

The Constitution

Of the

Parish Pastoral Council

Of St. Rose of Lima Catholic Church

Milton, Florida

Amended October 30, 2007

Constitution of the Parish Pastoral Council

Of the Community of St. Rose of Lima, Milton, Florida

ARTICLE I - NAME AND PURPOSE

Section 1	Name	1
Section 2	Purpose	1

ARTICLE II - MEMBERSHIP

Section 1	General Qualification	1
Section 2	Size and Composition	1
Section 3	Terms of Office	2
Section 4	Vacancies	2
Section 5	Attendance	2

ARTICLE III - MEETINGS

Section 1	Regular Meeting	2
Section 2	Quorum	2
Section 3	Agenda/Minutes of Meetings	3
Section 4	Decision Making in the Council . . .	3
Section 5	Rules of Order for Meetings.	3
Section 6	Participation at Meetings	3

ARTICLE IV - MINISTRIES

Section 1	Christian Ministries	3
Section 2	Appointments of Ministry Liaisons. . .	4
Section 3	Duties of Ministry Liaisons	4

ARTICLE V - PARISH ELECTIONS

Section 1	Nominations	5
Section 2	Elections.	5

ARTICLE VI - OFFICERS

Section 1	Officer Positions	6
Section 2	Election of Chairman	6
Section 3	Election Vice-Chairman and Secretary. .7	
Section 4	Duties of Officers	7

ARTICLE VII - GENERAL

Section 1	Council Year	7
Section 2	Amendments to the Constitution	7

Constitution of the Parish Pastoral Council

St. Rose of Lima Catholic Church, Milton, Florida

ARTICLE I - NAME AND PURPOSE

Section 1 - Name

The name of this organization shall be the Parish Pastoral Council of the St. Rose of Lima Catholic Church, Milton, Florida.

Section 2 - Purpose

The foremost purpose of this Council is to serve the spiritual welfare of the Parish. The Council shall foster and nurture all ministries of the Parish by facilitating communications and liaison with the ministries. The Council will be a liaison between the Pastor and parishioners - explaining issues and noting concerns of parishioners to bring to the Pastor. The Council will offer the Pastor opinions and a voice of concern for issues brought before the Council.

ARTICLE II - MEMBERSHIP

Section 1 - General Qualifications

Membership on the Council is open to all who are registered parishioners of the parish of St. Rose of Lima and who are eighteen years of age or older, with the exception of duly appointed youth representatives.

Section 2 - Size and Composition

In addition to the priest(s), the Council shall consist of fourteen members. The composition of the fourteen members shall be as follows:

- Two youth members are elected by the Youth Group. The youth members are elected at the end of the school year.
- Four members are appointed by the Pastor in consultation with the Chairman and Vice-Chairman and it is recommended that the Pastor considers members to represent the following areas: Deacons, Religious Education, Finance Committee, and Fall Festival.

- Eight members are elected by registered parishioners. Members are elected each year at the parish elections held in January based on the number of vacancies created by the outgoing members due to term expiration.

All members of the Council will have one vote on matters before the Council with the exception of the Youth members which will have one vote between them.

There shall be three officers of the Council, a Chairman, Vice-Chairman and Secretary, elected by the Council from among its adult members. Officer elections shall be held annually at the February meeting which begins the Council year. The Pastor shall be the President and shall preside at all meetings.

Section 3 - Term of Office

Appointed members of the Council shall serve a three year term, and may be reappointed to serve in the same position for one additional three year term. Elected members shall serve a three year term, and may serve consecutively only one additional three year elected term. Youth members shall serve a one year term and may serve consecutively only one additional term. Elected officers shall serve for one year, and may serve in the same position for no more than three consecutive elected terms.

Section 4 - Vacancies

Vacancies in positions shall be filled by appointments made by the Pastor in consultation with the Chairman and Vice-Chairman. The appointed person will serve the remainder of the term of the person who vacated the position.

