

Cathedral of Our Lady & St. Mary Star of the Sea Cluster

Pastoral Council Constitution

Parish Mission Statement

“To be a model parish of mission and evangelization, introducing people to Jesus Christ.”

-By inviting others into a relationship with Jesus Christ through effective evangelization and faith formation programs.

-By witnessing to Christ in our community with a growing awareness of community needs and outreach.

-By strengthening relationships with our parish through small and large gatherings of community and parish members.

Preamble

A parish is a community of the Christian faithful established on a stable basis within the larger diocesan church. The pastoral care of a parish is entrusted to a Rector/Pastor as its own shepherd under the authority of the diocesan bishop (see: Canon 515 of the Code of Canon Law).

As a community of the faithful a parish is also made up of many members each with their own gifts given for the common good (see: 1 Cor 12: 4-6). To ensure that the needs of the parish are addressed and that the members of the parish are given the opportunity to use their gifts for the common good of all, it is diocesan policy that a Pastoral Council be established in each parish. Canon Law also requires that there be a Finance Council in each parish (see: Canons 536-537).

The Pastoral Council, over which the Rector/Pastor presides, is to be made up of registered members of both parishes who will help foster pastoral activities that assist the Rector/Pastor in caring for the needs of the cluster. Members of the Pastoral Council are expected to attend scheduled and special meetings, be active contributors to working groups and recognize that they are the leaders in our Parish communities.

Purpose & Responsibilities

The Pastoral Council exists:

1. to act as an advisory board for the Rector/Pastor and parish staff, especially identifying the needs of the parishes;
2. to provide leadership and workgroups to meet parish needs;
3. to cooperate with the Rector in the area of pastoral activities (see: Canons 528-529);

4. to enable parishioners to use their time and talents in accomplishing their common Christian mission of the parishes.

Members

The Rector/Pastor is, *ex officio*, the president of the council, but another member may serve as chairperson. There will be 8 members of the Pastoral Council. All members must be parishioners.

Membership of the Pastoral Council shall include the following:

1. Rector/Pastor, *ex officio*
2. selected and appointed members

Members of the parish pastoral staff may attend meetings at the invitation of the Rector/Pastor to report on their areas of responsibility but shall not be considered members of the council.

Eligibility for Membership

Any Roman Catholic who has been confirmed, is registered, and is a member in good standing of the Cathedral of Our Lady parish or St. Mary Star of the Sea parish is eligible to serve as a member of the council.

Nomination/Selection of Members

Nominations for six Pastoral Council members shall be solicited from the parishes at large. A confirmed, registered member in good standing of the parish can nominate him/herself or another member of the parish who possesses the necessary qualifications. Nominations shall be made in April of every year. The Rector/Pastor shall appoint two members, one from each parish.

Once the nomination period has come to an end, those nominated must be contacted to determine whether they are willing to serve. Nominations may be asked to interview with the Rector/Pastor and/or fill out a simple interest form. If they are willing to serve, their names will be placed in a suitable container and the Rector or Associate Pastor will draw out the number necessary to fill whatever vacancies exist on the council. This shall be done at a Mass on the third Sunday of May each year.

Each member shall serve a three (3) year term. Terms of all members shall begin on July 1st to coincide with the fiscal year of the parish. Except for *ex officio* members, no member may serve more than two (2) consecutive terms. Members may stand for re-election one year after their term expires.

Initial Selection

Two current members of the Cathedral Pastoral Council will retain their membership on the Cluster Pastoral Council and serve a one-year transitional term. Two members will serve a two-year term and two members will serve a full three-year term. Two (2) members of the council shall be selected each year.

Vacancy

A vacancy may occur because of: death or resignation; change of parish registration; or absence from three (3) consecutive meetings without prior notification to the Rector or chairperson. When a vacancy occurs, a successor shall be elected by a majority vote of the remaining members of the council after prayerful reflection and discussion.

Officers

The officers of the council shall be:

1. chairperson
2. Secretary
3. Vice Chairperson – serve as chairperson when chairperson is absent

One officer must be from the Cathedral parish and one officer must be from St. Mary Star of the Sea parish.

The chairperson shall:

1. convoke and chair meetings of the council;
2. establish work groups and appoint members to these work groups with the approval of the Rector and the consent of the council;
3. set the agenda for meetings.

The secretary shall:

1. keep minutes of each meeting;
2. submit a copy of the minutes electronically to the other council members;
3. keep a list of amendments and nominations.

Election and seating of officers shall take place at the first meeting of the council in each fiscal year (August).

Meetings

The council shall meet on the second Tuesday of each month, except July. Meetings are to begin at 6:30 pm and adjourn by 8 pm. Special meetings may be called by the chairperson and/or the Rector.

An agenda is to be electronically mailed (along with the previous meeting's minutes) to members of the council one (1) week prior to meetings.

All meetings of the council are to be open meetings. Anyone wishing to address the council may be heard briefly (no more than 5 minutes) at the beginning of each meeting. Longer presentations will be put on the agenda of a future meeting if the members of the council give their consent.

Voting

Members of the council enjoy a consultative vote which the Rector/Pastor shall not lightly disregard.

Work Groups

The council shall have the following standing work groups. Each workgroup will have two liaisons, one from each parish.

1. Parish Life
2. Welcome & Hospitality

The Parish Life Work Group shall help coordinate events in the parishes. This would include such events as the parish mission, Bible studies, book studies, Holy Rosary Society, faith enrichment events and prayer opportunities and groups. This group shall also make sure that parishioners be kept apprised of parish events and programs.

The Welcome & Hospitality Work Group shall assist the Rector/Pastor in welcoming new parishioners, and building a sense of community with all parishioners and visitors. This would include such activities as the greeter ministry, Holy Donuts, the parish picnic, funeral lunches, Lenten dinners, and clergy welcomes and sendoffs.

Amendments

This constitution may be amended by majority vote of the members of the council. However, all amendments and by-laws must in accord with Diocesan guidelines and policies and be ratified by the Rector/Pastor.