

**CONSTITUTION
OF
SAINT TIMOTHY PARISH PASTORAL COUNCIL**
[as amended, 2008]

ARTICLE I: NAME

SECTION 1: The name of the organization shall be”
“The Saint Timothy Parish Pastoral Council”

ARTICLE II: VISION, PURPOSE AND FUNCTIONS

SECTION 1: *Vision and Purpose.* The Saint Timothy Parish Pastoral Council is one way in which the community in the parish of Saint Timothy is **united, coordinated and encouraged** in its singular mission of proclaiming Jesus Christ. The Saint Timothy Parish Pastoral Council is an instrument of participation enabling the members of the parish to have a voice in the governance of the parish through a **consultative** process together with the pastor of the parish, and through him, with the Bishop of the Diocese of Columbus, indeed, with the whole Roman Catholic Church.

- a. “Sharing in the function of Christ, priest, prophet and king, the laity have an active part of their own in the life and activity of the church. Their activity within the church communities is so necessary that without it the apostolate of the pastors will frequently be unable to obtain its full effect.” (*Apostolicam actuositatem*; #10; Vatican II)
- b. “The church was founded so that by spreading Christ’s kingdom throughout the world to the glory of God the Father, every man and woman may share in the saving work of redemption, and so that through them the entire world may be truly directed towards Christ.” (#2)
- c. “Priests should unite their efforts with those of the lay faithful and conduct themselves among them after the example of the Master who came among humankind ‘not to be served, but to serve, and to give his life as a ransom for many (Mt. 20:28). Priests are to be sincere in their appreciation of the lay people’s dignity and of the special role the laity have to play in the church’s mission. They should be willing to listen to lay people, give brotherly consideration to their wishes, and recognize their experience and competence in the different fields of human activity.” (Presbyterorum Ordinis, # 9)

- d. According to the vision of the Code of Canon Law (Canon #536), The Saint Timothy Parish Pastoral Council has these characteristics:
 - i. “Through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity.”
 - ii. The Saint Timothy Parish Pastoral Council possess a consultative vote only, offering its best opinion and wisdom to the deliberations of the pastor and/or bishop.
 - iii. Is presided over by the pastor (or administrator in his absence) of the parish.

SECTION 2: *THE FUNCTIONS* OF THE SAINT TIMOTHY PARISH PASTORAL COUNCIL ARE:

- a. To further the mission of the Church, both within the parish and through the parish to the larger community.
- b. To assist the pastor in the implementation of the teachings of the Magisterium of the Roman Catholic Church, especially as they are articulated in the Catechism of the Catholic Church.
- c. The council coordinate and oversee the activities of the various Parish Boards, Parish Organizations, committees, etc.
 - i. All oversight is exercised in unity with, and subject to, the authority of the pastor and his staff if so designated.
 - ii. The Finance Committee reports directly to the pastor and is not overseen by the Council, although it is envisioned that the Finance Committee would bring updates to the Council and both groups would work in complete harmony together with the pastor.
- d. To facilitate communication within the parish and the school of Saint Timothy’s. The Council is to be the communicator of encouragement, clarification, congratulations, expression of needs or anxieties both to the pastor and from the pastoral staff to the whole parish community and beyond the parish. Communication must be a constant effort of the Pastoral Council of Saint Timothy’s parish.

Article III: Membership, Terms, Elections

SECTION 1: MEMBERSHIP ON THE SAINT TIMOTHY PARISH PASTORAL COUNCIL SHALL BE AS FOLLOWS:

- a. Eight Parish Representatives elected on an at-large basis by ballots cast by parishioners.
- b. The head of the following organizations: the Men's Club, the Women's Club, the parish youth organization, the Respect Life committee and any other parish organizations which the pastor approves for representation on the Council.
- c. The presidents of the following parish boards: The Board of Education, the Finance Committee and any other parish boards which the pastor approves for representation on the Council.
- d. Any parish staff whom the pastor would like to include in the meetings of the council.
- e. At the request of the Bishop of Columbus, all councils are to include a youth member. If the youth organization is represented by an adult, the council will see that a youth member of the parish is also elected to the council.

SECTION 2: THE TERMS OF ALL MEMBERS OF THE SAINT TIMOTHY PARISH PASTORAL COUNCIL SHALL BEGIN ON JULY 1 AND END ON JUNE 30.

- a. *Parish Representatives:* The eight parish at-large representatives shall be elected four at a time. They shall serve two year terms for no more than two consecutive terms for a total of four years.
- b. *Presidents of parish organizations and boards:* These serve on the council for the length of time which coincides with their terms as the leaders of the parish board or organization which they represent.
- c. *President of The Saint Timothy Parish Pastoral Council:* The Council Present serves a one year term for as many terms as he/she is elected to do so.

SECTION 3: THE SAINT TIMOTHY PARISH PASTORAL COUNCIL DOES NOT VOTE. IT STRIVES FOR CONSENSUS IN ALL MATTERS DISCUSSED.

- a. A question may be put to the Council for discussion and approval. If no consensus is reached the Council may
 - i. Present the multiple viewpoints on the question to the pastor for his consideration in the deciding of the matter at hand;
 - ii. The question may be considered for further discussion if hope of consensus is reasonable.

- iii. The question may be tabled for consideration at a later date when prayer, information, more time or a change of circumstances might make consensus a more easily achieved goal.
- iv. It is the responsibility of the president to call the question, ending the discussion when either an impasse or a consensus seems evident to him.

