

**CONSTITUTION
OF THE
PARISH PASTORAL COUNCIL
OF THE
CHURCH OF THE IMMACULATE CONCEPTION
COLUMBIA HEIGHTS, MINNESOTA**

Effective 08/01/2007, this document replaces the document of the same title dated 01/04/2001.		
Issue # Original	Revision # 2	Date: 08/25/2008
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CONSTITUTION OF THE PARISH PASTORAL COUNCIL OF THE CHURCH OF THE
IMMACULATE CONCEPTION, COLUMBIA HEIGHTS, MINNESOTA

Constitution of the Pastoral Council
Of The
Church of the Immaculate Conception
Columbia Heights, Minnesota

Preamble

The parish community of the Church of the Immaculate Conception of Columbia Heights, Minnesota, established the Parish Council to provide consultative support and assistance to the Pastor and/or canonical administrator appointed by the Archbishop of the Archdiocese of St. Paul and Minneapolis. Ever mindful of the presence of Jesus Christ, the mission of the Parish Council is to consult with the Pastor and/or Canonical Administrator in the arenas of identifying and meeting the pastoral, spiritual, and temporal needs of the parish community through participation and discernment based upon Christian faith, love, trust, and openness.

Article I **Name**

The organization is called the Parish Pastoral Council of the Church of the Immaculate Conception.

It will be referred to as the "Parish Council" in this document.

Article II **Purpose**

The Parish Council is an advisory and consultative body which holds, in collaboration with the Pastor, the responsibility for the design, sponsorship, and oversight of decision making processes. The processes will identify the pastoral needs of the parish community and define options for meeting those pastoral needs.

The Parish Council is an advisory and consultative body to the Pastor with respect to the administrative, financial, ministerial and operational aspects of the parish.

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Article III **Duties and Authority**

The Parish Council shall function as an advisory and consultative body, supporting the Pastor, who is the legal administrator of the Parish in both canon and civil law. With the authority delegated to it by the Pastor, the Parish Council shall be called upon to make choices following decision making processes agreed on in the Bylaws with respect to policy, operation, and oversight of matters pertaining to the pastoral, spiritual, educational, social and financial aspects of the parish. The Pastor has authority over any decision making process or choices made by the Parish Council. The Parish Council shall have access to all data and information of the parish that could be required in the performance of its duties. The Parish Council will consider all data confidential and handle it in a manner that will not violate the privacy of any individual.

The Parish Council shall serve as the voice of the parish in regard to pastoral needs and operational oversight. The members of the Parish Council shall interact, consult and participate with parish commissions, committees, groups, organizations and parishioners through constructive dialogue, assessment and visioning to initiate and endorse strategies, planning, programs and ministries for the common good of the parish.

Article IV **Eligibility for Membership**

To serve on the Parish Council, the following criteria is strongly desired:

- A. Be fully initiated in the Catholic Church
- B. Be registered in the Parish

Article V **Composition and Terms of Office**

The Parish Council shall consist of the following members:

A. Commission Members

- One (1) member from each of the following Parish Commissions for 3 year terms:
 - Stewardship Commission
 - Liturgy Commission
 - Pastoral Ministry Commission

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- Community & Christian Service Commission
- Maintenance Commission
- Finance Commission
- Education and Faith Formation Commission
- School Advisory Commission
- Music Ministry Commission

B. At-Large Parish Members

- At least three (3) members from the parish for 3 year terms, selected through an open and endorsed discernment process.

C. Staff Director Member

- One person from staff selected by the staff

D. Ex-Officio Members

- Pastor
- Trustee (1) position
- Business Administrator
- School Principal

Terms: Each of the Commission and At-Large Members shall serve for three (3) year terms.

Terms shall begin with the July Parish Council meeting following the appointments. Members may serve a maximum of two (2) consecutive terms or six (6) years. After a one (1) year lapse, members may be reappointed to another term.

Article VI Nominations, Discernment and Appointment

Nominations, discernment and appointment of members to the Parish Council shall be conducted in May and June of each year as appropriate to the appointment schedule. A discernment process shall be used for the selection and appointment of the Commission Members and the At-Large Members.

