

CONSTITUTION

OF THE

PASTORAL COUNCIL OF ST. THERESE PARISH

ARTICLE I: Name and Purpose

The official name of this body shall be the Pastoral Council of St. Therese Parish (hereinafter called Council.)

The Pastoral Council is the pastoral **planning body** of the Parish with the primary goal of discerning and addressing the pastoral needs of the parish. The Council is responsible for the ongoing process of developing long and short-range priorities for the parish.

The Pastoral Council is a consultative body to the Pastor.

ARTICLE II: Members

The Council members will be: the Pastor, other parish staff deemed necessary by the Pastor, and ten appointed parishioners. The total Council will be comprised of at least twelve members.

Article III: Officers

Officers of the Council will be the Chairperson and Vice-Chairperson. A non-staff lay member will be elected by the Council every two years to act as the Chairperson. To be considered for the position a member must be on the Council for at least one year. The chairperson will appoint a Vice-Chairperson annually.

Article IV: Meetings

Council meetings will be held regularly. All regular meetings of the Council will be open to members of the parish.

Article V: Committees

The Council will establish and maintain various committees as necessary for the carrying out of the mission of the parish.

Article VI: Amendments

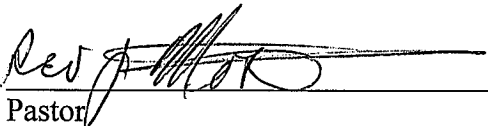
The Constitution may be amended by consensus of all Council members. Said amendment will be presented for consideration at one (1) previous meeting of the Council prior to adoption.

Article VII: Bylaws

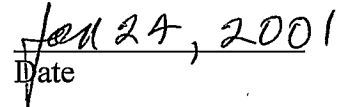
Bylaws will govern the conduct of business of the Council and may be amended in the same manner as this Constitution.

This Constitution will supercede all previous constitutions of St. Therese Pastoral Council and will become effective when approved and dated by the Pastor.

Approved:



Pastor



Date

The Pastoral Council of St. Therese

BYLAWS

As stated in Article VII of the Constitution of the Pastoral Council of St. Therese Parish, the Bylaws are established to govern the conduct of business of the Council. In addition, the Bylaws must be interpreted without prejudice to the Canon Law of the Church and any pertinent legislation promulgated by the Archdiocese of Portland in Oregon.

The Bylaws are tied to specific Articles of the Constitution.

Article I: Name and Purpose

The Council will establish and maintain a comprehensive Parish Plan, which will be reviewed annually and be presented to the Finance Council for review and incorporation into the budgetary process.

Article II: Members

A. Qualifications

Members of the Council, with the exception of the appointed staff members, shall be registered and fully participating members of St. Therese Parish. All members shall:

- Accept their position as a serious obligation and responsibility.
- Be willing to serve and lead the parish in a spiritual direction.
- Have the ability to work in a consultative manner and use the process of consensus to come to decisions.
- Have a willingness to study and reflect on Council matters.

B. Member Selection

In February, nominations will be accepted from the parish at large and from the current Council membership. The list of nominees will be reviewed with the Pastor to obtain his approval prior to presentation to the Council. By the May meeting, the Council will discern the potential new members after a time of prayer and discussion of candidate qualifications. Candidates will be chosen from the pool by lot. Names of the newly appointed members will be announced to the parish before they begin their term. New members will be formally installed at a parish liturgy.

C. Term

The non-staff members will serve a term of 4 years, beginning July 1st. Each year the term of some non-staff positions on the Council will expire on June 30th. A non-staff person will serve no more than two consecutive full terms.

D. Vacancy

A vacancy in a non-staff Council position will be filled from the potential candidates not selected at the last appointment of members. The Council may provide alternate candidates. The selection will be accomplished by lot. The new Council member will serve out the term of the vacated position.

E. Removal

A member may be removed by two-thirds vote of the Council if they no longer meet the requirements, and/or they miss three consecutive Council meetings without Pastor approval.

F. Ex-officio Members

Ex-officio members shall be the parish Business Manager and the School Principal. The Business Manager will attend all Council meetings and act as a liaison between the Council and the Parish Finance Council. The School Principal will attend all Council meetings and act as a liaison between the Council and the Parish School.

G. Secretary

A secretary who is not a member of the Council will attend all meetings, record, publish, and distribute all minutes, agendas, and notes of the Council as directed by the Chairperson.

Article III: Officers

Council members will elect the Chairperson from among the non-staff appointed members every second year at the June meeting. The Chairperson will annually appoint the Vice-Chairperson by the July meeting. The Chairperson and the Vice-Chairperson must have served at least one year on the Council to be eligible for these positions.

The Pastor, the Chairperson, and the Vice-Chairperson will be responsible for setting the meeting agenda, conducting the meetings, placing pertinent Council meeting information in the bulletin, and establishing an annual calendar of meetings.

Article IV: Meetings

A. Regular meetings

Council meetings shall be held regularly.

B. Special meetings

With the approval of the Pastor, a special Council meeting may be called any time by the Chairperson or by a consensus of the Council members. The Council may also call executive sessions.

C. Notice of meetings

Notice of all Council meetings will be given according to general practice of the Parish.

D. Quorum

Two-thirds of the Council members will constitute a quorum.

E. Action Steps

After prayerful consideration an action plan will be developed on all issues.

F. Minutes

The secretary will maintain a record of discussion and action steps. These minutes will be posted on the church bulletin board. The minutes will be mailed to all Council members.

G. Rules of Order

Meetings will be conducted by the Chairperson in open discussion.

Article V: Committees

When establishing committees, the Council will develop:

1. A clear mission statement.
2. A plan of action.

Approved:

Rev. [Signature]
Pastor

Jan 24, 2001
Date