Section 5 - Attendance

Faithful attendance of members at the Council meetings is vital for the Council's effectiveness. Multiple absences may result in removal from membership, as decided by the Pastor in consultation with the Chairman and Vice-Chairman.

ARTICLE III - MEETINGS

Section 1 - Regular Meetings

The Council shall meet at least monthly except during the month of July. The date and time of meetings shall be determined by the Council. The

Chairman and/or Vice-Chairman shall meet monthly with the Pastor to develop the agenda for the next Council meeting.

Section 2 - Quorum

The presence of a least seven Council members shall be required to conduct a Council meeting. To elect officers and amend this constitution, however, the presence of at least nine members shall be required. The Pastor and Parochial Vicar are considered when forming a quorum. The presence of the Pastor shall also be required before conducting a Council meeting, unless he gives specific approval to proceed without him. The Council shall take no specific actions in the absence of the Pastor.

Section 3 - Agenda/Minutes of Meetings

The Chairman shall ensure that each Council member is provided with an agenda at least five days prior to any Council meeting. The agenda shall be sent via email or U.S. mail. A copy of the prior month's minutes will be issued by the Secretary at least five days prior to the next scheduled meeting. Minutes will be sent via email or U.S. mail.

Section 4 - Decision Making in the Council

The Pastor's role is to make it possible for there to be a common decision through consultation, so that a majority of members are solidly behind the idea and willing to accept all the consequences of what has been decided by consensus. From an accountability standpoint, the decisions of the Council are to be stated as recommendations which the Pastor must ratify before they can be implemented.

Section 5 - Rules of Order for Meetings

Council meetings shall be conducted according to an established procedure, but always governed by Christian love. No procedure shall be applied so rigidly as to prevent meaningful expressions of reflection and concern.

Section 6 - Participation at Meetings

All parishioners and others who are supportive of the mission of St. Rose of Lima are welcome and encouraged to attend the regular meetings of the Council. Parishioners and guests are invited to take part in the prayers and fellowship at meetings. Parishioners may speak as agenda items are discussed, when recognized by the Chairman. Parishioners may also speak during the questions portion of the meeting.

ARTICLE IV - COMMISSIONS

Section 1 - Christian Ministries

All of the various areas of parish life shall be organized into ministries and attached separately from the constitution for ease of change as needed without changing the constitution. The Chairman shall appoint Council members to Ministry Liaison at the beginning of his/her office.

Section 2 - Appointments of Ministry Liaisons

A liaison to each of the eleven ministry groups shall be appointed by the Chairman. They shall serve a one-year term, and may be reappointed to serve in the same position for up to two additional one year terms.

Section 3 - Duties of Ministry Liaisons

The ministry liaisons shall facilitate communication between the various areas of parish life and the Council. The liaisons shall facilitate the bringing of matters needing clarification and direction to the Council. The primary duties of the ministry liaisons are:

- To be knowledgeable of all the areas of parish life which are within the scope of his or her designated ministry?
- To facilitate the progress reports to the Council which these heads or leadership teams should present.

ARTICLE V - PARISH ELECTIONS

Section 1 - Nominations

The Chairman shall appoint at the October Council meeting, one member to chair and two other members to serve on an ad hoc nominating committee. It shall be the function of this committee to select at least two candidates to be in the parish election for each upcoming vacancy in the elected positions on the Council. The nominating committee shall perform the following functions:

- place a notice in the bulletin during November telling of the upcoming parish elections and of the qualifications for nominees, and requesting interested parishioners to contact the chairperson of the nominating committee.

- verify the qualifications of the nominees; explain to the nominees the duties and responsibilities of Council membership and determine if they are willing and able to be candidates.

Section 2 - Elections

The nominating committee shall also be in charge of the elections process which consists of the following functions:

- A ballot shall be prepared which includes a picture and background information about each candidate. Ballots shall be made available to the Parish community on the last Sunday in January. Only registered parishioners eighteen years of age or older shall be invited to vote. Parishioners shall vote for no more candidates than the number of vacancies to be filled. Voting for more than the number of vacancies to be filled will invalidate the ballot. Provisions shall be made for absentee ballots. If the ballot only contains a number of candidates up to or less than the number of vacancies to be filled the candidates will be elected by acclamation.

