

PARISH PASTORAL COUNCIL CONSTITUTION AND BYLAWS

Archdiocese of Indianapolis
St. Joseph Catholic Church
Shelbyville, IN

Date Approved: September 27, 2022

PREAMBLE: St. Joseph Catholic Parish Pastoral Council (PPC) bases its existence on the principles set forth in the Dogmatic Constitution on the Church of the Second Vatican Council (Art. 37).

ARTICLE I: PURPOSE AND FUNCTION

SECTION I: The Parish Pastoral Council shall be the instrument through which a representative body of the People of God, that is St. Joseph Parish, in a consultative role to the Pastor, enables the parish to experience itself as a community of faith called to proclaim and live the Good News of God's Kingdom present among us.

SECTION II: The St. Joseph Parish Pastoral Council strives to fulfill its purpose by:

- a. prayerfully discerning the needs of the parish community;
- b. serving as a consultative body to the Pastor;
- c. collaborating with the Pastor to formulate policies concerning parish and pastoral matters consistent with faith and morals, civil and church law, and Archdiocesan policy;
- d. identifying and calling forth the gifts and talents of the members of the parish community;
- e. developing and maintaining a mission statement which embrace the total life and mission of the parish;
- f. establishing clear and concise goals and objectives based on the parish mission statement and emerging needs of the parish community;
- g. cooperating with an effectively implementing Archdiocesan policies and directives;
- h. coordinating, encouraging, and promoting every apostolic activity within the parish through which the parish community discharges

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its common responsibility to make the Gospel message known and lived.

ARTICLE II: MEMBERSHIP

SECTION I: The St. Joseph Parish Pastoral Council shall consist of seven (7), nine (9), or eleven (11) voting members. These members of the Parish Pastoral Council shall be elected by the parishioners of St. Joseph Parish or appointed by the Pastor.

SECTION II: Every person who is a practicing Catholic, eighteen (18) years or older, and a member of St. Joseph Parish for at least one year is eligible to serve as a member of the Council.

SECTION III: The Pastor, Business Manager, Pastoral Associate, School Principal, and Director of Religious Education are, at the Pastor's discretion, ex officio, nonvoting members of the Parish Pastoral Council.

SECTION IV: The Chairpersons of the School Commission, Liturgy and/or Spiritual Life Commission, Stewardship Commission, Finance Commission, Faith Formation Commission the Buildings and Grounds Commission may, at the Pastor's discretion, also attend meetings as non-voting members.

ARTICLE III: ELECTIONS AND TERMS OF OFFICE

SECTION I: Parish Pastoral Council elections, as they are needed, will be held annually during the first two weeks of June.

SECTION II: The term of office of all elected members to the Parish Pastoral Council shall be three years. No member may be elected to more than two (2) consecutive terms.

SECTION III: Any term of office that cannot be completed by a Council member shall be filled by the person who, in the last previous election, had received the greatest number of votes following those of the elected members. This person shall complete the unexpired term of the member. In the event that this person is unable or unwilling, the Pastor shall appoint a new member to the Council to complete the term of the outgoing member.

ARTICLE IV: OFFICERS

SECTION I: At the first meeting of the Parish Pastoral Council following the general election, the members of the Council shall elect a

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Chairperson, Vice Chairperson, and Secretary from their own membership. These officers together with the Pastor shall constitute the Executive Committee. The Chairperson, Vice Chairperson, and Secretary shall serve a one-year term, though they can be renewed no more than two (2) times in the same office.

SECTION II: The Chairperson shall have the following duties:

- a. to call and chair all meetings of the Council.
- b. to oversee all activities of the Council.
- c. to convene the Executive Committee in order to prepare Council agendas and when special assistance or decisions are required on parish business.

SECTION III: The Vice Chairperson shall have the following duties:

- a. to chair the meetings in the absence of the Chairperson.
- b. to assist the Chairperson in overseeing the activities of the Council.
- c. to succeed the Chairperson in case of resignation or disqualification.

