

**SETON PARISH PASTORAL COUNCIL**

**CONSTITUTION**

**AND**

**BY-LAWS**

**SETON PARISH**

**PICKERINGTON, OHIO**

**MISSION STATEMENT OF SETON PARISH**

We as the Roman Catholic community of Pickerington and Violet Township, evangelize through Eucharistic worship, witness, education and service.

## **SETON PARISH PASTORAL COUNCIL**

### **CONSTITUTION**

#### **Preamble**

The ultimate goal of the Church is that all people come to be a community of faith. The Parish's more immediate goal is the formation of a faith community which will give immediate witness to the gospel message and whose influence will reach out to others. The reason for the existence of a parish is the belief in Jesus Christ. The Parish is a local Actualization of the Church of Jesus Christ.

#### **ARTICLE I**

##### **Title**

The name of this body is the Seton Parish Pastoral Council.

#### **ARTICLE II**

##### **Section 1**

##### **Nature**

This council serves as an advisory body subject to such regulations that might proceed from the Ordinary of the Diocese and/or the Pastor of the Parish. The nature of Council is to work closely with the pastor on matters concerning the life and pastoral ministry of the Parish. In support of Council, there are standing commissions which report to the Pastoral Council as outlined in Article XII of the bylaws.

##### **Section 2**

##### **Function**

- A. Coordinate Parish activities and share information from commission meetings.
- B. Formulate long range Pastoral plans to anticipate the future needs of the Parish vision.
- C. To provide a continuous and integrated survey of the spiritual, educational, and temporal needs of the Parish and community, and to establish priorities for these needs.
- D. To provide input and suggestions to commissions for their consideration.
- E. To represent the Parish Community at functions such as Baptisms, RCIA and other activities as requested.
- F. Advise the Pastor as requested.

### **ARTICLE III**

#### **Membership**

Membership of the Parish Council consists of the pastor, pastoral associate; staff commission chairs, at-large members, vicariate pastoral council representative, and an appointed secretary. Voting members consist of the commission chairs, at-large members, and the vicariate pastoral council representative

### **ARTICLE IV**

#### **Officers**

- A. The Officers of the Pastoral Council shall be the President and the Vice President
- B. The President and Vice President shall be lay members of the Parish elected by voting members of the Pastoral Council annually.
- C. The term of office of the President and Vice President is one year.

### **ARTICLE V**

#### **QUORM**

A simple majority of the voting members of the Pastoral Council shall constitute a quorum.

### **ARTICLE VI**

#### **Amendments**

This Constitution may be amended by an affirmative vote of simple majority of the total voting membership of the Pastoral Council, provided that such amendments have been presented to the members of the Council at the meeting prior to the meeting at which the vote is to be taken.

### **ARTICLE VII**

#### **By-Laws**

The by-laws of the Pastoral Council are included as part of this Constitution.

# **SETON PARISH PASTORAL COUNCIL**

## **BY-LAWS**

### **ARTICLE I**

#### **Membership**

##### **Section 1**

###### **Eligibility**

- A. The Pastor and the Pastoral Staff are members by virtue of the position they occupy in the Parish.
- B. Lay members of the Parish who have reached the age of eighteen (18) are eligible for nomination to the Pastoral Council as members or by appointment by the Pastor.

##### **Section 2**

###### **Terms of Office**

- A. Each at-large member shall serve a term of three (3) years.
- B. The term of office for members shall begin at the August Pastoral Council meeting.
- C. In order to convert the Pastoral Council and commission structure so as to comply with this constitution, a transitional period will be instituted and special elections will be held. The procedure for Council elections and commission leadership will be followed as prescribed by Appendix A of this constitution and its by-laws.

### **ARTICLE II**

#### **Nominations**

- A. A Nominating Commission shall be appointed by the Council President and shall consist of the Vice President as Chairman, one member of Council and the Pastor. The responsibility of this commission is to govern the nomination and election process.
- B. Nominees who meet eligibility requirements shall be publicly sought from all voting members of the Parish.
- C. Nominations will be received for the positions to be filled, including those nominating themselves. If nominees are not available, the Executive commission will invite individuals to consider participating.

### **ARTICLE III**

#### **Selection Process**

- A. The process of discernment will be used whereby we strive to arrive at a decision in accord with God's will through prayerful reflection and deliberation.
- B. The elements of the communal discernment process include a work of building consensus, reflection, and open discussion. Through discernment process the at-large vacancies of the Council will be filled.

## **ARTICLE IV**

### **Vacancies**

- A. In the event any member of the Council has three (3) or more unexcused absences in any one year, that member will be liable for removal from the position. An Officer will make the motion to declare the position vacant. The motion will be seconded. Upon an affirmative vote of the majority of the Council, the President will declare the position vacant.
- B. Vacancies in Council membership may occur in ways other than absences. Upon the occurrence of the vacancies, the President will announce to the Council the vacancy and cause of such vacancy and if there is no objection from the Council members present at the Council meeting, the President will declare the office vacant.
- C. Vacancies to the Pastoral Council will be filled by appointment by the Pastor and the Pastoral Council President.

