Saint Cecilia Parish
Ames, Iowa

Pastoral Council Constitution

Preamble

We, the pastor/pastoral administrator and members of St. Cecilia Parish, Ames, Iowa, recognize that we are called to union with God not merely as individuals but as a holy community, the People of God. The Spirit has given a variety of ministries and gifts to this community, which enables all to work for the good of the whole.

Formed by the Word of God, we recognize our unity of faith and love, and we accept our common responsibility for the mission of Christ. To proclaim our unity of mind and purpose and to more effectively perform our responsibilities to God and neighbor, we unite to form a parish pastoral council.

We affirm and accept communion with the Archbishop of Dubuque and with our pastor/pastoral administrator. We declare ourselves willing to accept their authority and to share their pastoral concerns so that together we may carry out the saving mission of the Church.

Article I. Name

The name of this body is: The Pastoral Council of Saint Cecilia Parish.

Article II. Nature and Purpose

Section A. Nature

The pastoral council offers counsel to and collaborates with the pastor/pastoral administrator to provide the long-range planning which will guide the parish toward its future.

Section B. Purpose

1. To facilitate a process by which the mission of the parish is determined and to serve as stewards of that mission.
2. To implement the mission by engaging in pastoral planning, which includes assessing parish needs, identifying resources, determining priorities.
3. To collaborate with the finance council to maintain appropriate stewardship in implementing the mission of the parish.

Article III. Membership

Membership consists of those who are ex officio and of registered parishioners who are elected or appointed as delineated in the bylaws.

Article IV. Officers

The officers of the pastoral council are: the pastor/pastoral administrator, the chair, the vice chair, and the secretary.

Article V. Executive Committee
The officers of the pastoral council constitute the executive committee.

Article VI. Meetings
Meetings are held regularly as specified in the bylaws.

Article VII. Committees
The required standing committees are defined in the bylaws. The chair appoints ad hoc commites as needed.

Article VIII. Amendments
Because a constitution is a foundational document, any amendments to this constitution require a vote as delineated in the bylaws and approval as specified in the norms for pastoral councils.

Saint Cecilia Parish
Ames, Iowa

Pastoral Council Bylaws

Article I. Membership

Section A. Ex Officio Members

The pastor/pastoral administrator is an ex officio non-voting member of the pastoral council. The chair of the finance council and a member of the faith formation commission and stewardship committee are ex officio voting members of the pastoral council.

Section B. Appointed Members

The pastor/pastoral administrator may appoint to the council registered parishioners who are baptized, confirmed, and practicing Catholics. Appointed members, who are voting members, shall constitute no more than one-third of the total membership of the council.

Section C. Elected Members

Registered parishioners who are baptized, confirmed, and practicing Catholics are eligible for election to the council, as well as for voting in the elections, unless they are impeded by Church law from holding office. The Pastoral Council will include nine (9) elected adult members and two (2) youth members.

Section D. Resource Persons

Permanent deacons and pastoral staff serve as resource persons to the council.

Section E. Election Procedure

1. Elections are held annually on or before the third Sunday of May.
2. Nominations are sought publicly from all registered parishioners.
3. The executive committee of the pastoral council determines and promulgates election procedures.

Section F. Terms of Members

1. Terms of members begin with the meeting following the election or appointment of the member and run for a period of three years.
2. Members serve no more than two consecutive terms to which they have been elected or appointed.
3. A newly confirmed high school sophomore youth representative to the pastoral council is elected for a term of two years.
4. If the representative's term on the deanery council extends beyond his or her term on the pastoral council, the representative continues as a voting member of the pastoral council until the term on the deanery council is completed (see Article XI, Deanery Council Representative).

