

Saint James Parish Family

19640 North 35th Avenue
Glendale, Arizona 85308

Parish Pastoral Council Constitution

November 21, 2005

ARTICLE I NAME

Section 1. The name of the organization is The Parish Pastoral Council.

ARTICLE III AUTHORITY FOR THE PARISH PASTORAL COUNCIL

Section 1. The Parish Pastoral Council is established in accordance with Canon 536, of the Code of Canon Law.

ARTICLE III MISSION STATEMENT

Section 1. The Parish Pastoral Council is the coordinating and unifying structure of the parish community that enables the faithful to participate fully in the mission of the parish. It is responsible to assist the pastor in developing the spirituality of the council and the parish. Its guidance and direction reflects an awareness of the needs, anxieties and hopes of the total community. In the light of faith, members of the council strive to become a Christian team of caring people, a small faith community, and a sign of unity to the parish community that they represent.

Section 2. All efforts as Church should be patterned upon the ministry and mission of Jesus Christ. At baptism, each member of the Church assumes the responsibility to carry forward the mission of Jesus Christ. Laity share with the pastor the responsibility for guiding the mission to which God calls the Church. The Parish Pastoral Council, as a consultative body, is the primary means for lay participation in parish direction and a vital parish ministry.

Article III Continued

Section 3. The council is a representative body that collaborates with the pastor in making major decisions, pastoral and administrative, affecting the parish. Long range planning and the setting of parish priorities receive special emphasis by the council.

Section 4 The Parish Pastoral Council is an advisory body to the pastor, whose main functions are planning and defining the “Vision of the Parish”. The Parish Pastoral Council functions under the unique church process whereby appointed leadership and representatives reach consensus through prayerful discernment, discussion, respect and trust.

ARTICLE IV. PURPOSE

Section 1. The Parish Pastoral Council fosters a community of prayer, leadership, service and pastoral action.

Section 2. The Parish Pastoral Council advises the pastor on parish policy, fosters good communication, clarifies parish vision, establishes goals, and evaluates the needs of the community.

Section 3. The Parish Pastoral Council will encourage the community of Saint James to:

- (1) Reach out in love to serve others in the Parish and the larger community.
- (2) Increase awareness to the needs of others.
- (3) Foster programs of Christian and social services.
- (4) Understand, integrate and live what the Catholic Church teaches.

ARTICLE V SCOPE

Section 1. The Parish Pastoral Council advises the pastor in areas affecting the spiritual, educational, social and financial life of the parish.

Section 2. Responsibilities of the Parish Pastoral Council include priority setting and planning. The Council is a think tank. Members of the Council can dream about the future of the parish. New possibilities are sought and new visions proclaimed.

Section 3. The Parish Pastoral Council must have a vision that encourages a spirit of cooperation with the diocese and other parishes. There should be a willingness to make a contribution to the diocese by aiding in the formation of diocesan goals and programs.

ARTICLE VI RELATIONSHIP OF THE COUNCIL WITH THE PASTOR

Section 1. The pastor may reserve the right to preside over meetings. The meeting will ordinarily be presided over by the lay chairperson.

Section 2. The Pastor will assist in the formulation of the council agenda.

Section 3. The pastor has the right to call special meetings of the council.

Article VI (Continued)

- Section 4.** The pastor will share in the dialogue but is ultimately responsible for the formation of policy.
- Section 5.** The council has no direct authority over the parish staff.
- Section 6.** The pastor is not part of the consensus body of the council.
- Section 7.** The pastor receives recommendations from the council. The pastor will advise the council by letter when he rejects a recommendation of the council and the basis of such rejection, such as basis of Church law, diocesan policy, or the good of the parish.
- Section 8.** The pastor must enable the council to build an atmosphere of trust among council members and their ministries and make certain that members are provided adequate information.
- Section 9.** The Parish Pastoral Council and the Management Team are separate entities which function by virtue of two kinds of authority and unique responsibilities. Understanding the difference between 'administration' and 'policy making' helps to make clear the distinction between the parish administrative staff (Management Team) and the Parish Pastoral Council. The parish Management Team is primarily for the implementation of policy in the administration of the parish.

ARTICLE VII MEMBERSHIP

- Section 1.** The Parish Pastoral Council shall be made up of no less than seven (7) nor more than eleven (11) members designated to participate in the consensus decision process (the consensus body). Other members (Pastor or his designate) are invited to express their views for consideration by the consensus body. (Note: The Management Team or any member of the Management Team may be designated by the pastor to represent him when he is not present at Parish Pastoral Council meetings)
- Section 2.** Terms of membership will be three (3) years, staggered so that not all members' terms expire at the same time.
- Section 3.** Council members will be selected in accordance with Article X.
- Section 4.** Council membership should be viewed as a ministry. Council members must be able to focus on their role as advisors to the pastor.

ARTICLE VIII MEMBERSHIP CRITERIA

- Section 1.** All members of the council must be persons of good faith and persons of prayer. They must be willing to attend council meetings regularly, understand shared responsibility and possess a sense of mission.
- Section 2.** Council members must meet the following criteria:
- Be at least eighteen years of age (Age requirement may be waived by Parish Pastoral Council Consensus)

Article VIII (Continued)

- Have been a member of St. James Parish Family for a minimum of two years and not be paid member of the parish staff.
- Attend Mass on a regular basis.
- Show willingness and ability to attend an annual retreat day to review the parish mission statement.
- Be willing to serve on committees.
- Have the willingness and ability to be a part of the council as a small faith community.

ARTICLE IX RESTRICTIONS ON MEMBERSHIP

- Section 1.** Members will serve terms of three years that are staggered so that not all terms expire at the same time.
- Section 2.** Members may not serve more than two consecutive terms.

