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PASTORAL COUNCIL CONSTITUTION

Approved: May 1 2008

Updated: July 2, 2012

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Updated: November 9, 2022

MISSION STATEMENT

The St. Cecilia Pastoral Council is an appointed representational body of the church community which meets regularly with the Pastor to openly discuss the Christian life and community activity of the parish, to ensure all voices of the parish are heard and considered.

ARTICLE I

NAME

The name of this body shall be called the St. Cecilia Pastoral Council, hereafter referred to as the "Council."

ARTICLE II

PURPOSE

2.1 The Purpose of the Council Shall Be:

- a. To act as a representative voice of all the parish community - lay and religious - and to provide an open and honest forum for communication and dialogue among those engaged in ministry in our parish.
- b. To assist the Pastor and Parochial Vicars in their effective governing of the parish.

- c. To serve as the primary lay leadership body of the parish, to establish a focus for parish organizations and to enable programs to be carried out in an atmosphere of mutual cooperation and assistance.
- d. To lead by example, through action and witness, thus stimulating a devout Christian way of life among parishioners.

2.2 The Actions of the Council Shall Be to:

- a. Set priorities and establish long and short-term plans.
- b. Assist with existing parish programs and discuss new possibilities.
- c. Review and discuss plans for proper maintenance and upkeep of the parish plant.
- d. Carry out functions as required to support the Pastor and Parochial Vicars.

ARTICLE III

RELATIONSHIP OF THE COUNCIL TO

THE PASTOR AND PAROCHIAL VICARS

- 3.1 The Pastoral and Parochial Vicars are the spiritual leaders of the parish and its chief administrators. The Council advises them on matters affecting the life of the parish.
- 3.2 The Council shall submit its recommendations to the Pastor or Parochial Vicars as agreed by consensus. If consensus cannot be reached, a majority may be submitted, with the dissenting viewpoints clearly stated.
- 3.3 If the Pastor or Parochial Vicars cannot in good conscience accept a Council recommendation, they shall fully and frankly communicate his/their reservations to the Council. The Council may then consider the matter at its next meeting and additional recommendations may be submitted. If the Pastor and Parochial Vicars do not communicate a reservation to the Council by the next scheduled meeting, the Council shall assume the recommendation has been accepted.
- 3.4

ARTICLE IV

MEMBERSHIP

4.1 The Council will consist of three types of members:

- 4.1.1 Up to nine appointed members.

- 4.1.2 Representative members of various interest groups.
- a. Appointed members are chosen by the Pastor, Parochial Vicars and current Council members by a vetting process. There are up to nine appointed members who serve for a four-year term. At the Pastor's discretion, the terms of the appointed members may be extended for a second term of up to four years.
 - b. The representative members are chosen from the elected councils of the Vietnamese, Filipino, Hispanic and Indonesian communities, as well as a representative member from St. Cecilia School and the head of Christian Services. Each community may name up to three candidates from their own council to serve as members on the Pastoral Council.
 - c. Ex-Officio members hold office by virtue of their position in the parish. These members include all priests and deacons officially assigned to the parish.
- 4.2 All members of the Council have the right to be notified and attend all Council meetings, both open and closed, and to participate fully in all Council deliberations. All members shall have one vote.
- 4.3 All appointed members shall take office at the first regular meeting of the Council following their appointment. This would typically be at the January meeting. Ex-officio members shall serve during their tenure in office of their respective terms.
- 4.4 Married couples may be appointed to the Council and jointly fill a single Council position. The couple will have only one vote in Council decisions.

ARTICLE V

APPOINTMENTS OF NEW MEMBERS AND NOMINATIONS OF ELECTED OFFICERS

- 5.1 The appointments of new Council members will be a joint effort of the Pastor, Parochial Vicars and current Council members. Registered members of the Parish who have attained the age of eighteen years are eligible for appointment and, if appointed, eligible to vote. The Council President will lead the nomination process and all current members may present eligible Parishioners for consideration. This process will start in September of the calendar year and be completed by November of the same year. Terms shall run from the day of the January Council meeting to the day of the November Council meeting of members' fourth year of service.