SECTION 4: ELECTIONS SHALL BE CONDUCTED AS FOLLOWS:

- a. Parish representatives and membership on parish boards/organizations. At the February meeting of The Saint Timothy Parish Pastoral Council, the President shall appoint an Elections Committee to work with the Pastor to compile a list of willing and capable members of the parish to serve the open positions on The Saint Timothy Parish Pastoral Council.
 - i. The Elections Committee shall strive for two nominees for every open position.
 - ii. All parishioners who have been confirmed are eligible to run for an office on The Saint Timothy Parish Pastoral Council.
 - iii. Publicity shall include a photograph and biographical information which emphasizes the nominee's service to the life of the parish.
 - iv. The election will take place on the third Sunday in May, unless the pastor moves the election for pastoral reasons.
 - v. All parishioners who have been confirmed are eligible to vote.
 - vi. Newly elected members of The Saint Timothy Parish Pastoral Council are asked to attend the June meeting of the council, even though they will not hold office until the following month.

- b. Presidents of Parish Organizations and Parish Boards.
 - i. The election or appointment of presidents of parish organizations or Boards shall take place before the May meeting of The Saint Timothy Parish Pastoral Council.
 - ii. The pastor shall appoint the president of the Board of Finance and all other parish boards.

- c. Officers of The Saint Timothy Parish Pastoral Council
 - i. The Elections Committee shall present nominations for President of The Saint Timothy Parish Pastoral Council at the May council meeting. The election shall be held at the May meeting. Only the incumbent members of The Saint Timothy Parish Pastoral Council shall vote for president.

SECTION 5: DUTIES OF THE PRESIDENT OF THE SAINT TIMOTHY PARISH PASTORAL COUNCIL.

- a. The President shall prepare an agenda with the consultation of the members of The Saint Timothy Parish Pastoral Council. The agenda will be presented to the pastor for approval before the council meeting. The pastor may determine the final form of the agenda if changes are needed.
- b. In the Pastor's absence or by his delegation, the President shall preside at the Council meetings.
- c. The President shall appoint council committees.
- d. The President shall appoint a recording secretary.
- e. The President shall appoint an acting president when he is absent.

SECTION 6: DUTIES OF PARISH REPRESENTATIVES

- a. Parish representatives will serve as liaisons to their assigned parish committee and/or they will strive to represent the needs of the people of the parish in an fair and impartial manner, always striving to maintain the peace and unity of the parish.
- b. Parish representatives will bring to the pastor expressed needs of individuals or groups within the parish who might need his attention.

Article IV: Boards, Organizations, Committees, Meetings, Duties

SECTION 1: PARISH BOARDS.

- a. The pastor or parish council may establish any number of parish bodies known as parish boards.
 - i. These boards shall be created to serve particular functions.
 - ii. Their task shall be defined by the pastor and/or parish council.
 - iii. The length of service of these boards shall also be determined by the pastor and/or parish council.
 - iv. The conclusions of these boards will be considered and possibly implemented by the council or with the council's permission, not by the boards themselves.
 - v. These boards will present monthly updates of their service to The Saint Timothy Parish Pastoral Council.
- b. The standing board called the Parish Finance Committee is created by the pastor and is a requirement of the Code of Canon Law.
 - i. The Finance Committee shall prepare a summary report for the council.
 - ii. The Finance Committee's budget should be proposed for approval to the council each year at its April meeting.

SECTION 2: PARISH ORGANIZATIONS.

- a. The Parish Organizations serve the parish together with The Saint Timothy Parish Pastoral Council.
 - i. Both are subject to the discretion of the pastor.
 - ii. The council serves to assist the pastor with oversight, especially in matters of coordination, of the parish organizations.

SECTION 3: THE COMMITTEES OF THE SAINT TIMOTHY PARISH PASTORAL COUNCIL.

- a. The Saint Timothy Parish Pastoral Council may form various committees to serve particular functions, although in most cases the Council will act as a committee of the whole for their consultative role in most matters of parish life. This being true, an Executive Committee is not seen as necessary. In emergency situations or when a timely decision must be made between meetings, the Pastor or Bishop may consult with the President together with any other members they deem necessary for the interim decision being made. Those decisions are to be reviewed and ratified by the whole council at the next meeting of The Saint Timothy Parish Pastoral Council.
- b. Other committees may be formed on an ad hoc basis. Committees are to serve as task forces with defined tasks and timelines for their existence given at the time of their formation. There are no standing committees of The Saint Timothy Parish Pastoral Council.

SECTION 4: MEETINGS OF THE SAINT TIMOTHY PARISH PASTORAL COUNCIL

- a. The regularly scheduled meetings of The Saint Timothy Parish Pastoral Council take place on the fourth Thursday of the month except during the summer months and December. As a courtesy to council members and as a sign of the openness of the Council business to the whole parish, a reminder of the meeting will go into the parish bulletin at least a week before the meeting.
- b. The quorum for a meeting of The Saint Timothy Parish Pastoral Council is a majority of the members of the council. The council's meetings will not be considered official unless a quorum is present.
- c. Notes must be recorded at every official meeting of the council. These notes must be filed in the Parish Office and are open to inspection by any member of the parish who is interested. Summaries of the notes, or the entirety of the notes, may be published in the parish bulletin.
- d. Written notice of the next meeting shall be given to every member of The Saint Timothy Parish Pastoral Council at least four days before the meeting. The notice shall include the proposed meeting's agenda (final version) and, when possible, the minutes of the preceding meeting.

- e. Parish council meetings are open to all parishioners and no meeting is to be held in secret. Notice of every meeting shall appear in the parish bulletin. The presider of the meeting will determine if and for how much time a parishioner may speak during the course of the meeting.
- f. The principal of Saint Timothy School will attend all meetings of The Saint Timothy Parish Pastoral Council and will give a short report on the state of affairs in the school. Presidents of parish organizations may do the same.

Article V. Vacancies on Parish Council.

If a member of the council resigns or is absent without excuse for three consecutive meetings, the President, after consultation with the pastor shall appoint a replacement to complete the unexpired term.