

PARISH PASTORAL COUNCIL CONSTITUTION

St. Joseph's Catholic Church

Elko, Nevada

Article I: NAME

The name of this organization shall be St. Joseph's Parish Pastoral council, hereinafter referred to as the "Council."

Article II: PURPOSE

- Section 1:** The Council shall be a vehicle for fulfilling the pastoral mission of the parish by nourishing growth among the parish family, by the sharing of spiritual gifts and talents and by encouraging positive relationships among all members of the parish and between the parish and the community.
- Section 2:** The Council, after prayerful deliberation, shall be involved in the strategic pastoral planning for the parish with a vision for the future and a strong basis in stewardship.
- Section 3:** The Council shall initiate and support those activities and programs, which foster the spiritual, intellectual, moral and temporal well-being of the parish, and shall contribute to diocesan goals and policies.

Article III: SCOPE

- Section 1:** The Council shall make recommendations of actions and activities to the Pastor on behalf of the parish to comply with diocesan policy, including but not limited to spiritual, educational, and social, except to the extent limited by faith and morals, church or civil law, or diocesan policy/norms.
- Section 2:** In case of a tie vote on Council matters, an ex officio member may cast the deciding vote if requested by the Council.
- In the absence of a quorum, on matters such as approval of minutes, or administrative items, the President or Vice President, Pastor, and two ex-officio members may approve.
- Section 3:** In any case, where any member of the Council interprets an action of the Council or any of its committees to be outside the limits set forth in Section 1, such

member shall present such interpretation no later than the next meeting of the Council and ask for reconsideration. Pending reconsideration, the effect of the action shall be suspended. This section will not apply if the Pastor has accepted a recommendation from the Council and has subsequently enacted such recommendation.

Section 4: In any case, where reconsideration has failed to resolve the matter, and the Pastor has not accepted nor enacted any recommendation, any Council member may ask the Pastor to use his office for clarification(s). Upon review by the Pastor, if any action violates diocesan law or guidelines, the Pastor will remand the issue back to the Council for proper action.

Article IV: MEMBERSHIP

Section 1: The Council shall be comprised of members, all of whom must be baptized, confirmed, at least 18 years old, registered parishioners, and participants in the parish worship life, especially Mass and the sacraments. Individuals from the same family cannot serve together on the Council as regular selected members, nor can individuals of the parish staff. Members must be able to speak, read and write English.

Section 2: The Council shall have nine (9) elected members, and the following ex-officio members: the pastor and any member designated by the pastor.

Section 3: Nine (9) adult members selected by the Pastor, Parish Council, or other standing committee of the church, and elected by the parishioners.

Section 4: The term for selected members shall be three years and shall be limited to two consecutive terms. The new members shall begin their terms with the conclusion of the annual transition meeting in January.

Section 5: The Youth Minister of the parish shall have the capacity of an ex-officio member

Article V: OFFICERS

The officers of the Council shall be a president, vice-president and a secretary. They shall be selected by and from the Council at the annual transition meeting. They shall serve for a one year term beginning with the conclusion of the transition meeting. Ex officio members of the Council are ineligible to serve as Council officers.

The offices of the president and vice-president shall be selected from one of the 9 elected members, however, the office of secretary may be held by a non-member of the Parish Council.

Article VI: MEETINGS

Section 1: Regular Council meetings shall be held monthly, excepting June, July, and August. Since the Council makes recommendations, and is not the enacting body, meetings can be held if the Pastor is absent, provided permission by the Pastor has been granted. The Pastor and Council will review any actions taken, during a meeting when the Pastor is absent, at the next regular meeting. If such actions are proper, the Pastor may then take the actions or recommendations under consideration for enactment.

Section 2: Special meetings may be called by the president, Pastor, or a quorum. A quorum consists of a majority of the members. Matters that need addressed prior to the next regularly scheduled meeting may be presented via electronic means to all Council members for review and/ or action. Votes made electronically on matters of the council will be maintained in the official minutes and included in the next scheduled meeting.

Section 3: Following the annual election of new Council members, a transition meeting shall be held at the next regular Council meeting. At the transition meetings the new members shall join the existing Council for the purpose of selecting Council officers for the following year. Outgoing Council members will also vote in the selection of new officers, since they are aware of the needs of the Council.

Article VII: RELATIONSHIP OF PASTOR TO COUNCIL

Section 1: The president presides at the Council by:

- (a) Making certain that the scope of the Council's concerns is based on and reflects the mission of the Church.
- (b) Enabling the Council to build a community of faith and an atmosphere of trust.
- (c) Making certain that Council members have adequate training.
- (d) Assisting in formulating the Council agenda.
- (e) Sharing in the dialogue that leads to the formulation of policy.
- (f) Serving as operational administrator of the Council.
- (g) Executing the policies formulated by the Council.
- (h) Forwards recommendations made by the Council to the Pastor for his review and action.

