

**CONSTITUTION
_____ COMMISSION
THE CHURCH OF THE HOLY NAME OF JESUS OF MEDINA**

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ARTICLE 1 – NAME

Section 1.1 The organization shall be known as the_____ Commission of Holy Name of Jesus of Medina, hereinafter referred to as the “Commission”.

ARTICLE 2 – MISSION

Each Commission will add their respective mission statement. Yet the statement will identify the Commission as

- A. Consultative
- B. Consultative to the Ministry Director and Pastor
- C. Consultative to the Parish Pastoral Council and the Parish Finance Council

ARTICLE 3 – MEMBERSHIP

Section 3.1 Membership on the Commission is open to all registered members of Holy Name of Jesus Parish who are eighteen years of age or older.

Section 3.2 Membership shall consist of:

- At least six and not more than twelve members
- The Director of the Ministry or designated staff person.

Section 3.3 The members of the Commission shall serve three-year terms with a staggered rotation of new and/or renewed membership of two Commission members each year. An outgoing member may choose to enter the discernment process for a second term. Members wishing to renew their term must go through the same discernment process as all other nominees. After two consecutive terms, the member must wait three years before pursuing another term.

Section 3.4 Terms of office for all members will run from July 1st to June 30th. Seating of the new Commission will take place at the first scheduled meeting after July 1st.

Section 3.5 Members are expected to attend all meetings. A review of each Commission member's participation and duties shall be conducted annually by the Chairperson. Any Member may be removed for Cause (as defined below) after having been identified by the Ministry Director as being subject to removal for cause and after participating in a mediated evaluation of the reason for the removal. For purposes of this ARTICLE, "Cause" shall mean: (i) failure to satisfy, in all material respects, the principal duties of a member of the Commission; or (ii) commission of an act inconsistent with the duty of loyalty owed by each member of the Commission to the Holy Name of Jesus Church and the Roman Catholic Church

Section 3.6 In the event of a mid-term vacancy, a replacement Commission member(s) shall be drawn by lot from the group of candidates who completed the most recent discernment process outlined in Article 8. Where no such nominee is willing or able to accept the position, the Pastor shall appoint a replacement member from one or more who has been recommended by the Commission. Replacement members shall serve out the term of the vacating member. Time served in an interim capacity will not count against his/her term limit should that individual member choose to go through the discernment process for new or renewed membership on the Commission.

ARTICLE 4 - ROLES/DUTIES

Section 4.1 The Commission is a visioning and strategic action planning body providing consultation to the Ministry Director and Pastor regarding the direction of the ministry area. They shall ensure that the activity is consistent with and helps realize the ministry area mission as well as the Parish Strategic Roadmap.

Section 4.2 The Commission shall submit to the Pastoral Council an annual ministry improvement plan for inclusion in the Annual Parish Plan.

Section 4.3 The responsibilities of the Commission and its members shall include:

- Prepare for and actively participate in all Commission meetings and committee meetings if assigned.
- Collaboratively work with all commissions and the Pastoral Council to devise an Annual Parish Plan that includes ministry goals, budgets, implementation plans, and a review process.
- Annually review the long-range ministry plans and vision.
- Communicate and interact with its ministry committees, other Ministry Commissions, the Pastoral Council, and the Parish Community to ensure its focus and direction is in accordance with parish Strategic Roadmap
- Participate in the annual evaluation of the Commission group performance and individual member participation.
- Participate in the process of recruitment, discernment and selection, orientation and leadership training of Commission members.
- Participate in the selection of an individual from the commission to serve on the Pastoral Council.
- Handle sensitive information in a compassionate and responsible manner.

Section 4.4 At least five days prior to the Commission meeting, the Chairperson and the Director of Ministry will determine the agenda for the meeting based on requests from parishioners, the requirements of the annual planning calendar, and the annual and long-term goals.

ARTICLE 5 – OFFICERS

Section 5.1 The Commission shall have a Chairperson, Secretary, and a Ministry Commission Council member who will concurrently serve as a member of the Pastoral Council. One person cannot hold multiple leadership positions on the Council or Commission simultaneously. These officers will be selected from the at-large members.

Section 5.2 The Chairperson for the following year will be selected for the Commission at the June Commission meeting. The selection process will consist of having any of the existing Commission members make a verbal recommendation as to which member they believe would be best able to fulfill requirements of the position. After all the Commission members have had the opportunity to be heard and the potential Chairpersons have had the opportunity to respond and indicate their willingness to serve, those members nominated and interested will meet separately and reach consensus who will serve in what capacity. The Ministry Commission Council member and the Secretary will be identified in the same way at the August meeting.

Section 5.3 Consecutive terms as officers of the Commission are permissible. If the Secretary or Ministry Commission Council member vacates the position in mid-term, or stays on the Commission but abdicates his/her office, that vacancy shall be filled at the next regular meeting. The Ministry Commission Council member may serve for up to six terms subject to resignation or removal for Cause.