## **ARTICLE V**

### **Duties of Members**

- A. The President will:
  - 1. Preside at the Pastoral Council meetings.
  - 2. Represent the Parish at functions as requested by the Pastor.
  - 3. Will investigate any internal affair issues as required.
- B. The Vice President will:
  - 1. Preside at meetings or requested functions in the absence of the President.
  - 2. Be responsible for elections of new Pastoral Council members.
  - 3. Will investigate any internal affair issues as required.

## **ARTICLE VI**

### **Meetings**

- A. The Council shall meet eleven (11) times a year. Ordinarily, the July meeting will be omitted. The meetings shall be called by the President after consultation with the Pastor. Special meetings may be called by the President or Pastor as needed.
- B. Quorum: For the purpose of transacting official business, it will be necessary that a majority of the voting members be present. A simple majority will carry a motion.
- C. A written record of all the acts of the Council will be maintained by the Secretary and will be preserved in the Parish archives.

## **ARTICLE VII**

### **Conduct of Meetings**

- A. The rules of parliamentary procedure as contained in Robert's Rule of order will govern the meetings of the Council. When possible, decisions will be made by consensus.
- B. The order of the meeting will include elements of the following sample agenda:
  - 1. Opening Prayer
  - 2. Welcome, Introductions & Roll Call
  - 3. Approval of Minutes
  - 4. Commission Concerns
  - 5. Council Planning Matters
  - 6. Old Business
  - 7. New Business
  - 8. Announcements
  - 9. Concerns of Council
  - 10. Concerns of Pastor
  - 11. Next Meetings
  - 12. Adjournment
  - 13. Closing Prayer

## **ARTICLE VIII**

### **Amendments**

Bylaws may be amended by a simple majority of the total voting members of Pastoral Council provided the amendment has been presented at the previous meeting of the Council.

## **ARTICLE IX**

### **Ad-Hoc Commissions**

The Pastor or Council President may appoint Ad-Hoc commissions according to need in the due course of business. However, the Ad-Hoc commissions will not have a council position or membership.

## **ARTICLE X**

The Pastor, by reason of his office is a member of all commissions.

## **ARTICLE XI**

### **Executive Commission**

- A. The Officers and Pastor will constitute the Executive commission.
- B. The President and the Pastor shall prepare the agenda for the Council meetings.
- C. The Executive commission shall perform other such duties as may be prescribed by the Pastor.

## **ARTICLE XII**

### **Standing Commissions**

Commissions will present minutes to the members of Council prior to the monthly Pastoral Council meeting via email. These Commissions will follow budgetary processes as given by the Finance commission. Each standing commission is to make decisions which are subject to ratification by the Pastor.

The Standing Commissions are as follows:

- **FINANCE COUNCIL**

Responsible for assisting, advising, and counseling the Pastor on matters of fiscal and financial administration including planning, management, administration, stewardship, fundraising, and the safeguarding and investing of parish assets and funds. The Finance Council also assumes the responsibility of the Bishop's Annual Appeal.

- **LITURGY**

Responsibilities include: determining and coordinating liturgies and para-liturgies, enhancing the worship environment training and scheduling lay ministers, and encouraging and assisting in programs of establishing an annual liturgical budget for the parish.

- **PARISH LIFE**

Responsible for scheduling, planning and coordination parish-wide activities that are social in nature. These activities include, but are not limited to, sacramental receptions, hospitality Sundays, and new parishioner welcome.

- **SOCIAL CONCERNS**

Provides a framework for the integration of activities within the parish that performs and fosters the social teachings of the Catholic Church. Built on a foundation of prayer and worship, the

commission's objectives is to make known to all parishioners that Christ's teachings on social justice are essential to living our faith in family, in our work environment and within the neighborhood. These teachings are the motivation for our outreach and charity to all God's people.

- **SPIRITUAL LIFE**

Committed to providing a heightened awareness of our nature and relationship with God toward the full expression of our human and spiritual capacities. These opportunities include, but are not limited to, the Rite of Christian Initiation (RCIA), prayer gatherings, Bible studies, small faith sharing groups, community rosary groups, parish missions, and adult faith formation.

- **YOUTH**

Junior and Senior High School Students Participate in our **Seton Parish Youth** program.

- **COMMUNICATION**

Responsible for maintenance and updating of the parish website, the parish newsletter, Sunday bulletins, E boards and other parish media.

Additional Standing Commissions may be established through recommendation of the Council and approval of the Pastor.

### **ARTICLE XIII**

#### **Adjunct Commissions**

- **VICARIATE PASTORAL COUNCIL.**
- **VISION PLAN**