

CONSTITUTION AND BY-LAWS
PARISH PASTORAL COUNCIL
OF SAINT JOHN THE BAPTIST PARISH

This Constitution and By-Laws of the Parish Pastoral Council of Saint John the Baptist Parish, Tipton, Indiana, are hereby adopted as the guidelines under which the Parish Pastoral Council shall function.

I. PURPOSE

The purpose of the Parish Pastoral Council shall be to facilitate communication and cooperation between the Pastor of Saint John the Baptist Parish, and the members of the Parish Pastoral Council; to counsel the Pastor on the actual pastoral ministry of the Parish; to insure the right of the lay members of the Parish to be heard on matters of concern over the well-being of the Parish; to provide leadership for the Parish; and to coordinate the long-term planning for the future of Saint John the Baptist Parish.

I. STATEMENT OF POLICY AND INTENT

It is the policy and intent of the Parish Pastoral Council that the deliberations and discussions of the Council shall culminate in a consensus among the members of the Council and the Pastor as to the course of action to be taken in any given situation. It shall be the duty of the members of the Council to become informed on issues which come before the Council so that competent advice can be given. It is desired that the Pastor will give careful consideration to the views of the members of the Council on matters of pastoral ministry.

It is further the policy that the process of consensus building shall work toward the goal of arriving at a decision that is the most acceptable to the largest number of the members of the Council. While votes on issues are not discouraged, the Council should, through thoughtful deliberation and prayerful discernment, seek a consensus with as many members as possible. The intent of these guidelines for the operation of the Council is that the Pastor shall fully participate in the deliberations and discussion of matters before the Council; that the Council be discouraged from forcing decisions upon an unwilling Pastor; and that the Pastor be discouraged from making decisions arbitrarily without regard to the sentiment of the Council and the membership of the Church. The Pastor will always have the responsibility of final determination of all matters coming before the Parish Pastoral Council.

III. RESPONSIBILITIES OF PARISH PASTORAL COUNCIL

The Parish Pastoral Council shall have the following responsibilities:

- becoming and being aware of the composition and personality of the Parish community and serving as a body that is representative of the Parish;
- prayerfully discerning the needs of the parish and possible response to those needs;
- becoming informed on issues which affect the pastoral ministry of the Parish, through resources such as Catholic teaching in Scripture and tradition, councilor and other official Church documents, and contemporary commentaries on the topic at hand;
- identification and calling forth of members of the Parish community with the gifts and talents to respond to Parish needs;
- agreeing to ongoing formation;
- prayerfully discerning an overall Parish response to needs outside and inside the parish community, namely, the needs of the Universal and Local Church and the needs of the local community, ecumenical concerns, social action needs and other such needs;
- studying and evaluating the current state of the Parish ministries;
- making recommendations for future goals and priorities for Parish ministries;
- setting goals and objectives of the Parish for long-term planning;
- reviewing and approving the Parish Budget, as prepared by the Parish Finance Committee, in light of parish goals and objectives;
- advising the Pastor and reaching consensus within the Council and with the Pastor on matters concerning parish ministries;

- representing the interests of the broad scope of the members of Saint John the Baptist Parish;
- approving or disapproving expenditures recommended by the Pastor or Parish Finance Committee as set forth in the Finance Committee Guidelines adopted by the Council

IV. MEMBERSHIP

- A. All registered members of the Parish, 18 years of age or older, are eligible to nominate, be nominated and to vote in the Council election.
- B. The Council shall consist of six (6) elected (selected) members; two (2) of whom shall be elected (selected) each year beginning in 2001. Terms shall be staggered so that each year, the terms of two (2) members shall be subject to election (selection). Members shall be elected (selected) for a term of three (3) years. No member shall be eligible to serve more than six (6) of any nine (9) year period. Any appointed member will serve for a one year term.
- C. Vacancies caused by resignation, removal, moving away, or death, shall be filled by the Council at its next regular scheduled meeting. The replacement member shall serve the unexpired term of the departing member.
- D. Elections to the Council shall be held on the fourth Sunday of April each year with the two (2) people receiving the most votes elected to the Council. The Council shall set other guidelines for Council elections as necessary. Present members of the Council shall serve until their terms expire.

