

**SAINT MICHAEL THE ARCHANGEL CATHOLIC CHURCH
GLEN ALLEN, VIRGINIA
PARISH PASTORAL COUNCIL CONSTITUTION**

(Revised Draft August 14, 2008) amended 10.2011

ARTICLE I – NAME

The name of the Council shall be St. Michael's Parish Pastoral Council (hereinafter the **Council**).

ARTICLE II – PURPOSE

The Council shall provide the structure by which the parishioners can share the Apostolic Mission of the Church and fulfill their Christian responsibility to the Parish and to the Community. The purpose and functions of the Council include:

- a. deliberating, deciding, and acting responsibly in advising the Pastor in the management and operation of the parish;
- b. promoting communication and coordinating action as a body representative of all members of the parish;
- c. providing leadership by clarifying parish vision, establishing goals, and witnessing the gospel message in the larger community and the world;
- d. developing policies to support those activities and programs which foster the spiritual, intellectual, moral and temporal well-being of the people of St. Michael's, and further the goals and policies of the Diocese of Richmond; and
- e. setting priorities and goals in cooperation with the Pastor to enable the Parish Finance Council to effectively manage the financial operations of St. Michael's. The Council will consult with the Parish Finance Council in order to support the goals and priorities of the parish.

To ensure that the purpose and function of the Council may be fulfilled, prayer should be an integral part of every meeting. Agreement to attend scheduled meetings and to be actively involved in Council activities and committees shall be considered a condition to be met by all those who serve on the Council.

ARTICLE III – COMPOSITION

Section 1. Membership: The Council shall be composed of the following:

- a. the Pastor (*ex officio*);
- b. the Associate Pastor(s) and others who participate on a full-time basis in the pastoral care of the parish by virtue of their office (*ex officio*);
- c. at the Pastor's discretion, after consultation with the Council, others who participate in the pastoral care of the parish by virtue of their office (*ex officio*); and
- d. nine (9) at-large members who are randomly selected from those eligible members of the parish who volunteer to serve, who reflect a cross section of the parish, plus one youth representative and up to two additional members appointed at the Pastor's discretion.

Section 2. Voting Rights: All members other than *ex-officio* Council members shall be voting members.

Section 3. Eligibility: Members of the Council shall be sixteen (16) years of age or older, must be baptized, registered members of the parish, and should be participants in the parish worship life, especially Mass and the sacraments.

Section 4. Term: All voting members shall serve a term of three years, and shall be limited to two consecutive terms on the Council, before having to retire for at least one term. Such terms shall be staggered so that in any given year no more than three at large voting member positions are open for reappointment or replacement.

Section 5. Vacancies: Any vacancy on the Council during the year shall be filled by appointment by the Pastor, with the advice of the Council, to serve until the next scheduled term selection.

Section 6. Publication of Members: A listing of Council members along with their contact information shall be listed in the church publication, The Defender, as well as on the Church website (www.saint-mikes.org)

ARTICLE IV – OFFICERS

Section 1. The officers of the Council shall be a Chairperson and a Vice-Chairperson who shall be discerned from the membership of the Council. The voting members of the Council shall discern the persons filling those positions from the non-*ex officio* members at the first regular meeting of the Council held after August 1st of each year. Such terms shall be for one year.

Section 2. Should any of the offices become vacant, the Council members shall discern another member of the Council to complete the term.

Section 3. The Council may create such other officers as may become necessary.

Section 4. Duties of the Officers:

- a. The Chairperson shall call and preside over all meetings of the Council, and shall prepare meeting agendas in consultation with the Pastor.
- b. The Vice-Chairperson shall preside over the meetings of the Council in the absence of the Chairperson, and shall perform such duties as assigned by the Chairperson.

Section 5. A Secretary shall be appointed by the Pastor to keep the Minutes in consultation with Parish Council. In addition the Secretary shall notify the members of the meetings, keep a roster of attendance, and perform such other duties as assigned by the Chairperson.

ARTICLE V – MEETINGS

The Council meetings shall be open to all parishioners.

Section 1. At its first regular meeting following July 1st of each year, the Council shall establish regular meeting dates and times for the year. At least one Council meeting shall include a retreat, which all members should attend.

Section 2. Notification of all regular meetings shall be published in The Defender and on the parish website.

Section 3. The agenda and meeting minutes for the previous meeting shall be distributed to Council members prior to each meeting. Copies of the Council minutes and agendas shall likewise be made available on the website, or in the parish office.

Section 4. The Pastor, the Chairperson, or a majority of the members may call special meetings at any time deemed necessary. Written notification of such meeting must be made to the members at least five (5) days prior to the meeting, and if possible, notice should be published in The Defender prior to the meeting. In any event, the Pastor must be present at such meeting, unless a letter is given by him allowing the meeting to proceed in his absence.

Section 5. A quorum shall be a simple majority of the voting members of the Council. A quorum must be present in order for the Council to vote on any matter.

Section 6. Members should aspire to attend all meetings of the Council and miss no more than three (3) meetings in any given year (July 1 – June 30). Missing more than three meetings without sufficient excuse will be considered indicative of a lack of interest in participation, or of conflicting priorities that preclude continued service on the Council. In such event, the Pastor and the Council Chairperson shall discuss with the member his or her desire to continue to serve on the Council, with the Pastor making any final determination as to member's continued service on the Council.

ARTICLE VI – LIAISONS TO PARISH COMMITTEES

The Council shall maintain liaisons to selected Parish Committees, including, but not limited to, the St. Michael's Human Concerns, Faith Formation, Pastoral Care, Stewardship, Finance Council, and such other committees that the Council may designate from time to time. Liaisons shall be chosen by the Chairperson and shall report to the Council as directed by the Chairperson.

The purpose of these liaison relationships is to ensure that the Council is fully informed in the ministries and operations of the Parish; to allow the Council to provide its counsel and input in support of the mission of these committees and ministries; and to allow the Council to help each of these committees and ministries to be successful by providing resources, resolving issues, and helping in any other ways possible.

ARTICLE VII – RELATIONSHIPS

Recognizing that the Council shares the Pastor's role of accountability to the Diocese and to the Bishop, the Council shall employ all those powers within its means to ensure openness, trust, communication and mutual support among Pastor, staff, standing committees, the parish community, and itself.

ARTICLE VIII – AMENDMENTS

The Constitution may be amended by a consensus vote of the membership of the Council, with the agreement of the Pastor, provided the members are notified of the proposed amendment in writing at one regular meeting prior to the meeting at which the vote is taken.

ARTICLE IX – RULES OF PROCEDURE

Section 1. The Council shall arrive at decisions through prayer and discernment if possible, but if consensus is not possible, the Pastor shall be the ultimate authority.

Section 2. The diocesan norms established by Called to Serve and We Walk by Faith, shall guide the Council in its purpose, role, relation and responsibilities to the Parish, and its deliberations.