

# CHURCH OF THE RESURRECTION OF OUR LORD CONSTITUTION

As Amended, February 20, 2013

## ARTICLE I

### NAME AND AUTHORITY

This organization shall be known as the Parish Pastoral Council (the “**Council**”) of the Church of the Resurrection of our Lord Jesus Christ (the “**Parish**”).

In accordance with Vatican II (1983 Decree on the Apostolate of Lay People) and the Cleveland Diocese Parish Pastoral Council Policy (1990), “the Parish Pastoral Council is a mission-motivated leadership body who, with the Pastor and in broad consultation with the community, create long and short range goals and objectives by which the pastoral work of the church is to be accomplished.”

## ARTICLE II

### PURPOSE AND DUTIES

The Council is a consultative body that deliberates and makes recommendations to the Pastoral Team and Parish community. The Pastoral Team seeks: a) informed opinions, b) reflection and analysis, and c) inspiration, on significant, relevant, topics (i.e. passions), affecting The Church, our Parish community, and society.

The Council is not a policy-making, decree-issuing, statute-formulating body. It does not interview, hire, or fire church personnel, nor does it have any direct responsibility in the day to day operations of the Parish, (i.e. which snow plowing contract to sign, etc.). The Council is not administrative in nature and does not assume any management functions.

In performing its consultative function, Council members should actively participate in gathering facts, serious reflection, making and voicing informed opinions, listening to other opinions, weighing options and if necessary, making recommendations.

The Pastor and Council President co-preside over the Council. The Pastoral Team associates serve as members of the Council and fully participate in its deliberations and planning. The Pastor is responsible for the final approval and implementation of Council recommendations.

The Council is to be consulted when major pastoral concerns arise in any area of Parish life. Major pastoral concerns:

- 1) relate to the overall direction and focus of the Parish;
- 2) have a relatively broad impact on the life of the Parish;
- 3) involve a significant change from past practice; and
- 4) are separate from administrative concerns, which deal with the details and daily operation of Parish programming, school curriculum, budgeting, personnel matters and scheduling.

The specific duties of the Council are:

- To create, inspire, and demonstrate leadership and enthusiasm in and for all matters relating to the spiritual and temporal affairs of the Parish;
- To provide channels of effective communication between clergy, religious, and laity on every level in the Parish, and between the Parish community, other religious communities, and the secular community;
- To promote the best interests of the Parish, and to make decisions relative to its good management and proper development;
- To be part of a visionary, brainstorming body that strives to insure the vibrancy of the Parish;
- To receive, examine, and comment upon all drawings, plans, specifications, and proposed contracts in respect of any change, alteration, or addition to the property or buildings of the Parish;
- To recommend representatives as delegates to the Regional and/or Diocesan Council;
- To know and live our Parish's Core Values, and keep our programs faithful to them;
- To remain involved in the work of at least one on-going commission, committee or ministry;
- To attend as many Parish Council meetings as possible, and fully participate in the meeting discussions; and
- To conduct any other activities whatsoever, apart from or incidental to the foregoing, which would be in the best interests of the Parish and would enhance the attainment of its goals, subject to any limitations that might be imposed by Canon or Diocesan law. This will include the formation of ad-hoc committees whose life span ends when the goal or task given it by the Council is deemed attained or abandoned.

### **ARTICLE III**

#### **COUNCIL MEMBERSHIP ELIGIBILITY**

Eligible members for the Council shall include all of the Church of the Resurrection's registered parishioners sixteen (16) years of age or over who have participated in the parish at least one year.

From this body, a discernment process shall result in the selection of twelve (12) to sixteen (16) voting Council members. In any given year, the Council may choose to operate with fewer than 12 members, but no less than 8, at its discretion.

Candidates for the Council who do not have a minimum of one (1) year's service on a commission, committee or ministry, or have not served on Council within three (3) years preceding the final discernment must attend at least one Council meeting before the final discernment to ensure that they fully comprehend the responsibilities of a PC member.

The Coordinator of the Pastoral Team shall be an ex-officio voting member of the Council, with veto power.

The remaining members of the Pastoral Team, whose main assignment is to full-time service of the Parish, shall also be ex-officio member of the Council with voting powers not to exceed three (3) in total.

## ARTICLE IV

### NOMINATION AND DISCERNMENT OF COUNCIL MEMBERS

The Council shall use a discernment process to choose new Council members each year.

The Council members shall serve for a two (2) year term. Members of the Council may serve only two (2) consecutive terms, or, in conjunction with serving an unexpired term, no more than five (5) consecutive years.

To encourage broad participation by the Parish community in the Council, Council membership shall be staggered so that several new Council candidates may be discerned each year to replace expiring memberships.

In February of each year, the Council shall appoint a Nominating Committee which shall be responsible for establishing and carrying out the discernment process subject to review by the Council.

