

CONSTITUTION and BY-LAWS
of the
PARISH PASTORAL COUNCIL
of
St. John the Baptist Catholic Church
Custer, South Dakota

ARTICLE I -- NAME

The name of this body shall be THE ST. JOHN THE BAPTIST PARISH PASTORAL COUNCIL hereafter referred to as "THE COUNCIL."

ARTICLE II -- PURPOSE & FUNCTION

Section 1. Purpose.

The purpose of the Council shall be to assist in the discernment and development of the spiritual and temporal affairs of the Church. This will be done according to the regulations of the Code of Canon Law of the Catholic Church in conformity with the principles and directives outlined in the "Guidelines for Parish Councils" for the Diocese of Rapid City. The Council shall facilitate a continuing parish renewal through coordination and cooperation in shared responsibilities.

Section 2. Function.

The function and duties of the Council shall be:

1. To be a consultative body for the Pastor/Administrator and parish.
2. To determine the mind and priorities of the parish to help to ensure the proper function and future of our parish.
3. To recommend and help to implement policies of the parish.
4. To assume a rightful share of accountability to the parish.
5. To provide a means of communication and liaison with all persons and organizations both within and outside the parishes.

ARTICLE III- MEMBERSHIP

Section 1. Composition of the Council.

Both men and women shall be eligible for, and nominated for, council membership. There shall be nine members of the parish council, defined as follows:

1. Representative at Large #1.
2. Representative at Large #2.
3. Representative at Large #3.
4. Representative at Large #4.

St. John the Baptist Constitution – Final Draft of March 13, 2013

5. Representative of the Women of St. John's.
6. Representative of the Knights of Columbus.
7. Young Adult Representative (this individual shall be confirmed, and will generally be between the ages of 18 and 35 years of age).
8. Finance Representative (pastoral appointee)
9. Discretionary Priority Representative (pastoral appointee)

The four representatives at large, once elected, will be designated as liaisons to the following parish committees or groups: Religious Education, Building and Maintenance, Liturgy, and Commissioned Lay Ministers. It will be the job of these designated liaisons to communicate with their respective committees or groups sufficient to effectively explain and represent the interests and needs of the committee or group before the larger council.

The Discretionary Priority Representative shall be appointed by the pastor to assist him with one or more priority topic areas. The pastoral appointees shall be reasonably qualified to assist the pastor in the management of the topic area(s) that they represent.

Section 2. Ex-Oficio Members.

Ex-officio members are the Pastor/Administrator and any other clergy exercising pastoral responsibility in the parish. The Pastor/Administrator does not vote because the Councils' role is in consultation to him. Other clergy do not vote because of their canonical association with the role of the Pastor/Administrator.

Section 3. Term of Membership on the Council.

All members shall take their place on the Council at the November meeting following their selection.

1. Members of the Council, both elected and appointed, shall serve for three years with an option to serve one additional consecutive term. Terms of office are staggered so that not all members will be selected in any one year.

Section 4. Qualifications for membership.

1. Actively professing and living our Faith according to canonical requirements of the Church.
2. Registered member of this parish.
3. Confirmed
4. Only one adult member per household may be on the Council at one time.

Section 5. Selection of Members.

1. The Selection Committee shall oversee the selection of needed Representatives at Large and the Young Adult Representative from among the parish members.
2. The Women of St. John's and the Knights of Columbus shall select their Representatives from their membership.
3. Pastoral appointees shall be qualified to assist in the topic area(s) for which they are appointed.
4. Parish Council membership terms may be altered from item (1) above when it is necessary to re-establish the Council after a significant lapse.

Section 6. Attendance and Vacancies.

It is expected that elected and appointed Council members shall attend all meetings. Attendance may be

St. John the Baptist Constitution – Final Draft of March 13, 2013

accomplished through conference calls or other means, as facilities and technology allow, and if Council business can reasonably be accomplished by that means.

Members may be allowed up to two unexcused absences from meetings per year. Vacancies left by members who for some reason can no longer serve on the Council shall be replaced for the duration of the term by a consensus of the Council and approval of the Pastor or Administrator.

ARTICLE IV-- OFFICERS

Section 1. President.

By virtue of his office, the Pastor/Administrator necessarily serves as President of the Council and presides over its meetings and activities. The President is an ex officio member of the Council.

Section 2. Officers.

The officers of the Council shall be:

1. Chairperson -- selected by the Council members from their own membership.
2. Vice-Chairperson -- selected by the Council members from their own membership.
3. Secretary -- selected by the Council members. The Secretary is an ex officio member of the Council.

Section 3. Duties of officers.

1. In consultation with the President of the Council, the Chairperson's duties are:
 - a. Call regular meetings of the Council.
 - b. Chair all meetings of the Council. The Chairperson is expected to facilitate Council meetings, but may delegate this duty to another at individual meetings.
 - c. Prepare agendas for the meetings.
2. Vice-Chairperson:
 - a. Assist the Chairperson.
 - b. Assume the duties of the Chairperson in their absence.
3. Secretary:
 - a. Keep a true and complete record of the proceedings of the Council.
 - b. Administer all correspondence and communications of the Council.

In addition to officers and duties described above, one member will be designated to have special knowledge of this Constitution and By-Laws, and to provide knowledge and guidance on them as help to the Council as requested.

Section 4. Term of office as Council Officers.

All officers of the Council shall be elected for a one-year period. There are no restrictions on consecutive terms. The officers will be elected annually by simple majority vote of the Council and installed at the November meeting.