V. OFFICERS OF THE COUNCIL

The Council shall, at its meeting in May of each year, elect officers who shall serve for a term of one (1) year. Officers shall be eligible to serve no more than two (2) consecutive terms in the same office. The Council shall elect from among its members a President, a Vice-president and a Secretary.

The duties of the President of the Council shall be to prepare, in consultation with the Pastor, the agenda for the Council meeting, and to conduct the meetings of the Council; to facilitate a spirit of mutual cooperation between the Council and the Pastor; to attempt to build consensus before calling for a vote on matters before the Council; to represent the Parish at the Holy Chrism Mass; to present the Holy Oils to the Parish on Holy Thursday; and to provide leadership for the lay members of the Parish.

The duties of the Vice-President shall be to assist the President in the performance of his/her duties; to serve as the representative of the Council on the Parish Finance Committee; and conduct the Council meetings in the absence of the President.

The duties of the Secretary shall be to record the minutes of the Council meetings; to prepare in written form the minutes of such meetings; to distribute the minutes and agenda in advance of the next meeting; to keep the attendance records of each meeting; and to retain the permanent records of the Council.

VI. MEETINGS

The Council shall meet on the third Monday of each month. The President, in consultation with the Pastor, may direct a different meeting time or place if circumstances warrant.

It shall be the policy of the Council that the following individuals shall be ex-officio, non-voting members of the Council: The commissions of Administration, Worship, Youth, Communications, and Social Concerns. From time to time, the President shall invite the heads of other Parish organizations to attend Council meetings if their presence would be useful in the deliberation on an issue before the Council.

All Council meetings shall be open to any member of the parish.

If any member shall be absent without notification or excuse for three (3) consecutive meetings, the Council shall remove such member at its next meeting unless the member shall show extenuating circumstances for the absences. In such event, the Council shall appoint a replacement member to serve the remainder of the term of the removed member.

VII. COMMITTEES OF THE COUNCIL

- A. The Council shall have the following standing Committees:
- Building and Grounds: which shall study, recommend and take such action as the Council requires to see that the buildings and grounds owned by Saint John the Baptist Parish are maintained and repaired.
 - Social Action: which shall be responsible for carrying out the wishes of the Council regarding its commitment to issues affecting the poor and less fortunate. The President, with the concurrence of the Council and the Pastor, shall appoint the chairperson and members of each such committee, which need not be Council members.
- B. There shall be the following commissions of the Council:
- 1) ADMINISTRATION: of the parish: encompasses Building and Grounds, FRUITFUL HARVEST and Stewardship;
 - 2) WORSHIP: encompasses Altar and Rosary Sodality, RCIA, Eucharistic Ministers, Lectors, Altar Servers, Prayer Chain, Ushers, and Liturgy;
 - 3) YOUTH: encompasses Religious Education and Youth Group, School and PTO Board;
 - 4) COMMUNICATIONS: encompasses the Indiana Catholic Conference. THE CATHOLIC MOMENT, Bulletin service, pictorial directory. Parish mailings,
 - 5) SOCIAL CONCERNS: encompasses Diocesan Council of Catholic Women, Funeral dinners, Mustard Seed, Outreach and K of C.
- C. The President may, from time to time, appoint such other committees as may be necessary.

VIII. AMENDMENTS

This Constitution and By-Laws may be amended. The proposed amendment must be submitted in writing to the Council. There shall be a reading of the proposed amendment at the next regular scheduled meeting. At the following regular scheduled meeting the amendment will be read a final time. A call for a vote may be made at this time. It shall take a two-thirds (2/3) vote of the then current members of the Council (i.e. minimum of four (4) votes for the proposed amendment to be enacted).

ADOPTED by vote of the Parish Council of Saint John the Baptist Parish in Tipton, Indiana this 18th day of June, 2001.