



PARISH COUNCIL CONSTITUTION

St. Francis of Assisi Catholic Church

Article I: Name

- Section A: The name of this body shall be St. Francis of Assisi Parish Council.
- Section B: The Parish Council and the articles of this Constitution are in accord with the Code of Canon Law and the Archdiocesan Directives concerning parish councils.

Article II: Purpose

The purpose of the Parish Council is to provide consultation to the pastor and parish staff concerning pastoral activity and initiatives. The Council may recommend actions to be taken; however, the Pastor is the ultimate decision maker.

Article III: Functions

- Section A: Through prayer, reflection, and discussion within the Council and among the members the parish, the Parish Council formulates a mission statement and develops a pastoral plan of action for the parish. The Council shares this pastoral plan with the parish at large and with the Archbishop. At least every 2 years, the Council reviews this plan and revises or rewrites it according to the changing needs and circumstances of the parish.
- Section B: The Parish Council may assist the pastor in development and review of parish policies. These policies are to be in harmony with the universal law of the Church and Archdiocesan norms and policies.
- Section C: The Parish Council coordinates the work of parish committees and organizations by receiving reports of their activities and by calling forth cooperation of those groups in support of pastoral concerns and initiatives. The Parish Council may delegate one or more members to attend meetings of these groups and may request delegates from them to take part in the Parish Council meetings.
- Section D: The Parish Council receives a recommended budget from the parish's Finance Council and reviews it with the Finance Council representative.

Article IV. Membership

- Section A: The members of the Parish Council are to be Catholics of the parish in full communion with the faith who are mindful of the common good, compassionate, prudent, faithful in the stewardship of time, talent and resources and regular participants in the worship of the parish. Members should be 18 years of age, though the pastor may appoint a youth representative.
- Section B: The Council shall consist of at least 6 members.
1. The pastor is the president of the council.

2. The associate pastor and deacon (if assigned to the parish) are ex officio members of the Parish Council and do not count in the 6 members mentioned above.
3. Officers are appointed by the pastor and/or selected by parish council consensus and include:
 - a. The chairperson
 - b. The vice chairperson
 - c. The secretary
4. At-large members
5. The chairperson or designated representative of the Finance Council, the School Advisory Council, and any other groups' representatives selected by the pastor. These representatives do not count in the 6 members mentioned above.

Section C: The members of the Council are selected by means of a nominating committee and/or by appointment by the pastor:

1. The pastor may appoint a nominating committee of at least 3 persons meeting the qualifications listed in Article IV, Section A.
2. The qualifications and responsibilities of Council members having been presented, all members of the parish may place names in nomination.
3. Persons may nominate themselves.
4. Parish staff members are not eligible for nomination.
5. Having received the names of nominees, the Nominating Committee shall discuss the candidates and prayerfully select the persons whom it judges as best suited to serve on the Council taking into account the social and economic conditions of the parish and the diversity of points of view within the parish.
6. The pastor must approve all nominees.
7. The pastor may appoint up to two members to the Council in addition to those selected by the nominating process.
8. A member serves for a term of 3 years and cannot serve more than 2 consecutive terms by the means of the nomination process. Having served 2 consecutive terms on the Council, a person is again eligible for nomination after a year's absence.
9. The pastor may remove a member of the Council with reasonable cause.
10. If membership falls below the required 6 members mentioned above, a new member shall be selected as described above within 3 months.

Article V. Meetings

Section A: The Pastoral Council shall meet at least 4 times a year.

Section B: Meetings of the Council are open to parishioners and staff members unless the pastor has determined otherwise prior to a particular meeting.

Section C: The pastor presides over the Council.

Section D: The chairperson plans the agenda with the pastor, conducts meetings of the Council, and facilitates the work of the Council.

- Section E: The vice chairperson assumes the duties of the chairperson if the chairperson is absent.
- Section F: The secretary is responsible for transcribing minutes of the meeting and assuring they are kept as records and published per the Archdiocesan Directives. Secretarial duties may be shared between a parish staff person and the secretary.

Article VI. Ratification

- Section A: This Constitution becomes valid upon approval by the Chancellor for the Archdiocese, a majority of the Council and acceptance by the pastor.
- Section B: Amendments to this constitution are subject to the same process of ratification.
- Section C: By-laws or those more detailed procedures by which the Council carries out its responsibilities shall be approved by the pastor.

Article VII. Suspension and Dissolution of the Council

- Section A: Unless directed otherwise by the Archbishop, the Parish Council ceases to function when the parish is without a pastor. A new pastor or administrator will call the Council into session within one month after appointment to office.
- Section B: The Parish Council can be dissolved only with permission of the Archbishop.