

St. Therese of the Infant Jesus **Parish Pastoral Council** **Constitution**

Article I - Purpose and Function

Section 1: The Parish Pastoral Council shall be the instrument through which a representative body of the People of God, that is St. Therese of the Infant Jesus Parish, in a relationship of shared responsibility with the Pastor/Administrator, enables the parish to work together as a community of faith in deeds and prayer.

Section 2: The Parish Pastoral Council strives to fulfill its purpose by:

- Prayerfully discerning the needs of the parish community.
- Serving as a vehicle for constructive dialogues with the parish community.
- Serving as a consultative body to the Pastor/Administrator.
- Collaborating with the Pastor/Administrator to formulate policies concerning parish and pastoral matters consistent with faith and morals, civil and church law, and Archdiocesan policy and directives.
- Identifying and calling forth the gifts and talents of the members of the parish community.
- Developing and maintaining a mission statement which embraces the total life and mission of the parish.
 - **Mission Statement**
 - Little Flower (St. Therese of the Infant Jesus) Parish is a vibrant faith community in the Roman Catholic tradition, striving to live out the Gospel values of Jesus Christ. Centered in the Eucharist, we are called by God to look beyond ourselves to respond compassionately to the needs of others. (As Published on the Parish web site.)
- Establishing clear and concise goals and objectives based on the parish mission statement and the emerging needs of the parish community.
- Coordinating, encouraging, and promoting every apostolic activity within the parish community.

Article II - Membership

Section 1: Any person, who is a confirmed Catholic, registered member of St. Therese of the Infant Jesus Parish and is at least 18 years of age, having been a member of the parish for a minimum of the most recent year at the time of the election is eligible to be a Parish Pastoral Council Member.

Section 2: St. Therese of the Infant Jesus Parish Pastoral Council shall consist of a minimum of 12 and a maximum of 16 voting members including six to eight at-large members elected by members of the parish. The specific make-up of the Parish Pastoral Council by role is as follows:

- Pastor/Administrator (ex-officio – non-voting member)
- Deacon (ex-officio – non-voting)
- Staff Director of Stewardship and Administration (ex-officio – non-voting member)
- Pastoral Associate (ex-officio – non-voting member)
- Commission Chairpersons/Council Leaders (voting members)
 - **Faith Formation and Spiritual Development Commission**
 - Order of Christian Initiation of Adults (OCIA)
 - Adult Faith Formation
 - Religious Education
 - Vacation Bible School
 - Children’s Liturgy of the Word
 - Youth Ministry
 - **Finance Council**
 - **Invite Commission**
 - **Liturgy Commission**
 - Corpus Cristi Adoration Chapel
 - Music Ministry
 - Cantors
 - Adult Choir
 - **Parish Life Commission**
 - Health Ministry
 - Adventuresome Group/Senior Ministry
 - Christopher Ministry
 - Welcoming Committee
 - Respect Life Committee
 - Gabriel Ministry
 - Ladies Club and Altar Society
 - Men’s Club
 - Funeral Luncheon Committee
 - Coffee and Doughnuts
 - **School Commission**
 - **Stewardship Commission**
 - Annual Stewardship Renewal and United Catholic Appeal Christ Our Hope Campaign
 - Property and Facilities Committee
 - *The Little Flower Garden* Parish Newsletter
 - *Summerfest* annual Parish Festival
 - Church Cleaners
 - Green Thumb Committee

- Parish Pastoral Council Officers (Parish Council Elected)
 - Chairperson
 - Vice Chairperson
 - Secretary
- At-Large Members 6-8 (Parish Elected Members)

Article III - Elections, Terms of Office for Commission Chairs, and At-Large Council Members

Section 1: Parish Council elections will be held annually not later than June 30 and shall consist of one third of the At-Large seats so as to stagger the time served of the council.

Parish Pastoral Council At-Large Members will be selected yearly by nomination and Parish election.

- Members whose term is ending will be identified at the March Parish Council Meeting.
- Prior to Council election, nominations for At-Large Members shall be solicited from the parish at large.
- The names of persons nominated to the Parish Pastoral Council will be in accord with a process and procedure approved by the Council and ratified by the Pastor/Administrator.
- The names of persons nominated to the Parish Pastoral Council will be approved by the Council and ratified by the Pastor/Administrator.
- Disqualification from nomination includes, but not limited to:
 - Engaging in activities or behavior deemed non-acceptable or unlawful by civil or church authorities
 - Engaging in activities or behavior considered to be unethical towards the proper function of the Pastoral Council or Parish community
- Ballots will be completed and collected during the last weekend in June.
- Newly elected Council members shall assume their duties at the next regular meeting.
- Each At-Large member shall be elected to a three year term of office for Parish Pastoral Council and will have the option to stand for election to serve a second term of three years - not to exceed more than two consecutive terms.
- Any term of office that cannot be completed by a Parish Council member shall be filled by the person who, in the last previous election, had received the greatest number of votes following those of the elected members. This person shall complete the unexpired term of the member. But if that person elects not to take the position, has moved from the parish, or is incapacitated, and there are no other members available, then the Pastor/Administrator, along with the Parish Council, shall appoint a new person to complete the

unexpired term.

Section 2: The Parish Pastoral Council officers shall have the following term of office and will consist of:

- Chairperson
- Vice Chairperson
- Secretary

Every two years, at the first meeting following election of new members, the members of the Council shall elect a Chairperson, Vice-Chairperson, and Secretary from their voting members

Each shall be elected to a two year term to start in the month elected to the office. Each Officer will have an option to serve a second term. Not to exceed more than two consecutive terms.