Section 2: The Pastor does not chair Council meetings.

Article VIII: MANNER OF OPERATION

The Council's manner of operation shall be parliamentary procedure which includes prayerful reflection, gathering of information and dialogue. The usual method of reaching decisions shall be by majority vote.

Article IX: STANDING COMMITTEES

The Council shall have the following standing committees – those mandated by the Bishop and those, which fit the needs of our parish community. Committees can change without the need for amendments to the constitution.

Section 1: Mandated by the Bishop:

- Respect Life
- Vocations

Section 2: Other Current Committees:

- | | | |
|---------------------------|------------------------|----------------------------|
| * Human Concerns | * Prayer & Worship | * Adult Formation |
| Respect Life | * Young Adults & Youth | * Hospitality & Fellowship |
| * Administrative Services | * Evangelization | |
| Buildings & Grounds | | |
| Communications | | |
| Stewardship | | |

Article X: AMENDMENTS

This constitution may be amended at any regular or special meeting by two-thirds vote of the Council, and with the approval of the Pastor.

RATIFICATION/ENDORSEMENTS
St. Joseph's Parish Pastoral Council Constitution

Tom Gust
 Name of Council President

Tom Gust
 Signature of Council Chairperson

10/13/21
 Approval Date

Fr. Varghese Malantheruvil
 Name of Pastor/Administrator

[Signature]
 Signature of Pastor/Administrator

10/13/21
 Approval Date

NAMES OF COUNCIL MEMBERS

COUNCIL ROLE

SIGNATURE

DATE

1. <u>[Signature]</u>	<u>member</u>	<u>[Signature]</u>	<u>10/13/21</u>
2. <u>Felita R. Guzman</u>	<u>member</u>	<u>[Signature]</u>	<u>10/13/21</u>
3. <u>Benjamin Ortiz</u>	<u>member</u>	<u>[Signature]</u>	<u>10/13/2021</u>
4. <u>Anita Valdez</u>	<u>member</u>	<u>[Signature]</u>	<u>10/13/21</u>
5. <u>Michael Wipes</u>	<u>member</u>	<u>[Signature]</u>	<u>10/13/21</u>
6. <u>Tom Gust</u>	<u>member</u>	<u>[Signature]</u>	<u>10/13/21</u>
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____

DIocese OF RENO

Signature, Director of Diocesan Parish Pastoral Services Office

_____ Date

+ Daniel M. Woggenberg
 Signature, Bishop, Diocese of Reno

Oct 25, 2021
 Ad Experimentum Date

Date of most recent Amendment: _____

 Signature, Council President

 Signature, Pastor or Administrator

NEXT DIOCESAN REVIEW DATE: _____

BYLAWS
ST. JOSEPH'S CATHOLIC CHURCH PARISH PASTORAL COUNCIL
Elko, Nevada

Article I: NOMINATION AND SELECTION OF NEW MEMBERS

- Section 1:** At each annual election, one-third of the members shall be elected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.
- Section 2:** At least 60 days prior to the election of new members the Parish Council will consider recommendations for new members presented to the Council, beginning the process of developing a list of nominees.
- A) Announcements in the bulletin and from the pulpit will be made informing members of the parish of the upcoming election and instructing them to contact the Pastor or the parish office in order to recommend themselves or others to fill the positions.
 - B) Notification: Persons whose names are submitted by parishioners will be contacted by the office or Council members to inform them of their nominations, and of the required orientation. At least 30 days prior to the date of election, the names of those who are qualified and have agreed to continue in the nomination process will be presented to the council for final approval to be included on the ballot.
 - C) Orientation: Individuals recommended or interested in serving on the Parish Council will attend meetings of the council for orientation.
 - D) Final Slate of Nominees: Nominees submit biographical information and their statement of parish vision to the Council for publication in the parish bulletin at least two weeks prior to the election of new members.
 - G) Facilitation: The Parish Council, with the assistance of office staff, facilitates the actual election process and informs the parish of the results.
- Section 3:** The selection of new members of the Council shall be by election. Ballots including absentee ballots, for all parishioners will be provided at the back of the church. Absentee ballots must be submitted to the parish office by 12:00 p.m. (noon) on the Friday prior to the election. The Office administers, supervises,

tabulates, and keeps records of the election. A tie vote will be resolved by the Parish Council

Article II: VACANCIES AND REMOVALS

- Section 1:** Any member of the Council may resign by filing a written resignation with the president.
- Section 2:** At any meeting of the Council, any at-large member may be removed for good cause by an affirmative vote of three-fourths of the Council. Any member whose removal has been proposed shall be given an opportunity to be heard at the next scheduled meeting. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Council member.
- Section 3:** Should a Council member be unable to fulfill their term, a replacement member shall be named for the remainder of the term from the balloting of the previous election, or by recommendation of the Pastor. Nominees shall be ranked in descending number of votes and contacted in that order until one agrees to complete the term.