The Nominating Committee shall accept nominations for discernment from the entire Parish and shall submit the names of the candidates equal in number to two (2) times, and a maximum of four (4) times, the number of Council seats to be filled at the discernment. This ensures that a sufficient number of candidates are available following discernment to fill open Council positions.

All registered members of the Parish having reached sixteen (16) years of age or older as of the date of each annual discernment and who have participated in the parish for at least one (1) year shall be eligible to serve as a member of the Council.

A typical schedule for the annual discernment would be:

<b>Month</b>	<b>Activity</b>
February	<ol style="list-style-type: none"><li>1. PC reviews "New Member Discernment" Process</li><li>2. PC evaluates "Role of Council Members"</li><li>3. PC Selects Discernment Committee Chairperson</li><li>4. Candidate identification begins</li></ol>
March	<ol style="list-style-type: none"><li>1. Candidate identification continues</li><li>2. Discernment schedule is finalized</li><li>3. Initial Discernment notice is published in bulletin (last Sunday in month)</li></ol>
April	<ol style="list-style-type: none"><li>1. Discernment invitation announcement is made by PC member @ Masses - 1st Sunday in April</li></ol>

	<ol style="list-style-type: none"> <li>2. Personal solicitation of candidates by current PC members</li> <li>3. Discernment introduction meeting held in late April for candidates (@ April PC meeting)</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Initial Discernment meeting - mid-May</li> <li>2. Final Discernment meeting - new members accepted - late May</li> </ol>
June	<ol style="list-style-type: none"> <li>1. Welcome new members @ June PC meeting</li> <li>2. Establish tentative date for August retreat</li> </ol>
August	<ol style="list-style-type: none"> <li>1. PC retreat</li> </ol>

A record of the results of the latest discernment shall be maintained for one (1) year.

To orient new members to the Council meeting process, discernment shall be conducted and completed so that new members can attend the June Council meeting together with outgoing Council members; the June meeting is typically the last meeting of the Council year. New members shall assume office at the first meeting of the new Council year in August.

A process to guide the initial Discernment Meeting for the Parish Council Discernment is attached in Addendum II. Candidates should be encouraged to attend the Council meeting prior to the Discernment Meeting as guests to expose them to the Council meeting process.

## **ARTICLE V**

### **MEETINGS OF THE COUNCIL**

Meetings of the Council shall be held at the principal office of the Parish.

There shall be ten (10) monthly Council meetings held each year beginning in August. Regular monthly meetings of the Council shall be held the third (3<sup>rd</sup>) Wednesday of each month, except in July and December. The commencement time for Council meetings shall be determined by the Council at the first meeting of each new Council; typical starting times have been 7:00 or 7:30 PM.

Exceptions to this schedule shall be limited to extraordinary circumstances and shall be agreed to by a majority of Council. All regular meetings of the Council shall be open to all members of the Parish, and notice of such meetings shall be published in the Parish bulletin on the prior Sunday.

Special meetings of the Council may be called by the President or upon written request of three (3) Council members. Notification of the special meeting must be given personally or by mail, telephone, or email to each Council member at least three (3) days prior to the meeting date. This notification shall specify the time, place, and purpose of the meeting. At these special Council meetings, only the issues that caused the special meeting to be called may be discussed. If the reason for the special meeting is related to specific person or group in the Parish, then whenever possible, notification to that Parish member or group shall be made on the Sunday prior to the special meeting.

At all meetings of the Council, eighty (80%) percent of the Council members shall constitute a quorum consultation of major pastoral concerns.

During the first meeting each Council year, the Council will establish its procedures for Council meetings. As a resource for such procedures, Council may refer to the "Guidelines for Procedures of Resurrection Council" attached as Addendum I. For a given term of Council, the President, or Vice President if the President is not in attendance, shall have sole authority to resolve disagreement over procedural points which develop among Council members, using procedures agreed to by the Council.

**A. Setting the Agenda for Council:**

By looking at which issues emerged as most supported by the passion of the Council members, a calendar of Council agendas for the year may be created.

Participants in agenda topics must agree to take responsibility for conducting discussions during the Council meeting around their particular issues.

**B. The typical order of business for Council meetings shall be:**

1. Persons responsible for a particular Council Meeting will provide some resource(s) on the topic prior to the Council Meeting (articles, chapter from a book, web site, etc.) and make these available in the parish office, via e-mail, or by direction of council members to the appropriate web site.
2. The Council President will call the meeting to order and the Secretary will take attendance.
3. Persons responsible for a particular Council Meeting are responsible for preparing a brief opening and closing prayer appropriate for the evening. Members of the Parish Staff are available to assist you if helpful.
4. The Council President shall call for a review of minutes from the prior meeting, and accept a motion to accept the minutes.
5. Next, any pending or received correspondence, or commission reports, may be reviewed and discussed at this time.
6. Persons responsible for a particular meeting will facilitate the discussion, perhaps by providing pertinent questions. Guest presenters are welcome to participate in the discussion
7. The Council President will lead the conclusion of the discussion to discover what goals we might identify as a community as a result of our discussion.
8. The Council President will conclude the discussion by identifying what action steps (if any) should be taken by Council.
9. Vital business requiring the attention of Council (if there is any) will then be addressed. These items will have been identified by the Executive Board prior to the meeting.
10. The meeting will end with a brief prayer.

