
PARISH COUNCIL CONSTITUTION

ST. FRANCES CABRINI CONGREGATION West Bend, Wisconsin

ARTICLE I: NAME

The name of this organization shall be St. Frances Cabrini Parish Council, hereinafter referred to as the "Council."

ARTICLE II: PURPOSE

Section 1: The Council shall strive to unite all members of the parish in a community of prayer, leadership, service and pastoral action.

Section 2: The Council shall develop and maintain a parish mission statement, which embraces the total life and mission of the parish: word, worship, service and community.

Section 3: The Council shall engage in a continuous process of pastoral planning, which takes into consideration the needs of its own parishioners and the needs of the archdiocese, the broader community and the world.

ARTICLE III: SCOPE

Section 1: The Council shall establish parish policies, i.e., in all matters of the parish, including but not limited to spiritual, educational, social and financial concerns, except to the extent limited by faith and morals, church or civil law or archdiocesan policy/norms.

Section 2: In any case where any member of the Council interprets an action of the council or any of its committees to be outside the limits set forth in Section 1, such member shall present such interpretation no later than the next meeting of the Council and ask for reconsideration. Pending consideration, the effect of the action shall be suspended.

Section 3: In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

ARTICLE IV: MEMBERSHIP

- Section 1:** The Council shall be comprised of (13) members, all of whom must be baptized, practicing Catholics, at least 18 years old, registered members of the parish, and participants in the parish worship life, especially Mass and the sacraments.
- Section 2:** The Council shall have the following *ex officio* members: the pastor, the associate pastor (if assigned to the parish), and the two lay trustees. *Ex officio* members participate fully and equally in all Council decisions.
- Section 3:** Nine (9) at-Large members, shall be selected from and by the membership of the parish 18 years of age or older.
- Section 4:** The term for at-large members shall be three years and shall be limited to two consecutive terms. The new members shall begin their terms with the conclusion of the annual transition meeting. Council membership may be considered again after at least 1 year of non-membership.

ARTICLE V: OFFICERS

- Section 1:** The officers of the Council shall be a chairperson, a vice-chairperson and a secretary. They shall be selected by and from the Council at the annual transition meeting. They shall serve for a one-year term beginning with the conclusion of the transition meeting. *Ex officio* members of the Council are ineligible to serve as Council officers or committee chairpersons.
- Section 2:** The council chairperson shall serve as the parish representative to the Archdiocesan Pastoral Council (APC) district assembly. The Council vice-chairperson or secretary may be delegated to perform this function.

Article VI: MEETINGS

- Section 1:** Regular Parish Council meetings shall normally be held monthly.
- Section 2:** Special meetings may be called by the chairperson, pastor or a quorum. A quorum consists of two-thirds of the total membership and includes the pastor.
- Section 3:** A transition meeting shall be held at the next regular Council meeting following the annual selection of Parish Council members. At this meeting the newly selected members shall join the existing Council for the purpose of selecting Council officers for the following year.

ARTICLE VII: RELATIONSHIP OF PASTOR TO COUNCIL

Section 1: The pastor is the parish council president. He presides at the Council by:

- A. Attending all council meetings.
- B. Making certain that the scope of the council's concerns reflects the entire mission of the Church;
- C. Enabling the council to build a community of faith and an atmosphere of trust among council members,
- D. Making certain that parish council members have adequate training;
- E. Assisting in formulating the Council agenda;
- F. Sharing in the dialogue that leads to the formulation of policy;
- G. Serving as chief administrative officer of the parish; and
- H. Executing the policies formulated by the Council.

If the pastor judges that the decision is contrary to Church teaching or discipline, or violates a diocesan norm, the pastor may withhold implementation, giving to the Council the reasons. In such case the Council may appeal to the Office of the Archbishop or one appointed by him for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

Section 2: The pastor does not chair Council meetings.

Section 3: Before requesting a proxy from the archbishop, the pastor will consult with the council. The consensus of the council shall be represented in the request for proxy.

ARTICLE VIII: MANNER OF OPERATION

The Council's manner of decision-making shall be communal discernment, which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. Reaching decision through prayerful discernment that leads to consensus shall be the usual process for decision-making.

ARTICLE IX: STANDING COMMITTEES

Section 1: The Council shall have the following Standing Committees:

- Finance/Administrative Services
- Human Concerns
- Evangelization and Faith Formation
- Parish Life
- Pastoral Care
- Prayer and Worship
- School
- Stewardship

Section 2: Council Committee Liaison

The Council shall select from its at-Large members a liaison to each of its standing committees at the annual transition meeting following the selection of new officers. Liaisons shall serve for a one-year term beginning with the conclusion of the transition meeting.

ARTICLE X: AMENDMENTS

This constitution may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and thereafter by approval of a majority of the parishioners participating in the parish approval process.

Date of Approval by the Parish Council: _____

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| Please add PC approval date. |
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Date of Approval by the Archdiocese: July 11, 2007 NW

Date of Parish Ratification: _____

Date of Most Recent Amendment: _____

Date of Next Full Review: _____