

**CONSTITUTION
PASTORAL COUNCIL
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 Pastoral Council of Holy Name of Jesus of Medina, hereinafter referred to as the "Council".

ARTICLE 2 - PURPOSE

Section 2.1 The Council is organized as a consultative body to the pastor, representative of Holy Name of Jesus Catholic Church, and called to assist the community in fulfilling its Mission. The Council shall be sensitive to the needs and desires of the parish, and strive to ensure that Gospel-centered values are upheld, as we welcome all as Christ while overseeing the Strategic Roadmap of Mission, Core Values. Vision and Strategic Directions of the parish.

ARTICLE 3 - MEMBERSHIP

Section 3.1 Membership on the Council 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 three, but no more than six at-large members (including the chair, vice-chair, and secretary)
- A member selected from each Ministry Commission by the Commissions
- The Pastor
- The Chair of the Parish Finance Council – ex officio (non-voting)
- The Parish Administrator – ex officio (non-voting)
- The two trustees – ex officio (non-voting)

Section 3.3 Members Discernment. The at-large members of the Council shall be selected each year before July 1st, and shall serve three-year terms. It is strongly recommended to use a staggered rotation of new and renewed members each year. After two consecutive terms, the member must wait three years before pursuing another term. Ministry Commission members may serve up to 6 years consecutively by the discernment of the Commissions.

Section 3.4 Terms of office for all members will run from July 1st to June 30th. Seating of the new Council 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 Council member's participation and duties shall be conducted annually by the Pastor and chairperson. Any Member may be removed for Cause (as defined below) after having been identified by the Chair 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 Council; or (ii) commission of an act inconsistent with the duty of loyalty owed by each member of the Council to the Holy Name of Jesus Church and the Roman Catholic Church

Section 3.6 In the event of a mid-term vacancy by an at-large member, a replacement Council member(s) shall be chosen by the pastor and the chairperson. For Commission members, the Commission shall provide a replacement. 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.

ARTICLE 4 - ROLES/DUTIES

Section 4.1 The Council is a consultative and visioning body to the pastor on key areas of pastoral needs and ministry. The Council seeks to assure the alignment and integration of the annual ministry improvement plans of the Commissions in collectively moving the parish towards its stated mission and vision.

Section 4.2 The responsibilities of the Council and its members shall include:

- Prepare for and actively participate in all Council meetings and committee meetings as assigned.
- Provide oversight for and assistance with the development and annual review of Parish long-range goals and strategic plans.
- Evaluate and oversee the annual planning process for the faith community including all Ministry Commissions

- Facilitate a process of communication and interaction with each Ministry Commission to ensure its focus and direction is in accordance with Strategic Roadmap
- Provide unified consultation to the Pastor for alignment of the Parish annual budget to the Strategic Roadmap and work with the Parish Finance Council in the improvement of the Annual Budget
- Participate in the annual evaluation of Council group performance and individual participation.
- Promote visibility and accessibility of the parish leadership to facilitate dialog, identify issues, encourage participation and foster “community” and inclusiveness.
- Participate in the process of recruitment, selection, orientation and leadership training of Council members.
- Represent the entire community. Act for the “common good”.
- Handle sensitive information in a compassionate and responsible manner.

Section 4.3 The Executive Committee shall have the responsibility of determining the agenda for the Council based on requests from the Ministry Leadership Team and Ministry Commissions, requests from parishioners, the annual planning calendar, and the annual and long-term goals. The agenda shall be distributed to the appropriate bodies seven days in advance of the meeting.

Section 4.4 The Ministry Commission Council members shall be responsible for bringing issues and information to the Council via the Council Chairperson and the Executive Committee.

ARTICLE 5 - OFFICERS

Section 5.1 The Executive Committee consists of the following selected officers: Pastor, Chairperson, Vice Chairperson and Secretary. One person cannot hold multiple leadership positions on the Council simultaneously.

Section 5.2 At the June Council meeting, the Chairperson for the following year will be selected for the Council. The candidates for this position will be limited to the returning at-large members. The selection process will consist of having any of the existing Council members make a verbal recommendation as to which member they believe would be best able to fulfill requirements of the position. After the Council members have had the opportunity to be heard, the returning at-large members will meet as a group and come to a consensus as to who will be the Chairperson. The other officers will be determined at the August meeting. The identification of the members will be similar to the Chairperson selection process. Any member may make a verbal recommendation to the Council. Those who are recommended and who are willing to serve will meet separately and come to a consensus as to who is best suited to handle the requirements of the each of the positions.

