

THE PARISH PASTORAL COUNCIL
SAINT JOHN THE BAPTIST CATHOLIC CHURCH
NEW BRIGHTON, MN

2011

Constitution and By-Laws

ARTICLE I

The name of this Parish Pastoral Council shall be "The Parish Pastoral Council of Saint John the Baptist Catholic Church," sometimes hereinafter referred to as the "Parish Pastoral Council" (PPC).

ARTICLE II

PURPOSE

A visionary group of parishioners responsible for identifying the needs and wants of the faith community; for discerning these needs and wants into goals, prioritizing those goals and providing leadership for action programs.

MISSION

As prayerful visionary disciples of Jesus Christ the Parish Pastoral Council serves to advise the pastor and works in collaboration with the Faith Community to discern and communicate parish needs and use of resources. The PPC is responsible for guiding and monitoring the action(s) chosen to meet the needs of a Faith Community alive with the fire of the Holy Spirit.

PHILOSOPHY/VALUES STATEMENT

Parish Pastoral Council Shall:

- Ensure Saint John the Baptist Church remains true to teachings of Jesus Christ which is the doctrine of the Catholic Church as explained and interpreted in the Catechism of the Catholic Church.
- Support the pastor in guiding the faith community of St John the Baptist as a Catholic community called and formed by the Gospel
- Facilitate communication among parish members and the leadership team (PPC) to exchange ideas and information
- Provide visible and visionary leadership, calling forth the faith community to act with direction and focus
- Plan for the current and future success of the parish ensuring a dynamic faith community
- Select among its membership a diverse group of individuals working for the common good
- Establish trust as the basis for cooperation and accountability
- Work to solve problems providing practical solutions to specific situations

ARTICLE III

MEMBERSHIP

Eligibility to serve on the Parish Pastoral Council is limited to practicing Catholics in full communion with the Roman Catholic Church and its bishops. In other words, eligibility for service on the Parish Pastoral Council is limited to fully initiated Catholics who are not restricted from full sacramental participation or are otherwise under canonical penalty or censure.

The Parish Pastoral Council shall be composed of 12 – 17 persons representative of the parish body (registered active parishioners), including the Pastor of the Church of Saint John the Baptist or the person who, in his stead, is appointed administrator of the spiritual and temporal affairs of the Church of Saint John the Baptist in accordance with the legislation of the Roman Catholic Church. Ex-officio (non-voting) members will include the Parochial Vicar and Parish Administrator.

All Members of the Parish Council shall be nominated by members of the nominating committee that the Council Chair appoints. The pastor will appoint members after taking into consideration the nominations from the nominating committee.

ARTICLE IV

TERMS OF MEMBERSHIP

The Parish Pastoral Council shall rotate a series of 12 parishioners changing out 4 parishioners on a yearly basis. The Pastor, Parochial Vicar and Parish Administrator are permanent members of the Parish Council. The Pastor may chose to alter the term of any member at his discretion. Each term of office shall expire on June 30th on the final year of term. For new PPC members, each term shall commence on July 1st.

TENURE

Appointment to membership is for a three (3) year term except when filling an unexpired term.

a) Members may serve two (2) terms.

b) For purposes of determining eligibility to continue to serve on the council, a person who has served more than half of a term is considered to have served a full term.

ARTICLE V

VACANCIES

Vacancies on the Parish Pastoral Council by reason of resignation, death, disability or other cause, except termination of term of office, shall be filled with active parish members appointed by the pastor after taking into consideration nominations from the nomination committee.

Duties of Membership

1. To be in attendance except when excused
2. Serve as liaison(s) to various parish committees, groups, and staff.

ARTICLE VI

LEADERSHIP TEAM

The Parish Pastoral Council will include a leadership team comprised “Ex-officio” members (Pastor, Parochial Vicar, Parish Administrator) and one appointed Chair. At the suggestion of the Council, a Vice Chair may also be appointed by the Chair.

Section 1. **Election and Term.** The Parish Pastoral Council Chair will be appointed by the Pastor, no later than September 30th, for a one (1) year term.

Section 2. **Tenure.** The Parish Pastoral Chair may serve for two (2) consecutive terms.

