

# HOLY CROSS PARISH PASTORAL COUNCIL CONSTITUTION

## MISSION STATEMENT

We, the community of Holy Cross Parish, recognizing our Roman Catholic Tradition and living out our baptismal promises, pledge ourselves to contribute to the building of God's Kingdom here on earth. The laity, religious, and clergy, by mutually sharing in the gifts of the Holy Spirit, will work to continue to develop a Eucharist Community which will respond to the challenge of the gospel to share the good news with all in our parish, diocese, and universal church. We joyfully accept the challenge to model in our own lives the gospel community that the Parish is called to be; to be a clear sign of God's presence through a ministry of loving service to all people; to witness through action on behalf of justice and peace; to work dependently with one another in a prayerful, well-studied approach in designing goals and policies through which the pastoral work of the Church is to be accomplished.

Therefore, in order to more efficiently organize and exercise our ministry as witnesses to the word of God, we hereby establish this Constitution for the Holy Cross Parish Pastoral Council.

## ARTICLE I

### NAME

Section 1. The Name of this organization is "Holy Cross Parish Pastoral Council."

## ARTICLE II

### PURPOSES

Section 1. The purposes of the Parish Pastoral Council are:

- a. To implement our parishioners' baptismal call to ministry and mission in the parish, the diocese and the world.
- b. In a prayerful way, to deliberate, counsel, and guide the spiritual, social, financial and educational affairs of the parish and to establish policy to carry out these tasks.

- c. To serve with and unite with other people of faith in a mutual sharing of our spiritual treasures.
- d. To serve as a forum for constructive discussion of the spiritual and temporal needs of the parish among the laity, religious and clergy.
- e. To foster the spiritual and intellectual growth of each council member and each parishioner.

### ARTICLE III

#### AUTHORITY

Section 1. The authority of the Parish Pastoral Council derives from its establishment by the Diocesan Bishop.

Section 2. The Parish Pastoral Council is primarily a deliberative body which has a consultative role.

Section 3. The Parish Pastoral Council's basic function is to establish the policies, goals, objectives and overall directions of the parish. It has no executive or administrative duties.

Section 4. All policies of the Parish Pastoral Council shall reflect strict regard for the rights and obligations of all parish members according to civil and canon law and shall be consistent with the policies of the Diocese of Rochester.

### ARTICLE IV

#### MEMBERSHIP

Section 1. There shall be two types of members comprising the Parish Pastoral Council.

- a. Members-at-large: This group shall consist of twelve members to be elected by parishioners.
- b. Ex-officio members: This group shall consist of the Pastor, Associate Priest(s), a representative of the Community of Sisters, Deacon, Pastoral Assistant, and the Chairpersons of Standing Committees.

Section 2. A majority of Council members shall be elected by parishioners.

Section 3. All members of the parish over sixteen years of age are eligible for membership on the Council.

#### Section 4. TERMS OF OFFICE

- a. Elected members of Council shall serve for a term of three years and may be re-elected once.
- b. Ex-officio members shall serve for the full period of their respective assignment at Holy Cross.

#### Section 5. VACANCIES

- a. The office of any Council member who is absent, unexcused, from three consecutive meetings shall be deemed vacant.
- b. Any vacancy occurring shall be filled by-vote of Council for the balance of the unexpired term.

### ARTICLE V

#### OFFICERS

Section 1. The officers of the Parish Pastoral Council shall be:

- a. President
- b. Vice-President
- c. Secretary

Section 3. Officers shall be elected by a majority vote of Council members.

Section 4. No Ex-officio member shall become an officer of the Council.

Section 5. The officers of the Parish Pastoral Council, along with the Pastor, shall serve as the Executive Committee of Parish Pastoral Council.

### ARTICLE VI

#### ROLE OF THE PASTOR

Section 1.

- a. The Pastor shares in the Bishop's ministry of Christ. The Pastor exercises the pastoral care of the Parish in a three-fold ministry of teaching, sanctifying and governing in collaboration with other pastoral ministries and in consultation with the Christian faithful. As Pastor, he acts in the person of the Parish.