ARTICLE VI

RESIGNATION, REMOVAL AND VACANCIES

- 6.1 Any member of the Pastoral Council may resign by filing a written resignation with the President and Pastor.
- 6.2 A member may be removed from the Council for just cause by a two-thirds vote of all members. “Just Cause” shall include missing three consecutive meetings without acceptable cause, physical or mental incapacity, moving from the Parish, or performing an action which is considered detrimental to the best interest of the Parish. A member to be removed shall be given the opportunity to meet with the Pastor and the Council in a closed session prior to a vote being taken.
- 6.3 Notification of intent to be absent from a regular scheduled meeting must be made by a Council member to the President, or Vice President.
- 6.4 Vacancies among the non-representative appointed Council members shall be filled by a majority vote of the Council.

ARTICLE VII

- 7.1 The officers of the Pastoral Council shall be President, Vice President and Secretary. Only the appointed members of the Council are eligible to serve as officers.
- 7.2 Election of officers will be held at the November Council meeting. All eligible voting members present at this meeting are qualified to vote by written ballot. Each office will be voted on individually, thus permitting candidates to run and vote for more than one office.
- 7.3 The President shall preside at all meetings of the Council and shall have the authority to call special meetings as required. The President is responsible for setting each meeting agenda. The President will contact the Pastor and Council members for agenda items prior to each meeting. The agenda will be sent to the Pastor for approval, prior to each meeting. The President is accountable to the Pastor and Parish for Council activities. The term shall be two years.
- 7.4 The Vice-President will be consulted by the President on all meeting Agenda items, prior to the agenda being sent to the Pastor for approval. The Vice-President will preside over any meeting where the President cannot attend. The Vice-President shall carry out the President’s duties in the event that he or she cannot, for any reason, perform them. The term shall be two years.
- 7.5 The Secretary shall take minutes of all Council meetings and maintain a permanent record of the minutes. Prior to the next Council meeting, the Secretary

will electronically mail the minutes to the Pastor and President for approval. The term shall be two years.

- 7.6 In the event of a vacancy to any office except President, the Council shall elect an eligible replacement at its next meeting. If there is a vacancy in the office of President, the Vice President will succeed and a new Vice President will be elected. In this case, they will complete the term of the person they succeed.

ARTICLE VIII

COMMITTEES

- 8.1 The Executive Committee is made up of the Pastor, the Council President, Vice President and Secretary. Its purpose is to provide leadership for the Council as a whole. It will plan Council meetings by approving the agenda and will otherwise carry out the wishes of the full Council. An Executive Committee meeting may be called as circumstances dictate.

ARTICLE IX

MEETINGS

- 9.1 The Pastoral Council shall have regular monthly meetings. Regular meetings will be skipped during the months of July, August and December.
- 9.2 Special meetings may be called by the President, the Pastor, Parochial Vicars or by request of at least three members. At least seventy-two hours' notice must be given of a special meeting, except in the event of an emergency.
- 9.3
- 9.3 A majority of the voting members present during a meeting constitutes a quorum.

ARTICLE X

CONDUCT OF MEETINGS

- 10.1 Due to the fact that the Pastoral Council is the expression of our Catholic community, its members must be committed to respect the opinions of one another out of love.
- 10.2 Prayer is an integral part of each Council meeting.

ARTICLE XI

RATIFICATION AND AMENDMENT

- 11.1 These bylaws must be ratified by a majority vote of the Council.
- 11.2 The Council currently serving shall continue in office under the provisions of these bylaws unless changes have been approved.
- 11.3 These bylaws may be amended at any regular meeting of the Pastoral Council by a majority vote as long as any proposed amendment has been provided in advance to each voting member in writing.

UPDATED AND SIGNED

<i>Mike Zinn</i>	<i>Signed</i>	<i>11/9/2022</i>
President	Signature	Date
<i>Marianne Hatherhill</i>	<i>Signed</i>	<i>11/9/2022</i>
Secretary	Signature	Date
<i>Father Khoi Phan</i>	<i>Signed</i>	<i>11/9/2022</i>
Pastor	Signature	Date