

September 1991

CONSTITUTION OF
IMMACULATE CONCEPTION PARISH PASTORAL COUNCIL
WATERTOWN, MN 55388

ARTICLE I NAME

The name of this organization shall be the Parish Pastoral Council of the Church of the Immaculate Conception, Watertown, MN, hereinafter referred to as the Pastoral Council.

ARTICLE II PURPOSE

The Pastoral Council, composed of representatives of the entire parish community, shall serve as a consultative body. It will counsel the pastor on all matters affecting the life and ministry of the parish so that a community of disciples open to God's word and willing to be of service to one another will be formed. Through their representation on the Pastoral Council the members will share in the decision making process so that the spiritual and material well being of the parish will be served.

In particular, the Pastoral Council will help provide a community where:

1. Opportunities exist for parishioners to celebrate in fellowship the full sacramental life of the Church.
2. The continual sanctification of the parishioners can occur through prayer and devotion consistent with the liturgical seasons.
3. The development of lay ministries can take place both in the marketplace and within the Church.
4. Parishioners can bring the gospel message to those who no longer practice their religion or who do not actively embrace any religion.
5. Our rich tradition of faith can be handed on to all parishioners through life-long catechetical formation including sacramental preparation for children and young adults and the promotion of vocations to religious and priestly life.
6. The parish community shall ensure proper and just fiscal administration, business management and maintenance.
7. Parishioners will become aware that they are members of the parish, the Archdiocese and the Universal Church and that consultative structures will be in place so that the people can make known their needs, especially spiritual ones.

ARTICLE III MEMBERSHIP

Some members will be elected and some appointed. All elected and appointed members will be voting members.

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A. Elected Members

Four members shall be elected to the initial Pastoral Council. One for a one year term, one for a two year term, and two for a three year term, to be determined by lot. Each member thereafter shall be elected to a three year term.

1. Members must be registered members of Immaculate Conception Parish who are at least 18 years of age.
2. Members may not be related more closely than first cousins.
3. Members may serve for a maximum of two consecutive terms.
4. Members must be active parishioners who assume ownership of the parish through the practice of good stewardship, that is they attend Sunday Mass regularly at the parish and support the parish with their time, talent and treasure.
5. Members shall be elected according to Paragraph A of the By-Laws.

B. EX OFFICIO AND APPOINTED MEMBERS

1. The pastor and the two trustees are ex officio members of the Pastoral Council.
2. The pastor shall preside over the Pastoral Council because he is the presider of the parish community and because he presides over the Eucharistic Liturgy. For the sake of accountability to the Archbishop whom he represents and to the people of God whom he serves, the pastor must ratify the recommendations of the Pastoral Council before they can be implemented.
3. The pastor will not serve as chairperson. The Pastoral Council shall elect a chairperson from among its members.
4. The two trustees, who are appointed according to the regulations of the Archdiocese to fulfill the requirements of the corporate structure, will be members of the Pastoral Council for as long as they hold the position.
5. Three members shall be appointed to the initial Pastoral Council in addition to the trustees. One for one year, a second for two years, and the other for three years.

ARTICLE IV OFFICERS

The pastor shall preside over the Pastoral Council in accordance with Article III, Paragraph B, Number 2. A chairperson, however, will be selected by the Pastoral Council members along with a vice-chairperson and recording secretary.

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ARTICLE V COMMITTEES

The following shall be standing committees of the Pastoral Council and shall be responsible to the Council in union with the pastor.