Article III: OFFICERS

- Section 1:** Selection of officers of the Council shall be by discernment and/or election from among and by the Council members present at the annual transition meeting. Offices shall be filled in the following order: chairperson, vice-chairperson, and secretary.
- Section 2:** No Council officer may serve more than three consecutive years in any one office.
- Section 3: THE PRESIDENT:**
1. Is aware of the tasks and responsibilities of the Council and communicates these and parish community.
 2. Organizes/coordinates activities and processes of the Council. Develops and maintains an annual Council calendar consistent with the parish calendar.
 3. Prepares the meeting agendas in consultation with the pastor and other Council members for publication in the parish bulletin the weekend before the meeting. Submits the agenda to Council members and committee chairpersons at least 3 days prior to the meeting.

4. Provides formation/education for Council members, utilizing the parish staff and offerings at the district and diocesan level.
5. Conducts meetings by assisting the Council members to work together effectively and arrive at appropriate decisions through discussion and vote. Also conducts parish meetings.
6. Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish guidelines and diocesan structures and goals.
7. Monitors implementation of all Council recommendations by forwarding them to the Pastor.
8. Ensures that a Council budget is established, then discerns and delivers the budget information to the Parish Finance Committee.
9. Establishes ad hoc committees and appoints their chairpersons; assigns specific tasks to individuals, delegates responsibilities and encourages cooperation.
10. Is an ex officio member of all standing and ad hoc committees of the Council.
11. Assists the next chairperson in understanding the Council's history, responsibilities and resources. Transfers all Council materials to the new chairperson.
12. Performs duties consistent with the office as the Council may direct.
13. Prepares and submits a report on the Council's activities to the Pastor and the Diocese of Reno quarterly.

The president must be skilled at leading meetings or choose some member to facilitate Council meetings in such a way that all members are heard and allowed to give their input. The president is also responsible for maintaining order and attention at Council meetings and makes sure time is spent in prayer and faith formation.

Section 4: THE VICE-PRESIDENT:

1. Conducts meetings in the absence of the president.
2. Becomes president in the event of a vacancy.
3. Performs duties as directed by the president or the Council.
4. The vice-president can serve the parish in other capacities, especially in any areas of collaboration.

Section 5: THE SECRETARY

1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the Council members, committee chairpersons, and the parish. Provides a condensed report of the meeting for publication in the parish bulletin.
2. Takes attendance at meetings and records absences.

3. Maintains the official list of all Council and standing committee officers and members and their terms, the list of all ad hoc committee chairpersons and members and keeps these lists current with regard to addresses and phone numbers. Completes the diocesan registry form following each annual election and keeps this list current by informing the diocese of all changes.
4. Reports to the Council all communication. Handles correspondence for the Council, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
5. Performs such duties as the president or Council may direct.

Article IV: MEETINGS

Section 1: Regular meetings of the Council shall be held at such time, place and date as the Council may designate. Time shall be spent in prayer, reflection and study.

Section 2: The agenda shall be decided upon in advance of the meeting, based on written committee reports received from each standing committee and on an understanding of the on-going needs and concerns of the parish. Parishioners may submit items for consideration.

Section 3: Notice of special meetings shall be given to all members within a reasonable time prior to the meeting, stating its time, place and purpose. No other business than that stated as the purpose shall be conducted at that meeting.

Section 4: Advance notice of the time and place of meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Council may open any meeting to discussion by parish members on such subjects and under such rules as the Council may announce.

Non Council members can only be heard when asked by the Council or when the Council has an open forum.

When a question arises at a Council meeting that relates to a person's right to privacy, the Council will request the absence of visitors for that portion of the meeting. This type of situation should be a rare occurrence and such proceedings will be held in strict confidence by Council members. Pastoral Councils do NOT have executive Committees which make decisions apart from the full Council, nor

do Councils make personnel decisions which are rightfully the responsibility of the Pastor who is the administrative officer of the parish.

Article V: STANDING COMMITTEES

Section 1: **PURPOSE:** Each standing committee implements the Council's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer, and motivating people to serve others.