Section G. Vacancy

1. A vacancy may occur by death, resignation, termination of membership in the parish, or by incurrence of an ecclesiastical penalty (as defined in canon law) rendering a person ineligible for office.
2. Membership on the council may be terminated for cause by a vote of at least three-fourths of all the members of the pastoral council present and voting at any regular or special meeting of the council.
3. A member who is absent from three meetings, developing a pattern of frequent absences, may be asked to reconsider membership on the council. The chair or a delegate will approach this member to mutually assess continued membership.
4. Before the next regular meeting of the council, the pastor/pastoral administrator will appoint someone to complete the vacated term of an appointed member.
5. The council itself will at its next regular meeting elect a person to complete the vacated term of an elected member.

Article II. Officers

Section A. Officers

1. The pastor/pastoral administrator presides over the council.
2. Other officers are: the chair, the vice chair, and the secretary.

Section B. Selection and Terms of Officers

The chair, the vice chair, and the secretary are elected to one-year terms by a majority vote of the members present and voting at the June meeting of the council.

Section C. Vacancy

The council itself elects a member to complete the term of a vacated elected office or appoints a nonmember to fill the vacancy of a recorder.

Article III. Executive Committee

Section A. Duties

The executive committee prepares the agenda for council meetings and performs such other duties as the council shall assign.

Section B. Powers

The executive committee may act in the name of the pastoral council when recourse to the entire council is not possible.

Article IV. Responsibilities of Officers

Section A. The Pastor/Pastoral Administrator

1. Presides at meetings of the pastoral council.
2. Calls special meetings of the pastoral council.

3. Places matters of concern on the agenda.
4. Approves or vetoes recommendations of the council.
5. Promulgates approved recommendations.
6. Serves as the secretary-treasurer of the parish civil corporation

Section B. The Chair

1. Chairs the meetings of the council.
2. Convokes the executive committee as needed.
3. Organizes and coordinates the activities and processes of the council.
4. Appoints ad hoc committees or task forces.
5. Motivates the various members/groups of the council to fulfill their specific responsibilities.
6. Serves as a lay director of the parish civil corporation.

Section C. The Vice Chair

1. Assumes the duties and responsibilities of the chair when the latter is absent or incapacitated.
2. Performs such other duties as may be assigned by the chair or the council.

Section D. The Secretary

1. Records and publishes the proceedings of all council meetings.
2. Notifies the members of all meetings.
3. Handles correspondence relevant to council activities.
4. Files all records, reports, communications, etc.
5. Forwards the name of the parish pastoral council chair to the Archdiocesan Office of Leadership Development and Pastoral Planning immediately after the election.
6. Performs such other duties as the council or the chair shall assign.

Article V. Responsibilities of the Council

1. To listen to and represent the wisdom of parishioners and parish staff as part of the planning process.
2. To determine priorities and develop a plan for both implementing and evaluating them.
3. To develop goals and objectives which further the mission of the parish.
4. To evaluate regularly the goals and objectives of the council and of its subgroups.
5. To recommend policies which are supportive of the mission of the parish.
6. To call forth the gifts of individuals and groups/committees in the parish to carry out its mission.
7. To cooperate with neighboring parishes in regional planning for the future of the Church in the local area.
8. To collaborate with the stewardship committee to conduct a parish census periodically.

Article VI. Decision-Making

Section A. Procedure

The desired procedure for decision-making is consensus to draw forth the support of all.

Section B. Quorum
A simple majority of the total membership of the council shall constitute a quorum for either reaching consensus or conducting a vote if needed.

Section C. Outcome
Except when otherwise specified, a decision is reached by consensus of the quorum or, if necessary, a simple majority vote of the membership present. Youth representatives have a total of one vote when voting.

Section D. Principles
In either consensus or voting, members solicit the wisdom of the group—inviting all to speak, listening to each other with respect, being open to the Holy Spirit, thus reaching the best decision for the good of the parish.

Article VII. Approval of Council Recommendations

Section A. Effective Date
Recommendations adopted by the council become effective when approved by the pastor/ pastoral administrator.

Section B. Pastor's Role
The pastor/pastoral administrator approves or vetoes a recommendation within two weeks of its presentation to him/her by the council.