1. The Liturgy Committee
Proclaiming the word of God and breaking the Eucharistic bread are central to nourishing the faith commitment of the people at Immaculate Conception. The liturgy committee will seek to incorporate the insights given to us in the Constitution on the Liturgy from Vatican Council II and in other official documents by providing the proper environment for worship, by developing Eucharistic ministries, by providing appropriate music and encouraging congregational participation, by planning for the fruitful celebration of the liturgy and by coordinating and scheduling those involved in various liturgical roles.
2. The Education Committee
This committee shall establish and foster those programs necessary for Immaculate Conception Parish to fulfill its mission of religious education for people of all ages. By its policies it will ensure that the programs will proclaim God's word, involve participants in meaningful liturgies and provide them with appropriate opportunities for Christian service. The committee shall secure adequate staff, establish and oversee the education budget, evaluate the effectiveness of the program on a regular basis and establish those policies necessary for the program to operate effectively.
3. The Cemetery Committee
This committee will draw up rules and regulations for the proper conduct of grave sales, burials and placing of memorials. The committee is likewise charged with the responsibility of seeing to the proper care and upkeep of the grounds. It is also responsible for reviewing the financial reports and placing the cemetery on a solid financial basis both now and in the future.
4. The Finance Committee
This committee prepares the annual budget, including projected income and expenses. It reviews income and expenditures on a monthly basis and recommends possible capital expenditures. The committee publishes an annual statement to the parish and keeps them regularly informed of the financial status of the parish. It is the committee's responsibility as well to make the parish aware of the importance of stewardship and its use of time, talent and treasure.
5. The Maintenance and Development Committee
This committee oversees the upkeep of the grounds and buildings. It secures adequate custodial help and evaluates their performance on a regular basis. It notes as well the necessity for major repairs or the need for further development.

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6. **The Prayer and Spirituality Committee**
The parish community is primarily a community of faith. The Prayer and Spirituality Committee shall provide places and times for private and communal prayer with a sensitivity toward the rich variety of cultural expressions. These places and times are to augment the central role of the eucharistic celebration and contribute further to growth in holiness for all its members. Encouragement and support of daily family prayer, parish missions or retreats and other spiritual renewal opportunities are to be a regular part of parish life. Opportunities for spiritual direction and pastoral counseling are to be made known and/or available to the parish community.

7. **Ministry, Charity and Justice Committee**
The purpose of this committee is to remind parishioners of their role as ministers because they have received the sacraments of initiation: Baptism, Confirmation and Eucharist. The most significant place for that ministry to take place is in the everyday life of parishioners seeking to renew society with the spirit of the gospel. The parish community must also acknowledge and promote ministry which is directed to, for, and with the sick, the dying, the poor, the disabled, the afflicted, the lonely, the alienated, and the unborn. It must also promote family life, catechesis, education and action on behalf of justice for all.

ARTICLE VI PARISH ORGANIZATIONS

Parish organizations shall not be committees of the Pastoral Council, but because the Pastoral Council is interested in their activities, these organizations shall report to the Pastoral Council when requested to do so. To qualify as a parish organization, the group must operate under rules approved by the pastor and use any funds it generates for the purposes consistent with the mission of the Church.

ARTICLE VII AMENDMENTS

This constitution can be amended by a two-thirds majority vote of the full Pastoral Council. Amendments must be submitted to the Pastoral Council at a meeting prior to when a vote is taken.