SECTION IV: The Secretary shall have the following duties:

- a. to maintain written records of minutes of all Council meetings.
- b. to maintain an attendance record of all Council members.
- c. to maintain a current record of the names, addresses, and telephone numbers of all Council members.
- d. to take minutes at each meeting.
- e. to distribute prior to Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting.

ARTICLE V: AREAS OF MINISTRY

SECTION I: The St. Joseph Parish Pastoral Council is assisted in its duties by the parish commissions which are categorized into six (6) areas of ministry:

- a. Finance Commission
- b. School Commission
- c. Liturgy and/or Spiritual Life Commission
- d. Stewardship Commission
- e. Buildings and Grounds Commission
- f. Faith Formation Commission

SECTION II: In each Commission, standing committees are established to assist in accomplishing the objectives for each ministry area.

SECTION III: Each Commission shall develop its own bylaws that compliment the St. Joseph Pastoral Council as well as Archdiocesan directives.

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SECTION IV: A brief summary report is to be submitted to the Council each month on the status of goals, objectives, and activities of the Commission and its committees.

SECTION V: Special ad hoc committees may be established from time to time by agreement of Council membership to meet specific objectives. Such ad hoc committees may be established as defined by the Council.

SECTION VI: The Pastor and Parish Staff may be members of a particular commission, but they are not to be the representative on the Pastoral Council.

ARTICLE VI: MEETINGS

SECTION I: Regular meetings of the St. Joseph Pastoral Council shall be held on the Fourth Tuesday of each month.

SECTION II: Other meetings of the Council may be called by the Chairperson or Pastor upon written or verbal notice being given to all the members of the Council at least forty-eight (48) hours prior to the date of the meeting.

SECTION III: Council meetings shall be open to all members of St. Joseph Parish. The Council reserves the right to meet in executive session.

SECTION IV: Proposals by any parishioner may be submitted to the Council by presenting the proposal, in writing, to the Executive Committee at least two (2) weeks in advance of the regular Council meeting. Disposition of the proposal follows the normal procedure for new business for the Council.

ARTICLE VII: DECISION-MAKING

SECTION I: The decision-making process of the St. Joseph Pastoral Council shall be by consensus vote.

SECTION II: All decisions and actions of the St. Joseph Pastoral Council must be ratified by the Pastor.

- a. The Pastor's ratification will automatically be presumed upon his knowledge of said decisions or actions unless otherwise indicated to the Council within thirty (30) days.
- b. A record of the Pastor's ratification must be inserted into the minutes.
- c. Withholding ratification would involve the following:
 - i. Faith or morals

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- ii. General Church Law
 - iii. Archdiocesan Policy as established by the Archbishop and duly recognized Commissions/Councils with which he consults.
 - iv. The pastoral and administrative needs of the parishioners.
 - v. The general good order of the parish.
- d. The Pastor is canonically responsible for the Parish; therefore, he retains veto power on all Pastoral Council decisions.

ARTICLE VIII: NOMINATIONS AND ELECTION

SECTION I: Two (2) months prior to Council elections, the Council Chairperson, in consultation with the Pastor and the other Council members, appoints a Nomination Committee.

SECTION II: The Nomination Committee will present the names of persons nominated to the Parish Pastoral Council in accord with a process and procedure approved by the Council and ratified by the Pastor.

SECTION III: At his discretion, the Pastor may also choose to appoint a parishioner to the Council. In that case, no election is necessary and, as such, the Nomination Committee does not need to be appointed.

SECTION IV: Newly elected or appointed Council members shall assume their duties at the regular July meeting.

ARTICLE IX: AMENDMENTS AND REVISIONS

SECTION I: This Constitution may be amended and or revised at any regular or special meetings of the St. Joseph Pastoral Council.

SECTION II: Amendments and revisions must be presented in writing to all members of the Council at least ten (10) days prior to any meeting. Any amendment or revision submitted to the Council shall be discussed at the meeting at which it is presented but not normally accepted until the next regular meeting.