- Ballots shall be counted to determine the candidates with the most votes. These names, along with the total number of parishioners who voted, shall be recorded and promptly given to the Pastor and Council Chairman, who in turn shall promptly inform all the candidates. The record of the number of votes each candidate received shall be revealed only to the Pastor and Council Chairman.

- A notice shall be placed in the bulletin announcing the newly elected Council members who shall serve for the next three years, starting at the February Council meeting.

- In the event of a tie, the Pastor shall decide.

ARTICLE VI - OFFICERS

Section 1 - Officer Positions

The officers of the Council shall consist of a Chairman, Vice-Chairman and Secretary. Each of the officers of the Council shall serve for a term of one year. No officer shall hold the same office for more than three consecutive terms. The Pastor shall install the officers at the February Council meeting, immediately after they are elected. Youth members are not eligible to be officers.

Section 2 - Election of Chairman:

The Pastor will preside over the February Council meeting until the new Chairman is elected. As the first item of business at the February Council meeting each year, a secret balloting shall be held to elect the Chairman for the new Council year. Only current Council members shall be eligible to vote in this election. Outgoing members are not eligible to vote. The process shall be as follows:

- Each Council member shall write their own name on a slip of paper, and next to their name write either "Yes" or "No". In this way they indicate their willingness or unavailability to be the Chairman candidate.

- The Pastor shall then collect the slips and announce the names of those members willing to be Chairman candidates.

- Then all the Council members place the name of one of the candidates on a slip of paper.

- The Pastor and one other Council member selected by the Pastor shall collect the slips and tabulate them privately. Whoever receives the greatest number of votes shall be the Chairman for the new Council year. The number of votes each candidate received shall never be disclosed. If a tie occurs, the names of those who tied shall be announced as the candidates for a re-balloting. If six votes are not garnered, a run off election will be conducted.

- If only one Council member indicates his/her willingness to be a candidate, then that person is announced as the new Chairman. If no Council members indicate a willingness to serve as Chairman, then the Pastor shall ask specific members to accept, until one accepts.

- A new election will be held if the Chairman leaves the Council before his/her term of office is completed.

Section 3 - Election of Vice-Chairman and Secretary

At the February Council meeting each year, after the Chairman is elected, two secret ballots shall be taken; one to elect the Vice-Chairman and one to elect the Secretary. The process described above for the election of the Chairman shall be followed in electing the Vice-Chairman and Secretary. New elections will be held if the Vice-Chairman and/or Secretary leave the Council before their term of office is completed.

Section 4 – Duties of the Officers

The Chairman shall chair all regular meetings of the Council. The Chairman shall also:

- create special committees when deemed necessary.
- be responsible for the establishment of goals and objectives for the Council and oversee the implementation of them.
- maintain open and frequent communication with the Pastor, the Council members, the parish staff and with as many parishioners and areas of parish life as possible.
- be an ex-officio member, along with the Pastor, on all Council ministries and committees.

The Vice-Chairman, in the absence of the Chairman, shall fulfill all of those responsibilities listed above for the Chairman and shall perform other duties as assigned by the Chairman.

The Secretary shall be responsible for recording the proceedings of all Council meetings, for preparing minutes and for assuring that the minutes are provided to Council members at least five days prior to the next Council meeting. The Secretary shall also perform other duties as assigned by the Chairman.

ARTICLE VII – GENERAL

Section 1 - Council Year

The Council year shall be from the February Council meeting to the next February Council meeting.

Section 2 - Amendments to the Constitution

This Constitution may be amended at any regular meeting of the Council by a prayerful consensus of the Council, provided not less than fifteen days written notice is given each member of the Council of such proposed action. A quorum of nine members must be present.