Section 5.3 Members selected as officers will serve in that capacity for one year. Consecutive terms as officers of the Council are permissible. If the Vice Chairperson or Secretary vacates the Council in mid-term, or stays on the Council but abdicates his/her office, that vacancy shall be filled at the next regular meeting by the process defined in Section 5.2.

Section 5.4 The responsibilities of the Chairperson shall include: • Prepare for and conduct the meetings of the Council and Executive Committee, • Appoint the nomination committee for new members, • Make other appointments as required, • Represent the Council at meetings outside the parish, • Assist the Pastor with activities as requested, within the scope of the Council's mission.

Section 5.5 The responsibilities of the Vice Chairperson shall include: • Fulfill the duties of the Chairperson in his or her absence, • Complete the term of Chairperson if a vacancy occurs in that office. • Serve on the Executive Committee.

Section 5.6 The responsibilities of the Secretary will include: • Keep attendance and minutes of all Council meetings, • Distribute copies of the minutes as directed by the Council, • Publish notification of Council meetings to its members and the parish. • Serve on the Executive Committee.

ARTICLE 6 - MEETINGS

Section 6.1 The Council shall meet at least quarterly, and we recommend two-hour meetings to allow enough time for meaningful prayer and discussion to occur. The pastor will ultimately choose how often to meet with the officers, and how to often to meet with the full group. Most likely, a monthly or at least every other month meeting will be helpful to ensure accountability and follow-through with concerns.

Section 6.2 The Pastor or Chairperson may call special meetings.

Section 6.3 Meetings of the Council shall be open to all the members of the Parish unless the Pastor or Chairperson determines that the Council shall meet in executive session.

Section 6.4 Any registered parishioner may submit, in writing, a proposed issue to the Pastoral Council chairperson. Requests to be included on the agenda or to address the Council must be made in writing to the Chairperson at least 10 days in advance of the meeting. The Chair will inform the Executive Committee of the request and they will determine how the issue should be addressed. The options include assigning the issue to the Council agenda, delegating the issue to the appropriate Commission, or requesting the Pastor to delegate it to a staff member. In all cases the person making the request will receive a timely response from the Chairperson and the Chair will inform the Council of the request.

Section 6.5 Meetings of the Council shall be conducted using in an efficient, business-like manner in an environment that fosters open and robust discussion, development of consultative statements, and a single voice

Section 6.6 A quorum shall be said to exist if one more than half of the nonex officio membership of the Council is present.

ARTICLE 7 - COMMITTEES

Section 7.1 The Council or Commissions may establish and appoint members to one or more committees to further the purposes of the Pastoral Council and the best interests of the Holy Name of Jesus Parish.

ARTICLE 8 - NOMINATION AND SELECTION OF MEMBERS

Section 8.1 New Pastoral Council members shall be selected by the PC officers each year. Communication regarding the opportunity for nomination should be made to the parish via multiple methods including announcements at Mass, written publications, use of the website, and social media tools. Any candidate interested in service to the parish will be offered an assignment with the pastoral council, one of the leadership commissions (see below), or a sub-committee that works in coordination with a commission.

ARTICLE 9 - BY-LAWS

Section 9.1 The Council 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 Council 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 Council is at impasse and unable to develop a clear support for a consultative statement, the Pastor will move forward without the Council’s consultation if he so chooses.

Section 9.2 Proposed changes to the constitution and by-laws must be distributed in writing to all Council members two weeks prior to deliberation. If additional changes are agreed upon during the course of the deliberation or discussion, these changes are not exempt from the two-week requirement.

Section 9.3 The Council shall oversee the activity of the Ministry Commissions. The Ministry Commissions are the visionary leadership bodies that set the course and monitor activities and outcomes for each of the ministry areas. The Ministry Commissions are:

- Faith Formation Commission
- Liturgy Commission
- School Advisory Commission
- Parish Outreach & Pastoral Care Commission
- Stewardship Commission