

CONSTITUTION
OF THE
PASTORAL COUNCIL
OF HOLY NAME OF MARY PARISH
ALMONTE, ONTARIO

Replaces the Constitution of 1994
Revised and Approved 2003
Revised and Approved 2012

ARTICLE 1.0:

**CONSTITUTION OF THE PASTORAL COUNCIL OF
HOLY NAME OF MARY
ALMONTE**

ARTICLE 2.0: **OBJECTIVES**

2.1 In accordance with the Code of Canon Law (536) and under the guidance of the Archdiocese, a Pastoral Council will be established in the parish of Holy Name of Mary, Almonte, and its objectives will be:

- a. To serve in a consultative role to the parish priest as a means of facilitating the execution of the responsibilities of the parish priest to meet the spiritual and corporal needs of the parish community.
- b. To bring together lay people and religious who, together with their pastors, work jointly to build the parish as a living Christian community.
- c. To carefully consider the needs of the faithful and to search within the community for the people, organizations and resources that will adequately respond to these needs.

PLEDGE

Aware of our diversity and gifts, we the eucharistic family of Holy Name of Mary are determined to create and to celebrate our UNITY.

We are called to humbly serve Jesus Christ by ministering to our community with compassion, justice, love, prayer, healing and forgiveness.

ARTICLE 3.0: **ELIGIBILITY FOR MEMBERSHIP**

3.1 All baptized Roman Catholics over the age of 16, and registered in the parish, with the exception of the youth representative, who must only be over the age of 14. Persons in open conflict with the precepts of the Church shall be ineligible from membership on the Council.

3.2 All clergy and pastoral assistants officially assigned to the Parish are automatically ex-officio members of the Council.

ARTICLE 4.0: **ELIGIBILITY FOR VOTING MEMBERS ONTO THE COUNCIL**

4.1 All baptized Roman Catholics over the age of 16 and registered in the parish.

4.2 For the position of youth representative, all parishioners in grade 7 and above shall be eligible to cast a vote.

ARTICLE 5.0: **COMPOSITION**

5.1 The Pastoral Council must be representative of the composition of the faithful of the parish and of the various pastoral activities that are carried out within its boundaries. It shall be composed of:

Non-voting members:

- a. The parish priest and those priests and pastoral assistants eligible under Article 3.2 who are appointed by the pastor to sit on Council.
- b. Appointed representatives of major organizations.
- c. Appointed members of groups that are not represented through the regular election process (e.g. ethnic groups and parish ministries) may be appointed by Council from time to time.

Voting members:

- d. A minimum of eight elected members, one of which shall represent the youth of the parish.
- e. The designated representative of the Finance Council.

5.2 The number of persons appointed to Council shall at no time exceed the number of Council members elected by the parish.

ARTICLE 6.0: ELECTION OF MEMBERS

6.1 In electing the members of the Pastoral Council, the faithful will keep in mind the need to represent the whole parish and will strive to reflect the present state of the parish and also its future possibilities.

6.2 A general election will be held *every second year* between the period of the second week in May and the last week of June. In order to maintain continuity, only 50% of the positions on Council shall be elected *at this time*.

6.3 A nominating committee of no fewer than three persons will be appointed by the existing Council at least 1 month (four weekends) in advance of a Council general election. Members of the nominating committee shall not allow their names to stand for election.

6.4 The nominating committee will seek nominations from the faithful by means of a nomination form. Such form will be available to the faithful on the second and third weekend preceding the general election. This committee will also ensure that all nominations are validated by a written acceptance of nomination by the nominee.

6.5 The nominating committee will ensure that the number of parishioners nominated is at least equal to the number of vacant positions on Council at election time.

6.6 On the weekend immediately prior to the Council general election, the nominating committee will publish a list of all nominees, along with a brief biography of each nominee, and distribute the list at each of the weekend masses. Where applicable, incumbent members of the Council seeking a further term will be identified on the ballot.

6.7 The faithful will be asked to vote by secret ballot for candidates to represent them on Council for the following four years.

6.8 The nominating committee will count the votes and publish a list of the successful candidates who have received the most votes. The number of votes received by each candidate will not be published. In the event of a tie for the final position, each candidate shall sit on Council.

6.9 The Council members will meet as soon as possible at the call of the nominating committee to select from among the elected members the positions of chairperson, vice-chairperson and secretary.

6.10 Where a vacancy arises because of the resignation of an elected member of Council, the Council will select a new member to sit in Council until the next election.

ARTICLE 7.0: CONDITIONS OF SERVICE FOR COUCIL MEMBERS

7.1 A member may be removed from Council by a two-thirds majority vote of the Council if one is unable to fulfill one's responsibilities as a member owing to non-attendance at Council meetings or for other reasons.

