council who will serve during a concurrent term in another elected parish position.

Sec. 4 No parish employee may be elected to Parish Pastoral Council.

ARTICLE VI: ELECTION:

A parish election will be held annually. All registered parish members eighteen years of age or over are eligible to vote.

ARTICLE VII: VOTING:

All members of the Council will be voting members.

ARTICLE VIII: MEETINGS AND ATTENDANCE:

The Council will hold regular meetings. The Pastor and/or the Council President may call special meetings of Council.

ARTICLE IX: OFFICERS:

The officers will be a president and vice-president elected by Council at the first meeting of a new session of Council.

ARTICLE X: RECORDING SECRETARY:

The Council President has the option to appoint a recording secretary who is not a member of the Council or may appoint a sitting member of Council. The recording secretary shall attend each Council meeting.

ARTICLE XI: STEERING COMMITTEE:

The Council shall have a Steering Committee, which shall consist of the Pastor, the President, and one at-large member who serves on a monthly rotating basis. The principal role of the Steering Committee is to set the agenda for upcoming meetings.

ARTICLE XII: PARLIAMENTARY AUTHORITY:

Council shall proceed in all its actions in accordance with the code of Canon Law. The rules contained in the current edition of Robert's Rules of Order shall guide the Council in all cases in which they are consistent with the Constitution and By-Laws (which shall prevail) and any other special rules of order the Council may adopt.

The by-laws to this Constitution are the operational provisions of this Constitution and as such shall determine the form of its operations.

ARTICLE XIII: AMENDMENTS:

The Constitution may be amended at any regularly scheduled meeting, if the following conditions are met:

- Proposals to amend the Constitution may be submitted to Council by any parishioner or staff member as long as the submission is officially made through a Council member.
- The proposed amendment must be officially communicated to all Council members by mail or electronic means in advance of the meeting in which it is to be proposed.
- The proposed amendment is submitted to Council at any meeting in which a quorum exists.
- The Council determines that the nature of the proposed amendment is in the spirit of the mission of the parish.
- The proposed amendment is submitted to the parish office (generally on the day following the meeting at which the amendment is proposed) for publication in the parish bulletin in order to allow for parish review.
- Parishioners are provided at least two weeks to offer comments through a Council member directly, or at a Council meeting whose time and place will be announced in the bulletin at the same time as the publication of the proposed amendment.
- At that meeting, or any subsequent meeting, Council votes on the proposed amendment needing at least nine votes in favor of the amendment. Such a result will signal its passage effective immediately.

ARTICLE XIV: PARISH MEMBERS:

All parish members have the right to attend Council meetings.

ARTICLE XV: RECOURSE:

In the event that Council and the Pastor and/or Pastoral Staff disagree on parish matters of strategic and significant importance, and such disagreement cannot be resolved to a mutual satisfaction, Council may seek assistance through normal channels provided by the Archdiocese.