SCOPE: All committees are accountable to the Council. Committees make recommendations in their areas of responsibility. The basic functions of each Council standing committee are to:

1. Identify needs of the parish within its areas of responsibility and in keeping with the parish mission.
2. Establish priorities among the needs and communicate these needs to the Council, discerning with them which needs can realistically be addressed and where inter-committee Collaboration might be effective.
3. Formulate long-range and short-term goals and objectives.
4. Research and investigate options to implement goals.
5. Submit the proposed programs to the council for approval and support
6.
 - a. Maintain communication with the parish concerning programs, encouraging active support and involvement.
 - b. If approved by the council, committees may communicate with the respective diocesan offices and agencies for guidelines and resources.
7. Provide on-going formation of committee members in its areas of responsibility through workshops, study, spiritual formation, etc.
8. Determine budget priorities in the areas of the committee's responsibility and make recommendations to the Council through the Finance Committee.
9. Periodically evaluate existing programs and activities.
10. Provide quarterly reports to the Council of committee activities.

All parish groups/organizations should relate to the Council through one of its standing committees and be accountable to the parish mission as expressed in the Parish Mission Statement.

Section 2: The descriptions of the individual standing committees of the Council are:

VOCATIONS: This committee fosters vocations to the priesthood and religious life in the parish through educational and spiritual programs for youth and parents.

HUMAN CONCERNS: This committee discerns the needs of persons in the parish and wider community, especially the poor, and identifies resources to meet those needs enlisting the active cooperation of parish members. This committee fulfills the justice dimensions of scripture and our church tradition, acknowledging that every Christian is called to service and to work for justice. The committee's scope of responsibility is two-fold: 1) to meet immediate needs: 2) to work for changes in the structures of society which are oppressive. Committee members are not responsible to actually DO all of the committee's work, but rather, to INVOLVE OTHERS in actively accepting the responsibility of their baptism. The committee supports those in the parish who are already involved in service, advocacy, justice education, and empowerment of people. This committee works with community groups and other parishes to help solve related problems. They keep parishioners aware of issues relating to justice, peace, hunger and the homeless on local, national and international levels so that appropriate Christian action on such issues can be determined.

RESPECT LIFE: This committee sensitizes the parish to the many facets of the Church's teachings on Respect for Life with particular emphasis on the continuum for life and designs and implements programs to foster this ministry throughout the parish under the guidance of the Diocesan Office for Respect Life.

PRAYER & WORSHIP: This committee nourishes and gives direction to the liturgical aspect of parish life by ensuring that parishioners are provided with opportunities to deepen their faith through a variety of prayer experiences and liturgical celebrations. This committee will oversee lectors, Eucharistic ministers, ushers, altar servers, music and environment (WSJ).

EDUCATION: The role of this committee is to develop within the parish awareness that the parish community has the responsibility for promoting the educational/formational aspect of the Church's mission. Christian Formation is a lifelong process aimed at personal conversion and growth in faith. This committee is advisory to educational administrators in the design, implementation and evaluation of the total Christian educational/formational programs in the parish. These include adult and family ministry, bible study, child ministry, evangelization, and sacramental preparation. **NOTE:** Sacramental preparation shall include RCIA, baptism classes, marriage preparation, confirmation and communion.

YOUNG ADULTS & YOUTH: This committee is responsible to coordinate and advise the youth and young adult ministries. The committee dictates and delegates responsibilities to properly created sub-committees, as well as oversees and participates in both young adult and youth

ministries. The committee makes sure the best Catholic programs and ministries, which encourage transformation and conversion to Christ, are provided.

HOSPITALITY & FELLOWSHIP: This committee will act as a welcoming ministry and will plan many social events for the parish.

WELCOMING:

1. Meeters and Greeters
2. Welcome new parishioners
3. Registration of new members
4. Visit homebound, hospital, extended care facilities and group homes

FELLOWSHIP:

1. Annual church picnic
2. St. Patrick's Day Party
3. Soup Suppers - this committee will schedule all organizations to participate
4. Coffee and doughnuts - at least once a month after Sunday morning Masses.
5. At this committee's discretion, other parties and events can be planned

ADMINISTRATIVE SERVICES:

DEFINITION: Administrative services support all aspects of parish financial and budget matters, personnel, stewardship of resources, church support and fund-raising coordination and upkeep of the physical facilities of the parish. These support efforts are firmly rooted in the biblical concept of stewardship. Administrative services are guided by, and are supportive of, the efforts of the Pastoral Council, but does not decide priorities of the parish. The pastor and trustee-treasurer direct efforts and activities of the required administrative services and may engage talent of particular parishioners in the execution of administrative services.