ARTICLE 8.0: SPECIFIC ROLES WITHIN THE COUNCIL

8.1 Council Executive shall be composed of:

- a. A President who shall be the parish priest;
- b. A Chairperson who is responsible for:
 - setting the dates and convening the meetings,
 - preparing the agenda in consultation with the Pastor and other members of the Council
 - chairing all meetings.
 - assisting the Pastor in providing leadership, support and encouragement to other members of the Council and especially to chairpersons of standing committees,
 - in collaboration with the Pastor, ensuring that the spirit and intent of the parish constitution and diocesan guidelines are adhered to,
 - participating in the regional meeting for Pastoral Councils.

- c. A Vice-Chairperson who is responsible for assisting the Chairperson with Council duties and temporarily assuming these duties, including conducting a scheduled meeting, when the Chairperson is absent.
- d. A Secretary who is responsible for:
 - attending to the physical arrangement for meetings of Council,
 - recording and keeping a file of minutes of all meetings of Council and of the Parish Assembly,
 - distributing the draft minutes to all the members before the next meeting, at which time any changes will be discussed and noted, the final minutes will be filed and posted at the back of the church.
 - arranging for or conducting all necessary correspondence, and ensuring that all incoming correspondence is tabled,
 - assisting in the preparation of meeting agendas,
 - making the necessary phone calls to remind members of upcoming meetings,
 - assuming any other duties the Council may assign.

8.2 Other roles may be assigned to members by Council such as chairing of special or standing committees.

ARTICLE 9.0: **TERM OF OFFICE**

9.1 The term of office for each Council member, other than for the president, shall be for a duration of *four years*, renewable once, for a total of *eight years*.

9.2 A member may return to Council after an absence of one year.

9.3 A person who is called to fill a vacancy on the Council shall be entitled to serve until the next election.

9.4 The term of office of the Chairperson, Vice-Chairperson and secretary shall be limited to one *four year* term after which they act as ordinary members. After one year as an ordinary member they may be reselected into any of these three positions.

ARTICLE 10.0: **COMMITTEES OF THE COUNCIL**

10.1 The Pastoral Council shall designate a number of standing or ad-hoc committees to answer the community's needs. These committees shall include, but shall not be restricted to:

- Spiritual Development
- Liturgy
- Outreach

Social Action
Youth

10.2 Each standing or ad hoc committee will have a chairperson appointed by the Council after consultation with members of the committee. The term of office for all committee chairpersons shall not exceed *four years*.

10.3 In those instances where the chairpersons of the standing committees, as listed above, are not members of Council, the Council will name one member of Council to act as the liaison between the committee and Council or invite the committee chairperson to attend a meeting of Council regarding an item on the agenda.

10.4 Other standing committees or ad hoc committees may be formed as the need arises.

10.5 The Pastor is an ex-officio member of all committees.

10.6 The Council will also:

- a. Develop and maintain a Strategic Plan for the parish.
- b. Provide a charter of responsibilities for each committee.
- b. Ensure good communication between committee and Council.
- c. Provide for necessary training of committee members.
- f. Call for accountability from the committees on their goals and programs.
- g. Prioritize resources and settle questions of how available funds can best be utilized.

ARTICLE 11.0: MEETINGS

11.1 A quorum shall consist of at least 50% of the voting members present.

11.2 The Pastoral Council will meet at least once a month. Meetings will be called by the Chairperson in agreement with the President and announced in the preceding Sunday bulletin.

11.3 All meetings are open to members of the parish.

11:4 Only the voting members identified in Article 5.1 above shall be entitled to vote at a regular Council meeting. A simple majority of those present is required to pass a motion in Council.

11.5 As long as a Council decision has not been ratified by its President, it remains a "Council Proposal."

11.6 Given the special role of the Council President, he shall not participate in the voting.

11.7 When necessary and with sufficient attendance, any meeting of the Council may be designated and pre-announced as a Parish Assembly by decision of the Council.

11.8 A Parish Assembly will be held at least once a year.

11.9 If a formal vote is required at a Parish Assembly it must be passed by a two-thirds, affirmative vote. All members as defined in 3.1 in attendance at a Parish Assembly shall be entitled to vote. A show of hands FOR must be counted first followed by a show of hands AGAINST. The counts for and against must be recorded in the minutes to indicate "Motion Carried."

11.10 The purpose of the Parish Assembly shall be to provide an opportunity for:

- a. Parish members to raise parish issues of concern.
- b. Parish members to question Council on policies and programs of the Council.
- c. Council to report to the parish community and invite suggestions from the members.
- d. The Finance Council to report on the financial status of the parish.
- e. Parish members to approve amendments to the constitution.
- f. Council to introduce any major policy change or project in the parish.

ARTICLE 12.0: **AMENDMENTS TO THE CONSTITUTION**

12.1 Amendments or requirements for amendments will be referred to an ad hoc constitutional sub-committee for development. The draft amendments will then be referred to Council for approval.

12.2 These amendments to the Constitution must be presented to the Council in written form for discussion at least two month prior to the Parish Assembly.

12.3 Draft amendments and the reason for them will be published in the parish bulletin at least one week prior to a Parish Assembly.

12.4 Amendments to the Constitution must receive a two-third majority affirmative vote at a Parish Assembly.