- b. The Pastor shall generously share responsibility for Parish affairs with the Council. Ordinarily, he shall execute the policies of the Parish Pastoral Council.
- c. The Pastor shall consult with the Council in a meaningful manner on matters of importance concerning the Parish.
- d. The Pastor shall not act contrary to Council decisions without persuasive reasons which he shall state to the Council.
- e. The Pastor should call the Parish Pastoral Council together for Liturgical celebrations and prayer.
- f. The Pastor is obligated to call the Council members to pause and reflect on the challenging Christian implication of an issue being considered.
- g. The Pastor should insure unity with the Diocesan Church by communicating Diocesan priorities, directions, -and laws which impact on the deliberations of Council.

## ARTICLE VII

### DUTIES OF OFFICERS

#### Section 1. The President shall:

- a. Conduct all meetings of the Council.
- b. Serve as Ex-officio member of all Council committees.
- c. Prepare Council meeting agendas.
- d. Be responsible for making a yearly report to the Parish of the Council activities.
- a. Insure that all Council activity and the conduct of each Council member be in accordance with this Constitution and By-Laws.

#### Section 2. The Vice President shall:

- a. Assist the President in any executive duties.
- b. Assume all responsibilities of the President in his/her absence.

Section 3. The Secretary shall:

- a. Distribute the minutes and agenda not later than the weekend before the next regularly scheduled meeting.
- b. Record and keep minutes of all Council meetings and a current list of Parish Pastoral Council and Standing Committee members.
- c. Provide promptly for all Parish Pastoral Council correspondence.
- d. Be responsible for informing the Parish of the actions of the Council.

Section 4. The Executive Committee shall:

- a. Meet prior to the scheduled meetings of Council to determine the issues which will be before Council for consideration and to propose the next meeting's agenda.
- b. Submit a slate of officers to the coming year to be voted on by Council at the June meeting.

## ARTICLE VIII

### DUTIES OF COUNCIL MEMBERS

Section 1. Parish Pastoral Council members shall:

- a. Attend and prayerfully participate in all Council meetings.
- b. Be available to serve on task forces and ad hoc committees as needed.
- c. Be familiar with the Constitution, By—Laws and goals and objectives Set by the Council and Diocese.
- d. Be willing to engage in frank and honest discourse at Council meetings in a spirit of Christian charity.
- e. Be willing to support Council consensus when it is reached.
- f. Be an active participant in the Holy Cross Community.
- g. Notify the Council president or secretary in advance of a scheduled meeting when they cannot attend.

## ARTICLE IX

### COUNCIL MEETINGS

Section 1. The Parish Pastoral Council shall hold at least ten meetings per year.

Section 2. The Council and its Standing Committees shall conduct a goal setting program for each year.

Section 3. All meetings of the Council or its Standing Committees shall be open to all members of the Parish unless otherwise specified.

Section 4. Parishioners are invited to attend meetings of and speak to the Council.

## ARTICLE X

### COMMITTEES

Section 1. The Standing Committees of the Parish shall be:

- a. Finance
- b. Stewardship
- c. CYO Athletics
- d. Youth Ministry
- e. Social Ministry
- f. Facilities & Grounds
- g. School Advisory
- h. Technology (Quarterly)

Section 2. The Parish Pastoral Council acknowledges other parish organizations, solicits their contributions for the welfare of the parish recognizes their integrity.

Section 3. The President, with Council approval, may appoint such ad hoc committees as necessary to further Parish objectives.

Section 4. Committee membership shall be open to all parishioners.

Section 5. Each Standing or Ad Hoc Committee shall regularly provide a written report to Council of its activities.

ARTICLE XI  
AMENDMENTS

Section 1. This Constitution may be amended by a two-third majority vote of the Council. Written notice of any proposed amendment shall be published in the Parish Bulletin for each of two consecutive weeks prior to a vote by Council. No amendment shall be proposed for a vote without having first been submitted and discussed at a previous meeting of Council.

ARTICLE XII  
ADOPTION OF BY-LAWS

Section 1. The Parish Pastoral Council shall adopt such By-Laws as it deems necessary to carry on the business of the Council. A majority vote of the present and voting members of the Council shall be necessary to adopt such By-Laws.