Section 3 **Nominations.** At least two (2) months prior to the appointment of a new Parish Pastoral Council Chair, a nominating task group of two (2) or more members will coordinate a survey of the Parish Pastoral Council to determine willingness of candidates to be nominated for this position. The immediate past PPC chair, with the approval of the pastor, will serve as the Chair of this "Nominating Committee". Nominations may be made from the floor during the nominating process.

Section 4. **Vacancies.** Within two (2) months of any vacancy which may occur, the PPC is notified, and the position will be filled by appointment of the pastor after consideration of nominations from the nomination committee.

Section 5. **Duties.** The newly appointed chair assumes duties at the first meeting of the new Fiscal Year.

The Leadership Team will assume the following responsibilities:

- a. Collaborate with and meet regularly to coordinate implementation of the PPC goals, objectives, and ongoing business
- b. Assume responsibilities as requested by the Pastor, the PPC, or the Chair.
- c. Ensure there is regular communication between the PPC and the Finance Council established by the parish administrator who will sit on both bodies as an ex-officio member. The Parish Pastoral Council Chair will nominate each year a liaison to the finance council to ensure communication between the PPC and Finance Council.

The PPC Chair shall

- a. preside over the meetings of the PPC and the Leadership Team.
- b. serve as the official advocate for the council within and beyond the Parish, or designate an alternate as appropriate
- c. maintain regular contact with the Pastor.
- d. prepare monthly meeting agenda in conjunction with the Pastor.
- e. appoint standing committee chairs
- f. At the suggestion of the PPC, appoint a Vice Chair

The PPC Vice Chair shall

- a. assume duties of the chair in his/her absence.
- b. implement a plan for membership recruitment and selection of new council members.
- c. plan and implement (with committee chairs) orientation sessions for new council members and committee members.
- d. assure the recording, validation, and distribution of proceedings of the PPC and Leadership Team.
- e. assist with communications and public relations

ARTICLE VII

MEETINGS

Section 1. Regular meetings of the Parish Pastoral Council shall be held once a month from August through June at the Parish Center. Date and time will be at the discretion of the PPC Chair.

Section 2. Special meetings may be called by the chair, the PPC or by written request of any three (3) PPC members addressed to the PPC Chair.

Section 3 Notice of Meetings: Notices of regular meetings, including agenda, will be sent to all members at least one (1) week in advance of the date set for the meeting.

Section 4. PPC meetings , Leadership Team meetings, and Committee meetings are open meetings. However, the Leadership Team, or Parish Pastoral Council, may declare a session closed. The PPC, by consensus, may override the decision of the Leadership Team. Decisions made in Leadership session will be reported at the next PPC meeting

Section 5 Quorum. A majority (one half [1/2] plus one [1] of the membership) constitutes a quorum.

Section 6. Non-member Participation. Non-members may be invited to participate in PPC meetings at the discretion of the Leadership Team. These include liaisons from other areas (SPAC, etc.) They will be non-voting participants.

ARTICLE VIII

COMMITTEES

1. The following Standing Committees are hereby established:

- a. Nominating committee.
- b. By-Laws committee.

2. The Parish Pastoral Council shall establish such other committees as it shall from time to time deem appropriate. These will be established and appointed by the PPC Chair.

ARTICLE IX

BY-LAWS

By-Laws governing the conduct of business of the Parish Pastoral Council, including rules governing nominations, selection and meetings of the PPC and its Committees, may be adopted by a consensus of the full membership of the PPC at any regularly scheduled meeting of the PPC.

ARTICLE X

AMENDMENTS

Amendments to these by-laws may be made at any regular meeting of the Parish Pastoral Council by consensus of the full membership, providing that three (3) weeks written notice of the proposed amendment shall be given to each member of the PPC.



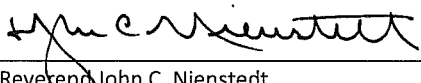
Curt S. Cooper - Parish Pastoral Council Chair

5 April 2011
Date



Father Michael Skluzacek - Pastor Saint John the Baptist Catholic Church

2 May, 2011
Date



The Most Reverend John C. Nienstedt
Archbishop of Saint Paul and Minneapolis

12 May 2011
Date