Section C. Veto Procedures
1. The pastor/pastoral administrator presents to the council in writing the reason for a veto, which becomes part of the minutes.
2. Recommendations vetoed by the pastor/pastoral administrator may by a two-thirds vote of the council be referred to the dean of the respective deanery for resolution.
3. Subsequently, if necessary, a vetoed recommendation may be presented to the episcopal vicar of that region, who will make the final decision regarding the approval or veto of the proposed recommendation.

Article VIII. Committees

Section A. Standing Committees
1. Liturgy
2. Faith Formation Commission
3. Stewardship
4. Social Justice
5. Parish Life
6. Finance Council

Section B. Committee Procedures
1. Each committee selects its chairperson.

2. The pastor/pastoral administrator, in collaboration with the pastoral council, determines the process for selection of committee members.
3. Terms for committee membership normally do not exceed two consecutive three-year terms.
4. The chair of the council forms ad hoc committees as needed.

Section C. Pastoral Council Membership

1. The chair of the finance council, a member of the faith formation commission, and a member of the stewardship committee are ex officio voting members of the pastoral council.
2. The remaining standing committees identify a liaison who reports to the pastoral council when necessary. (As an alternative, the pastoral council may appoint one of its members as a liaison to these committees.)

Article IX. Meetings

Procedures

1. Regular meetings of the pastoral council are normally held on the fourth Tuesday of the month. Special meetings may be called by the pastor/pastoral administrator or the chair or by a consensus of a majority of the council.
2. The meetings of the council are open to all members of the parish. However, by consensus or a majority decision, the council may go into executive session.
3. The minutes of all regular meetings are made available to all parishioners. The council should identify the method(s) for communication that permit easy access, e.g., published in the parish bulletin, Web site, e-mail, newsletter, posting.
4. If the executive committee decides not to place on the agenda an item submitted for that purpose, the secretary reports that decision to the members at the next regular meeting. That report includes the nature of the requested item, the person, persons, or organization requesting its inclusion, and the reason for excluding it. At the council meeting, any member may move for inclusion of said item on the agenda, and the council may by consensus or a simple majority vote add the item to the agenda.
5. Nonmembers of the council may address the council by a prior request to the chair and placement on the agenda.

Article X. Amendments

Procedures

1. Proposed amendments are presented to the members of the council at the meeting prior to the meeting at which the vote is to be taken.
2. A vote on a proposed amendment requires a quorum (a simple majority of council members present and voting).
3. Proposed amendments become recommended amendments by the vote of two-thirds of the members present and voting.
4. All recommended amendments require ratification by the pastor/pastoral administrator.
5. Upon ratification by the pastor/pastoral administrator, all recommended amendments are forwarded to the Archdiocesan Office of Leadership Development and Pastoral Planning for

review. This office will forward its recommendation and the proposed amendments to the Archbishop for final approval.

Article XI. Deanery Council Representative

Section A. Selection

Prior to July 1 of every third year, the council selects one of its members to represent it on the deanery council. The council also selects an alternate.

Section B. Term

1. The representative to the deanery council serves a term of three years.
2. If the representative's term on the deanery council extends beyond his or her term on the pastoral council, the representative continues as a voting member of the pastoral council until the term on the deanery council is completed.

Section C. Vacancy

In case of a vacancy of the parish deanery council representative or alternate, the pastoral council selects one of its members to serve out the unexpired term.

The attached Constitution and Bylaws were presented April 27, 2010 and approved May 25, 2010 by the Pastoral Council of Saint Cecilia Parish, 2900 Hoover Avenue, Ames, Iowa 50010.

Rev. James L. Secora — President (Pastor)

Mark R. Bortle — Chairperson

Pat Halbur — Vice Chairperson

Mark Imerman — Secretary

Randy Dahlhoff

John Sankovitch

Janine Greenwood

Pat Stahr

John Nelson

Cindi Volcko

Gary Novey

LuAnn Vulgamott

Frank Oppold, Jr.

Approved +Jerome Hanus OSB
Most Rev. Jerome Hanus, O. S. B., S. T. L., Archbishop of Dubuque

Dated 7-6-10