Section 5.4 The responsibilities of the Chairperson shall include:

- Prepare for and conduct the meetings of the Commission,
- Prepare and distribute the meeting agenda,
- Together with the Director of Ministry, oversee and hold accountable committees,
- Together with the Ministry Commission Council member, make requests as needed for items on the Pastoral Council agenda,
- Other duties the Pastor or Ministry Director may assign within the scope of the Commission's mission.

Section 5.5 The responsibilities of the Secretary will include:

- Record attendance and minutes of all Commission meetings,
- Distribute copies of the minutes as directed by the Commission,
- Publish notification of Commission meetings to its members and the parish.

Section 5.6 The responsibilities of the Ministry Commission Council member include:

- Serve as a liaison between the Ministry Commission and the Pastoral Council and thereby updating both bodies of one another's activity.

ARTICLE 6 – MEETINGS

Section 6.1 The Commission shall meet at least six times a year as a part of the monthly Leadership meetings.

Section 6.2 The Chairperson may call special meetings.

Section 6.3 Meetings of the Commission shall be open to all the members of the Parish unless the Chairperson and the Ministry Director determines that the Commission shall meet in executive session.

Section 6.4 Any registered parishioner may submit in writing, a proposed item for the agenda or a request to address the Commission to the Chairperson. Requests should be made at least seven days in advance. The Chairperson and the Ministry Director will determine how the request should be addressed. The options include assigning the issue to the Commission agenda, delegating the issue to the appropriate Committee or the issue for staff resolution. In all cases the person making the request will receive a timely response from the Chairperson.

Section 6.5 Meetings of the Commission shall be conducted using in an efficient, business-like manner in an environment which fosters open discussion, resolution, and consensus

Section 6.6

Section 6.7 A quorum shall be said to exist if one more than half of the membership of the Commission is present.

ARTICLE 7 – COMMITTEES

Section 7.1 The Chairperson with the consent of the Commission may establish and appoint members to one or more committees to further the purposes of the Commission and the best interests of the Holy Name of Jesus.

ARTICLE 8 - NOMINATION AND SELECTION OF MEMBERS

Section 8.1 New Commission members shall be selected through a four-step process of discernment: nomination, information and insight, prayerful consideration, and selection.

(a) Nomination – On a date determined by the Leadership Development & Discernment Committee, the members of Holy Name of Jesus will be asked through prayer and guidance of the Holy Spirit to call forth new leaders to serve on the Commission. The community will be asked to place members or themselves in nomination for these positions. Nomination forms will be completed for all candidates. A call for candidates will be published in the parish bulletin for at least three consecutive weeks before the candidates' deadline and announced at least once during pre-designated Sunday Masses during this discernment process. It will include deadline dates, contact information and a brief description of duties and commitment.

(b) Information and Insight – Nominees will be contacted by a Commission member to help them understand the duties and responsibilities of membership. This step may include an informational meeting. Designated members of the Commission shall review the nomination forms and may meet with nominees to address questions related to their personal calling and spiritual gifts.

(c) Prayerful Consideration – Nominees, Commission members and the community will be asked to offer prayer for the nominees to discern their personal calling. This step may include a prayer service. After prayerful consideration, those nominees interested will ask to have their names submitted for selection.

(d) Selection – On an occasion determined by the Leadership Development and Discernment Committee names will be selected by lot.

ARTICLE 9 - BY-LAWS

Section 9.1 The Commission shall make decisions by consensus.

Section 9.2 The Commission shall form consultative statements by consensus process. Consensus process may include any of the gradient level

agreement models such as developed by Sam Kaner or the “Fist to Five” model. These models realistically establish that consensus does not mean full agreement, but levels of or degrees of agreement and disagreement. If those in disagreement are a minority and cannot create proposals moving more to agreement, the Commission can move forward with the consultative statements and a single voice. The Chairperson shall determine whether to extend the time for discussion at the meeting or extend the discussion to a future meeting in order to complete the consensus process. If the Commission is at impasse and unable to develop a clear support for a consultative statement, the Ministry Director will move forward without the Council’s consultation if he/she so chooses.

Section 9.3 This constitution and by-laws may be proposed by the Commission and require Pastoral Council approval. Proposed changes to the constitution and by-laws must be distributed in writing to all Commission members two weeks prior to deliberation.

Section 9.4 There is a total of six Ministry Commissions. The Ministry Commissions are the visionary leadership bodies that set the course and monitor activities and outcomes for each of the seven ministry areas listed below:

- Administration and Development Commission
- Faith Formation Commission
- Liturgy and Worship Commission
- Catholic School Commission
- Parish Life Commission
- Pastoral Care Commission

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