October, 1987

Reviewed July, 1989

Revised March, 1990

Revised September, 1991

September 1991

BY-LAWS FOR
IMMACULATE CONCEPTION PARISH PASTORAL COUNCIL
WATERTOWN, MN 55388

A. NOMINATIONS AND ELECTIONS

1. At the March meeting of the Pastoral Council the pastor shall appoint a Nominating Committee consisting of a chairperson and at least three other Pastoral Council members. Additional members may be appointed but need not be members of the Pastoral Council.
2. No later than the 1st Sunday of April, notice shall be given to the parish at large that qualified parishioners may submit their names to the Nominating Committee for consideration by writing or phoning the parish office by April 21.
3. The Nominating Committee will meet soon after April 21 to select a slate of candidates, taking into consideration those, if any, who indicated a desire to run. The Nominating Committee must obtain the consent of those selected to run and inform the candidates about the role and function of the Pastoral Council and the responsibilities of its members. There must be at least 1 1/2 candidates for each position.
4. The Nominating Committee shall oversee the election process. Publication of a full slate of candidates with a short resume of their qualifications shall be published at least two weeks prior to the election.
5. Elections shall be held by secret ballot on the first Sunday of June and the preceding Saturday. Candidates receiving the highest number of votes commensurate with the number of vacant seats shall be declared elected. In the event of a tie the members of the incumbent Council shall vote to break the tie.
6. Elections will take place in the basement of the Church after each Mass on election weekend. Those planning to vote must first sign a register before obtaining a ballot. Voters must be registered members of the parish 18 years or older.
7. Absentee ballots may be cast provided that such ballots are duly obtained from the rectory prior to the election date and are returned to the rectory in a sealed envelope prior to the election.
8. Members of the initial Pastoral Council shall take office at the regularly scheduled meeting following the election. However, their term shall not be counted as beginning until July, 1988. And, they shall serve for a one, two, or three year term from that date to be determined by lot. New Council members thereafter shall take office at the first Pastoral Council meeting in July and shall serve for a three year term.

BY-LAWS cont'd.

B. Duties of Officers

1. The chairperson shall establish the agenda for each meeting after consulting with the pastor and the two trustees. he or she will chair each meeting and assign Pastoral council members as liaison persons to Pastoral Council committees when necessary.
2. The vice-chairperson shall fulfill the duties of the chairperson in his or her absence.
3. The recording secretary shall take the minutes of each meeting and maintain a record of the minutes. The secretary shall send as well a copy of the minutes to the parish office for typing and distribution with the church bulletin.

C. Vacancies

1. In the event of three consecutive unexplained absences, a seat may be declared vacant by the Pastoral Council and the vacancy filled in accordance with the by-laws.
2. If a seat becomes vacant from death, resignation or some other cause, that seat will be filled for the remainder of the term by the candidate who received the next highest number of votes in the last election, provided that candidate is available. Otherwise the pastor will appoint someone to fill it until the next election. To keep the proper rotation, however, that person will be elected for only the number of years remaining for that term.
3. If a vacancy occurs by an officer, the candidate receiving the next highest number of votes in the most recent election for that office shall fill the remaining term provided that candidate is available. Otherwise, the vacancy shall be filled by a majority vote of the Pastoral Council.

D. Committee chairpersons and memberships

1. A chairperson of each committee shall be appointed by the pastor.
2. Additional members of the committee shall be appointed by the committee chairperson.
3. A Pastoral Council member may be a member of more than one committee, but shall not be a chairperson of more than one committee.
4. Committees shall consist of at least four members, and not more than seven members.
5. All committees act under the authority given them by the Pastoral Council.

BY-LAWS cont'd.

E. Meetings

1. The Pastoral Council shall meet at least six times a year. Ordinarily, however, the Pastoral Council shall meet on the third Monday of the month at 8:00 p.m. in the Church basement.
2. Regular meetings of the Council shall be open to all parishioners. Executive sessions, however, can be called by the pastor or one of the two trustees.
3. The recording secretary shall notify the Pastoral Council members at least seven days to any regular or special meeting whenever possible.

F. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order (Revised) shall govern the conduct of the Pastoral Council in all cases to when they are applicable provided they are consistent with this constitution or with special rules of order the Pastoral Council may adopt.

G. Agenda

Items for inclusion of the agenda must be submitted to the pastor, the trustees or the chairperson at least 10 days prior to a Pastoral Council meeting. Issues in need of immediate attention may be brought before the Pastoral Council at anytime by a two-thirds vote of the Pastoral Council members present. A "docket" will be included in the agenda wherein statements by any member of the parish will be audited by the Pastoral Council, but not discussed at that time.

H. Amendments

Amendments to the by-laws can be made by a simple majority of the full membership of the Pastoral Council.

October, 1987

Revised July, 1989

Revised May, 1990

Reviewed September 1991