ARTICLE V - PROCEDURES

Section 1. Decision-Making.

The Council shall make use of either of two processes for arriving at conclusions, decisions, or recommendations.

1. The normal decision-making procedure of the Council shall be the Consensus Decision-Making Process, except as stated in specific sections of this document.
 - a. The Consensus Process is one of general agreement, not unanimity. A decision arrived at by this method is one which perhaps not everyone on the Council is able to agree to, but none will oppose.
 - b. The steps of the Consensus Decision-Making Process are:
 1. Gathering of all pertinent data on the issue
 2. Understanding of the data
 3. Sharing personal insights and views
 4. Coming to general agreement on the issue through prayer and discussion in a spirit of Christian charity.
 - c. The Pastor/Administrator has no vote, nor is his voice to be counted among the voices involved in the Consensus Process. The Pastor/Administrator may provide any necessary information to the Consensus Decision- Making Process and also offer his opinion appropriately as discussion takes place. However, if the consensus mode requires the reception of the opinion of each member as they come to a recommendation on a given issue, the Pastor/Administrator should be silent.
2. Alternatively, if consensus cannot be achieved, the Chair may elect either to enter into the majority vote procedure, or to defer the vote to another meeting.

ARTICLE VI-- COMMITTEES

The Council may create or dissolve any Standing or Temporary Committees as deemed necessary and designate the membership thereof. The Council may determine needed committees based on goals and other factors.

Section 1. Standing Committees.

There shall be certain Standing Committees that will report to the Council. Reporting may be accomplished through designated liaisons (see Article III). These committees include, but are not restricted to:

1. Liturgy Committee.
2. Spiritual Life and Evangelization Committee. (This work will be spearheaded by the Commissioned Lay Ministers.)
3. Building & Maintenance Committee.
4. Selection Committee.

Section 2. Temporary Committees.

Temporary or ad hoc committees shall be created as needed for particular tasks. Council members may be appointed, and other members of these committees may be solicited as needed.

Section 3. Composition of Committees.

1. Committees may be composed of Council members and non-Council members.
2. The number of persons in a committee may be determined by the Council according to the need.

St. John the Baptist Constitution – Final Draft of March 13, 2013

Section 4. Committee Chairpersons.

The Chairperson of a committee may be any member of the committee as chosen by the members of the committee, unless specifically named by the Council.

ARTICLE VII- FINANCE COUNCIL

The Finance Council is independent of the Parish Pastoral Council -- but must work in conjunction with the Parish Pastoral Council for the good of the parish.

Section 1. Purpose and Function.

Aid the Pastor/Administrator in the administration of parish goods. Refer to Diocesan direction and guidance for further information on the purpose and function of the Finance Council.

Section 2. Composition.

1. The composition of the Finance Council will be determined by the Pastor/Administrator after consultation with the Parish Pastoral Council.
2. Members will be selected who have knowledge of financial matters or a willingness to learn. They must have concern for the just and proper use of church goods.

ARTICLE VIII-PARISH PASTORAL COUNCIL MEETINGS

1. A quorum of members must be present for a valid meeting. A quorum shall consist of half or more of the voting members.
2. Ideally, The Council shall meet at regular intervals established by the Council, but at least quarterly. The Council may meet at irregular intervals, or special meetings may be called to address issues as needed. The Council may choose to meet at less frequent intervals during the summer. Ideally the Council shall meet toward the end of the month so that current committee reports may be received.
3. Special meetings of the Council may be called by the Pastor/Administrator or by the chairperson of the Council with the consent of the Pastor/Administrator.
4. All meetings of the Council shall be open to all parishioners. Reasonable advance notice of meetings shall be provided to parishioners.
5. The Council may enter into Executive Session. The matters discussed in Executive Session will be recorded separately by the secretary as confidential. Any decisions, however, will be communicated to the Parish in the usual way.
6. The agenda for Council meetings shall be posted in a known place (on-line, parish hall, etc.) with reasonable time before the meetings, to allow parishioners to determine if they wish to attend, or to propose additional agenda items. Notes of the Council meetings must be made available in known places such as described above, and/or otherwise made readily available to parishioners.
7. Any parishioner may submit a matter for consideration by the Council. Such matters must be submitted in writing with reasonable advance notice in order that members may review the matter before the meeting. The Council may defer matters submitted for consideration to a future meeting to allow for study of an issue.

ARTICLE IX-- AMENDMENTS

Section 1. Constitutional Amendments.

This Constitution may be amended by a consensus of the Council or a two-thirds vote of the Council after duly publishing the proposed amendment in the parish Bulletin at least one month prior to the Council meeting, thus giving the parishioners time to make their mind known to the Council members concerning the proposed amendment. Any amendment is subject to the approval of the Bishop.

Section 2. By-Law Amendments.

The By-Laws (basic operating procedures composed by the Council to provide for its own operation or the performance of its duties) may be made or amended by consensus or by a simple majority vote of the Council.

ARTICLE X--RATIFICATION OF THE CONSTITUTION

This Constitution and By-Laws shall be ratified through the following process.

1. Document is published and distributed to the Parishioners.
2. Dialogue session(s) held to identify any concerns and respond to questions from the parishioners.
3. Document approved by consensus of the Council.
4. Document receives canonical approval by the Bishop.

With the reception of the signature of the Bishop this Constitution will be considered to be ratified and in effect. Any previous constitution is thus rendered null and void.

RATIFICATION:

Approved by Council

Council Chairperson

Date

Pastor

Date

Bishop or Representative

Date

DRAFT