Article VII Vacancy and Recall

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A. Vacancy

Vacancy on the Parish Council for the remainder of the open term shall be filled as follows:

- Commission Member vacancy shall be filled by an open discernment process of the Commission
- At-Large Member vacancy shall be filled by Pastor appointment from a list of parish members developed by the Parish Council
- Staff Director Member vacancy shall be filled by an open discernment process of the staff.

B. Removal

Any member of the Parish Council is subject to recall whenever the conduct or action of that individual violates the teachings, principles and beliefs of the Roman Catholic Church, the Mission and Constitution of Immaculate Conception, and/or civil law. After just cause has been established, recall may be affected by a majority of Commission, Staff, and At-Large members.

Article VIII Council Officers

The officers of the Parish Council shall consist of a Chair, a Vice Chair and a Secretary. Other such officers may be appointed by the Parish Council on an as-required basis. Discernment process for Parish Council Officers shall be held each year at the August meeting. The Chair shall preside over the discernment process.

Article IX Meetings

A regular meeting shall be held once a month August through June.

Special meetings may be held as considered necessary by the Parish Council.

All meetings shall be published and open to all parishioners.

An agenda for the regular meeting shall be made available to the parish prior to the meeting.

The minutes of the regular meeting and any special meeting shall be published and made available to the parish.

The official proceedings of the Parish Council shall be kept on record in the Parish Office.

Article X Commissions, Committees and Ad Hoc Groups

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General: The Parish Council shall be responsible for the management of the permanent Commissions which are the focal point of Parish ministry and mission. Each Commission may have an organization of Committees, Ad Hoc groups and task forces as the Commission sees fit to establish, coordinate and oversee.

Chart: The Parish Council shall maintain a Chart of Ministries that details the permanent Commission, Staff assignment, and reporting ministries groups.

Commission Members are accountable for the knowledge of the growth, issues, programs and direction of the Commission and developed consultative structure of Committees and Ad Hoc groups.

Commission Members are not required to attend the Committee and Ad Hoc group meetings, but may utilize other means of communications.

The Commission shall meet at least one (1) time per year to assess the past year of ministry and to plan and coordinate the next year of ministry. In addition, the Commission shall engage in a discernment process for appointment of a Commission Member to the Parish Council, per the appointment schedule or on an as-needed basis by vacancy or recall.

The Commission shall report to the Parish Council on an annual basis as to accomplishments, goals, needs, and strategies.

Article XI **Trustees**

The Trustees are advisors to the Pastor under Canon Law and Ex-Officio members of the Parish Council and the Finance Council. They are officers of the civil corporation with the State of Minnesota and their role is necessary in order to fulfill the civil formalities required by civil statute. Although the trustees are Ex-Officio members of the Parish Council and Finance Council, it is absolutely necessary that they have full access to all the data and information required to carry out their responsibilities. They are encouraged to ask searching questions and to exercise independent judgment in performing acts of the civil corporation of the parish.

There shall be two (2) Trustees who are selected and appointed by the Pastor,

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The length of terms and the number of terms of Trustees are specified by the Archdiocese of St. Paul and Minneapolis.

Article XII **Bylaws**

The Parish Council shall establish a set of bylaws which define in greater detail the conduct of the Parish Council business.

The Bylaws shall be adopted by a 70% approval vote of the voting members of the Parish Council. A proposed change shall be presented to the Parish Council at a regular meeting prior to the planned adoption meeting.

Amendments to the Bylaws shall be adopted in the same manner as the original Bylaws. A revised copy of the Bylaws shall be published within 60 days after approved changes have been made.

Article XIII **Constitution Adoption**

The Constitution for the Parish Council of the Church of the Immaculate Conception shall be adopted by an 80% vote of the Commission and At-Large members of the Parish Council. The adoption shall occur at a regular monthly meeting.

Article XIV **Constitution Amendment**

Any amendment to the Constitution shall be presented to the Parish Council at a regular monthly meeting prior to the planned adoption meeting.

Any amendment shall be adopted by an 80% vote of the Commission and At-Large members at a regular monthly meeting.

A revised copy of the Constitution shall be published 60 days after approved changes have been made.