

**CONSTITUTION AND BY-LAWS
OF THE
DIOCESAN PASTORAL COUNCIL**

PREAMBLE

Can. 511 - In each diocese, to the extent that pastoral circumstances recommend it, a pastoral council is to be established whose responsibility it is to investigate under the authority of the bishop all those things which pertain to pastoral works, to ponder them and to propose practical conclusions about them.

- Can. 512 -**
1. The pastoral council consists of Christian faithful who are in full communion with the Catholic Church, clerics, members of institutes of consecrated life and especially lay persons, who are designated in a manner determined by the diocesan bishop.
 2. The Christian faithful who are appointed to the pastoral council are to be so selected that the entire portion of the people of God which constitutes the diocese is truly reflected, with due regard for the diverse regions, social conditions and professions of the diocese as well as the role which they have in the apostolate, either as individuals or in conjunction with others.
 3. No one except Christians of proven faith, good morals and outstanding prudence are to be appointed to the pastoral council.

- Can. 513 -**
1. The pastoral council is to be established for a period of time according to the prescriptions of the statutes which are issued by the bishop.
 2. When the See is vacant the pastoral council ceases to exist.

- Can. 514 -**
1. It pertains exclusively to the diocesan bishop to convoke the pastoral council according to the necessities of the apostolate and to preside over it; the pastoral council enjoys only a consultative vote; it is for the bishop alone to make public what has been done in the council.
 2. The pastoral council is to be convoked at least once a year.

ARTICLE I

Name

The name of this council shall be "Diocesan Pastoral Council" (DPC).

ARTICLE II

Purpose

The Diocesan Pastoral Council is an advisory body to the Bishop of the Diocese which assists him in efforts of evangelization, visioning and pastoral works. The Council, while not replacing any legitimately and/or juridically existing office, group or other council in the Diocese, is advisory to the Bishop, is representative of the entire Diocese and serves at the will of the Bishop.

The purpose of the Pastoral Council shall be:

- A. To act as the authentic representative voice of the whole People of God – lay persons, religious and clergy – to the Bishop.
- B. To serve as a forum for open communication throughout the Diocese.
- C. To review issues at the request of the Bishop, and to submit to him recommendations that substantially affect diocesan goals and priorities.
- D. To assist the Bishop in the preparation of a diocesan synod when warranted (*Canon 461.1*) by selecting lay members (*Canon 463.1-5*) to be called to the synod, and by assisting the Bishop in implementing synodal statutes, policies and recommendations.

ARTICLE III

Membership

Section One

Members

The Diocesan Pastoral Council shall consist of:

- A. Two members serving ex-officio: the Bishop and the Vicar General.
- B. Two ex-officio staff members: the Chancellor/COO and the Director of Parish Planning.
- C. Representatives of the Christian faithful who are in good standing and in full communion with the Catholic Church, and are active members of their

respective parishes. They shall be designated in a manner determined by the Bishop and include clerics and especially lay persons.

Section Two Term of Office

- A. Members will serve a three-year term on a staggered basis so that one-third of the selected membership will be renewed annually. No member shall serve more than two consecutive terms unless that person is completing the term of an officer.
- B. A member who has been absent without cause for two consecutive meetings shall be notified by the secretary that a third consecutive unexcused absence constitutes resignation.
- C. In the event of a death or resignation, the vacancy shall be filled in the same manner the original member was chosen.
- D. Ex-officio members shall serve a term concurrent with their office.
- E. The Bishop reserves the right to remove a member of the Diocesan Pastoral Council.

ARTICLE IV Officers

Section One Officers

- A. The Chairperson will be appointed by the Bishop of Crookston for a period of three years.
- B. A recording secretary shall be appointed by the Chairperson with the consent of the Council members. The term of office shall coincide with that of the Chairperson.

Section Two Duties of the Bishop and Officers

- A. The Chairperson shall preside over meetings of the Council. The Bishop or Chairperson can call special meetings of the Council, or place matters of concern on the agenda. The Bishop can accept or reject the recommendations of the Council and officially promulgates subsequent decisions as required.

- B. The Chairperson shall organize and coordinate the activities and processes of the Council, in consultation with the Bishop, suggest members for committees, motivate the various members/groups on the Council to fulfill their specific responsibilities and perform such other duties as are common to the office.
- C. The recording secretary shall call the roll and record the proceedings of the Council; provide members with written notifications, agendas, and support materials in a reasonable time prior to the regular meeting; handle correspondence relative to Council activities; file all records, reports and communications with the Chancellor; and perform such other duties as the Council or Chair shall prescribe.

ARTICLE V

Committees

Section Two Committees

- A. Committees may be established as necessary by the Bishop or by the Chair of the Council at the direction of the Bishop.
- B. The Bishop or the Chair of the Council at the direction of the Bishop shall appoint the chair of each committee.
- A. The responsibilities and purpose of each committee shall be clearly stated when the committee is formed.
- B. All committees shall provide minutes of their proceedings to the Council secretary.
- C. Committee membership may be opened to persons who are not Council members.

ARTICLE VI

Meetings

Section One Meetings

The Diocesan Pastoral Council is to be convoked by the Bishop a minimum of four times a year. The Bishop or Chairperson can convoke more frequent or special meetings.

Section Two
Agenda

- A. The Chair of the Council shall prepare the agenda for Council meetings in consultation with the Bishop.
- B. Council members may submit items for the agenda.
- C. There will be an explanation of a decision not to place an item on the agenda.

Section Three
Attendance

Attendance at the meetings is vital to the effectiveness of the Pastoral Council. Therefore, if a representative is unable to attend a meeting, he or she is responsible to notify the Chair.

ARTICLE VII
Procedure

The Bishop determines the rules of procedure. It is for him alone to make public what has been done in the Council. (*Canon 514*)

ARTICLE VIII
Amendments

- A. Amendments of the Constitution and By-laws may be proposed at any regular meeting and passed by a two-thirds vote of those present at the next meeting.
- B. All amendments require the approval of the Bishop.

+ Andrew H. Cozzens

Promulgated by the Most Rev. Andrew H. Cozzens, Bishop of Crookston
April 1, 2024

[Signature]
Chancellor