These officers, together with the Pastor/Administrator and designated staff, shall constitute the Executive Committee.

In the event that an officer's term as a council member expires prior to the end of their term of office, that member will serve one additional year.

Section 3: Any term of office that cannot be completed by a council member serving as a commission chair shall be filled through an appointment process conducted by the affected commission, subject to approval by the Pastor/Administrator and the Parish Pastoral Council.

Article IV - Responsibilities of Officers

Section 1: The Chairperson shall have the following duties:

- convene and chair all meetings of the Council;
- oversee all activities of the Council;
- convene the Executive Committee in order to prepare Council meeting agendas.

Section 2: The Vice-Chairperson shall have the following duties:

- chair meetings in the absence of the Chairperson;
- assist the Chairperson in overseeing Council activities.

Section 3: The Secretary shall have the following duties:

- maintain written records of minutes of all Council meetings;
- maintain an attendance record of all Council members;
- maintain a current record of the names, addresses, and telephone numbers of all Council members;

- distribute prior to Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting;
- prepare draft minutes following each Council meeting;
- prepare a summary of each Council meeting to be published in the Parish bulletin;
- complete and respond to written proposals.

Article V - Areas of Ministry

Section 1: St. Therese of the Infant Jesus Parish Pastoral Council is assisted in its duties by parish commissions that are categorized within seven areas of ministry:

- Finance Council
- Faith Formation and Spiritual Development Commission
- Invite Commission
- Parish Life Commission
- School Commission
- Stewardship Commission
- Liturgy Commission

Section 2: In each Commission, standing committees are established to assist in accomplishing the objectives for each ministry area.

Section 3: Each Commission shall develop its own by-laws that shall be approved by the Parish Pastoral Council.

Section 4: A brief summary report is to be given at each Council meeting on the status of goals, objectives, and activities of the Commission and its committees.

Section 5: Special ad hoc committees may be established from time to time by agreement of Council membership to meet specific objectives. Such ad hoc committees may be established as defined by the Council.

Section 6: The Pastor/Administrator, Director of Stewardship and Parish Administration, School Administrator, Pastoral Associate for Health and Senior Ministries, Music Director, and the Director of Maintenance may be members of a particular commission, but they are not to be the commission chair.

Article VI - Meetings

Section 1: Regular meetings of the St. Therese of the Infant Jesus Parish Pastoral Council shall be held at least quarterly.

Section 2: Other meetings of the Council may be convened by the Chairperson or Pastor/Administrator upon written or verbal notice being given to all members of the Council at least seven days prior to the date of the meeting. Special circumstances may require shorter notice

Section 3: Council meetings shall be open to all members of St. Therese of the Infant Jesus Parish. Meeting agendas shall be distributed prior to the meeting. Minutes shall be taken during the meeting and shall be reviewed by the PPC and approved by consensus at successive meetings.

Section 4: Proposals by any Commission shall be submitted to the Council in writing prior to the Executive officers meeting. Disposition of the proposal follows the normal procedure for new business for the Council.

Section 5: A quorum consisting of a simple majority of voting members must be present to hold a meeting.

Article VII - Decision-Making

Section 1: The decision-making process of the St. Therese of the Infant Jesus Parish Pastoral Council shall be by consensus. The inability to reach consensus will be resolved by a simple majority vote.

Section 2: All decisions and actions of the St. Therese of the Infant Jesus Parish Pastoral Council must be ratified, in writing, by the Pastor/Administrator

- The Pastor/Administrator's ratification will automatically occur upon his knowledge of said decisions or actions unless otherwise indicated to the Council within thirty (30) days.
 - Withholding ratification would involve the following:
 - Faith or morals
 - General Church Law
 - Archdiocesan Policy as established by the Archbishop and the duly recognized Commissions/Councils with which he consults
 - The pastoral and administrative needs of the parishioners
 - The general good order of the parish.
- Upon explaining his reasons, the Pastor/Administrator will recommend that the decision be reconsidered.

Article VIII - Dismissal and/or Removal of Members

Section 1: Members of the Parish Pastoral Council may be removed, or asked to remove themselves, from the council for any one or combination of the following reasons:

- absence from 3 or more meetings in a calendar year (exception may be granted by the Executive Council)
- failure to complete assigned duties
- engaging in activities or behavior deemed non-acceptable or unlawful by civil or church authorities
- engaging in activities or behavior considered to be unethical towards the proper function of the Pastoral Council or Parish community

Section 2: Removal of members will be approved by the Pastoral Council and communicated to the individual by the Council Chairperson.

Section 3: Vacancies created by this process will be filled through the process noted within the Parish Pastoral Council Constitution.

Article IX – Amendments and Revisions

Section 1: This Constitution may be amended and/or revised at any regular or special meeting of the St. Therese of the Infant Jesus Parish Pastoral Council.

Section 2: Amendments and revisions must be presented in writing to all members of the Council at least ten (10) days prior to any meeting. Any amendment or revision submitted to the Council shall be discussed at the meeting at which it is presented but not formally accepted until the next regular meeting.

Section 3: Amendments require a consensus. When a consensus cannot be reached, a two-thirds majority vote is required.

Dated: March, 2000

Revised: October 2013

Revised May 2026