- **BUILDINGS & GROUNDS:** This committee will be in charge of buildings and grounds and will:

1. Monitor parish buildings & grounds by performing inspections to insure buildings are in good repair and parish grounds are maintained in an aesthetic manner befitting the appearance of a church
2. Investigate and develop costs for needed repairs or upkeep as they occur and make recommendations to the Council.

3. Provide the Council with costs for tentative/planned additions to existing building or acquisition of property. Develop long-range plans and requirements for existing property.
4. Oversee projects approved by the Council.

All recommendations to the Council are to be provided in the following format:

1. Costs (bids when appropriate)
2. Description of project being studied.
3. "What" will be done
4. "Why " it is needed
5. "When" it must be done
6. "Can"" it be done in stages
7. "Alternatives" considered. If no alternatives are considered, a brief narrative of why not.

- **FINANCE:** The Pastoral Council makes recommendations to the Finance Council concerning all aspects of parish financial and budget matters, personnel, stewardship of resources, church support and fund-raising coordination. It will also be the responsibility of the Finance Council to develop and monitor the budget with the pastor. The activities and recommendations of this council are firmly rooted in the biblical concept of stewardship. The council works closely with the Pastoral Council and is supportive of all other committees. This council does not decide priorities for the parish — that is the responsibility of the Pastoral Council. The pastor and the bookkeeper are ex officio members of the Finance Council. This council will oversee stewardship, CSA and fund-raising.
- **COMMUNICATIONS:** This committee will need people who have one or more of the following qualifications: journalism, computer knowledge, photography, and/or communication skills. Subcommittees can be formed to cover the following:
 1. Noteworthy information regarding St. Joseph's will be sent to the local paper, i.e., Elko Daily Free Press and to Northern Nevada Catholic.
 2. Radio and television announcements to inform parish members and local residents of upcoming events, classes, etc.
 3. Submit announcements for the church bulletin.
 4. Publish a parish directory which includes addresses and pictures.
 5. Publish a parish newsletter (quarterly). All organizations of the parish will be asked to submit information.
- **STEWARDSHIP:** As stewards, we consider ourselves caretakers of all God's gifts. We cultivate our time, talent, and treasure, using these gifts to love and serve God and our neighbor. Stewardship is faith in action. Acknowledging that

all is from God, good stewards experience life-changing conversion of the heart. The stewardship committee monitors parish giving programs and assumes responsibility for bringing such matters continually to the attention of the parishioners. It serves as the "conscience" of both the Pastoral Council and the parish in calling fellow parishioners to live their lives as true disciples of Christ, sharing with others as a gift all that they have themselves received as gift: life, talents, time, and treasure.

- Section 3:** All standing committees operate under a set of common Standing Committee Guidelines established by the Council and reviewed by the Council periodically. Each committee chairperson shall meet with the Council at least once a year or as directed by the Council. A committee is able to make decisions only if a quorum is present, which means a majority of its members. There may be majority and minority reports presented to the Council if agreement cannot be achieved. All decisions by committees that relate to the parish must be approved by the Council.
- Section 4:** Committee members will be expected to serve two years. Committee terms may be renewed.
- Section 5:** The chairperson of each committee shall be appointed by the Council and shall serve, at the Council's satisfaction, as long as they are willing to assume the responsibilities of the position.

Article VI: AMENDMENT S TO THE BYLAWS

The bylaws may be amended by the Council by consensus, or a vote of two-thirds of all members of the Council at a regular meeting of the Council.

RATIFICATION/ENDORSEMENTS

St. Joseph's Parish Pastoral Council Bylaws

Tom Gust
Name of Council President

[Signature]
Signature of Council President

10/13/21
Approval Date

Fr. Varghese Malanchervil
Name of Pastor/Administrator

[Signature]
Signature of Pastor/Administrator

10/13/21
Approval Date

NAMES OF COUNCIL MEMBERS

COUNCIL ROLE

SIGNATURE

DATE

1. Robert Colon

member

[Signature]

10/13/21

2. Felix De Guzman

member

[Signature]

10/13/21

3. Benjamin Cortez

member

[Signature]

10/13/2021

4. Anita Valdez

member

[Signature]

10/13/21

5. Michele Leives

member

[Signature]

10/13/21

6. Tom Gust

member

[Signature]

10/13/21

7. _____

8. _____

9. _____

DIOCESE OF RENO

Signature, Director of Diocesan Parish Pastoral Services Office

+ Daniel Mueggler

Signature, Bishop, Diocese of Reno

Date

Oct 25, 2021

Ad Experimentum Date

Date of most recent Amendment: _____

Signature, Council President

Signature, Pastor or Administrator

NEXT DIOCESAN REVIEW DATE: _____