ARTICLE X SELECTION OF COUNCIL MEMBERS

- Section 1.** Selection of the pool of potential members will take place not later than June 30 of each year.
- Section 2.** A nominating committee will be established by the council, which will seek out candidates and inform them of the roles and responsibilities of the council.
- Section 3.** Any member of the parish may nominate someone as a candidate.

Article X (Continued)

- Section 4.** The pastor will review and approve all candidates.
- Section 5.** New members will be selected by lot from a list of eligible candidates established in Article X Section 1 and approved by the pastor, at the first regularly scheduled council meeting after June 30th. New council members may be selected as needed to maintain the minimum membership size specified in Article VII Section 1. Such selection to be made at the first regularly scheduled council meeting following the creation of the vacancy.
- Section 6.** New Members meeting the qualifications established in Article VIII, Section 1, may become members of the Parish Pastoral Council.
- Section 7.** Candidates will in some formal way indicate they have accepted the call to have their names placed in consideration.

ARTICLE XI. ELIGIBLE PARTICIPANTS IN CONSENSUS BODY

- Section 1.** Persons eligible for the Consensus Body must be at least eighteen years of age at time of casting a vote. (Age requirement may be waived by the Parish Pastoral Council Consensus Body)
- Section 2.** Persons eligible for the Consensus Body must be registered members of Saint James Parish Family.

ARTICLE XII. FILLING VACANCIES ON THE COUNCIL

- Section 1.** A vacancy will be declared if a member misses two consecutive meetings within a six month period without a suitable reason.
- Section 2.** Failure to perform Pastoral Council duties is just cause for removal.

Article XII (Continued)

Section 3. A member may submit his resignation from the Council through the Council Chairperson to the Pastor for action.

Section 4. Vacancies which occur for any reason shall be filled by lot using the names not selected at the last parish recruiting. Candidates will be contacted to see if they are still available to serve. Selections will be completed by the Parish Pastoral Council. New members will serve the remainder of the term created by the vacancy.

ARTICLE XIII. OFFICERS OF THE COUNCIL

Section 1. Chairperson of the Parish Pastoral Council.

- Will be selected by the members themselves.
- Will have no restriction on the number of terms that may be served.
- Will conduct all meetings.
- Will be an ex-officio member of all council committees.
- Will be responsible for agenda setting for the next scheduled meeting at the conclusion of each monthly meeting.
- Will be the spokesperson for the council.

Section 2. Co-chairperson of the Parish Pastoral Council.

- Will serve in the absence of the Chairman
- Will serve as interim chairperson should the chairperson resign or be removed for any reason until an election can be held by the council members to elect a replacement chairperson.

Article XIII. (Continued)

Section 3. Secretary

- Will be responsible for recording the minutes of the meetings.
- Is responsible for council correspondence.
- Will maintain council records.
- Will act as historian for the Parish Pastoral Council.
- Will notify members about meetings.
- Will provide a copy of the minutes and the agenda to members at least seven (7) days before the next regularly scheduled meeting.
- Will post minutes in a public place at church.
- Will provide a condensed report for the Parish Bulletin and web site.
- Will ensure minutes record all members present and absent.
- Will assemble the agenda.

Section 5. There is no limitation on the number of consecutive terms any officer may serve.

Section 6. An officer may be removed from his position by agreement of the consensus body. (Officer will not participate in the consensus decision)

Section 7. All officers will be lay members of the council and chosen at the first meeting after the annual election.

ARTICLE XIV COMMITTEES OF THE COUNCIL

- Section 1.** May be established as needed.
- Section 2.** Two members of the Parish Pastoral Council will serve concurrently on the Finance Council to maintain an even internal flow of ideas and communication between both councils. They will serve terms of three years, but may serve no more than two terms consecutively. If a vacancy occurs, a replacement from the existing Parish Pastoral Council members may volunteer and must be approved by consensus of both councils.

ARTICLE XV MEETINGS OF THE COUNCIL

- Section 1.** The council will meet at least once a month on a date decided by the council members.
- Section 2.** Special meetings may be called at any time by the pastor or chairperson.
- Section 3.** A simple majority of the members present at any meeting shall constitute a quorum.
- Section 4.** Parishioners may address the council at any regularly scheduled meeting. Requests to address the council should be submitted to the Parish Pastoral Council Chairperson. That address will be included on the next meeting agenda.
- Section 5.** Notice of regular council meetings will be listed in the Sunday Bulletin and on the Bulletin Board at least two Weeks prior to scheduled meeting date. Special Meetings called by the pastor or council chairperson are Not subject to this rule.
- Section 6.** Any council member or parishioner may submit written agenda items for consideration to the council.

ARTICLE XVI AMENDMENTS TO THE COUNCIL CONSTITUTION

- Section 1.** This constitution may be amended in the following manner.
- Proposed amendments must be submitted to the Parish Pastoral Council chairperson in writing.
 - Amendments will not be acted upon by the consensus body until the meeting after the amendment is presented and discussed.
 - A Parish Pastoral Council super majority (66%) of the body members must concur for the passage of any amendment.
 - Any amendment to the constitution must have the formal approval of the pastor.
 - The parish, as a whole, shall have two weeks notification of any meeting at which amendments will be addressed.

ARTICLE XVII DISPOSITION OF CURRENT PARISH PASTORAL COUNCIL CONSTITUTION

- Section 1.** Upon agreement of the consensus body and the pastor the current Parish Pastoral Council Constitution dated September 26, 2005 is replaced by this Parish Pastoral Council Constitution dated November 21, 2005.