**C. Reporting of Council activities:**

1. Minutes from the Council meeting will be made available on the Parish website. Discussions related to significant issues may also be presented in the Parish bulletin.
2. The Council shall communicate its projected goals and objectives to the Parish community, and solicit suggestions and recommendations from parishioners, establishing a process for this feedback to be collected.

3. At the end of each Council year, the Council shall report to the parishioners regarding the accomplishments of the Council.
4. There may, at the call of the President of Council or of the Pastoral Team, be a Parish Assembly in addition to the regular Council meetings.

## **ARTICLE VI**

### **VACANCIES OF THE COUNCIL**

Membership of lay members of the Council may be terminated by:

- Written resignation to the President of Council when the individual feels unable to fulfill Council duties and responsibilities;
- Ceasing to be a registered member of the Parish;
- Missing three (3) regular meetings during a twelve (12) month period and upon concurrence of the Executive Board.

## **ARTICLE VII**

### **OFFICERS AND DUTIES**

The members of the Council shall discern among themselves to choose a President, a Vice-President, and a Secretary of the Council. These three officers, plus the Coordinator of the Pastoral Team or his representative, shall form the Executive Board of the Council.

The discernment of officers will take place at the first meeting of the new Council year. During the discernment process, candidates for the officers of the Council shall present themselves to the other Council members, and state why they are inspired to serve in the officer's role under discussion. Upon completion of the discernment process, the Council will acknowledge its chosen officers and those officers will immediately begin to fulfill their responsibilities.

The term of officers shall be for one (1) year. No officer may hold the same office for more than two (2) consecutive years. In the event of a vacancy in any Council office, the Council shall discern to fill the vacancy.

The Executive Board shall plan and coordinate all Council meetings. The Executive Board shall meet prior to the regular monthly Council meeting, at the discretion of the Board members, to plan the agenda for the next Council meeting.

**The duties of the officers** shall be as follows:

1. President:
  - a. Preside at all regular, special, and executive committee meetings;

- b. Explain the veto procedures when necessary;
  - c. Insure that all meetings are conducted according to the constitution.
2. Vice-President:
- a. Perform the duties of the President in his or her absence;
  - b. Directly assist the President, under his or her direction;
  - c. Responsible for the planning of a Parish Assembly.
3. Secretary:
- a. Keep a faithful and true record of the minutes of the meetings of the Council;
  - b. Publish an annual report of the business accomplished by the Parish Council;
  - c. Receive and maintain minutes and reports of the commissions or committees;
  - d. Keep a record of attendance;
  - e. Notify members of the Council of all meetings;
  - f. Maintain an official list of the officers of the Council;
  - g. Maintain a calendar of Council and commission meetings for the Council;
  - h. Maintain the Council mailing list up-to-date;
  - i. Prepare all correspondence for the Council;
  - j. The Secretary will work in conjunction with the Parish secretary in accomplishing the above duties.

## **ARTICLE VIII**

### **CONSTITUTIONAL AMENDMENTS**

Constitutional amendments may be initiated by action of the Council, or upon petition of fifty (50) or more members of the Parish.

A proposed amendment must be submitted to the Secretary of the Council in writing, the proposed amendment shall be read at one (1) regular Council meeting and voted on at the next regular Council meeting.

The proposed amendment shall be published in the Parish bulletin for two (2) consecutive Sundays immediately preceding the Council meeting at which the vote on such amendment occurs. Such proposed amendment shall be submitted to the members of the Council and to the Parish in the form in which it would be incorporated in the Constitution, and, by secret ballot lot, the Council members shall vote for or against the amendment.

When 80% of the Council members cast affirmative votes for the amendment, the Council shall adopt an amendment.

Every five (5) years, at the direction of the President, the Council or a committee appointed by Council shall review the Constitution. Results of said review shall be reflected in a revision to the Constitution that shall be presented to the Council.

## **ARTICLE IX**

### **COMMISSIONS**

The program and goals undertaken by the Council shall be carried out through the on-going commissions. These commissions shall be concerned with the spiritual and temporal development of the Parish. They are to act in accordance with the decrees of Vatican II and supplementary directives.

Commissions may be established, dissolved, or combined with the majority approval of the Council. It is responsibility of the Council to remain awareness of commissions, committees and ministries, and their plans and activities.

Membership on these commissions shall consist of volunteers, as well as others appointed by the Chairperson or Coordinator of the Pastoral Team. Any registered member or paid employee of Resurrection Parish may become a member of any commission by registering with the secretary of that commission. A member of the Pastoral Team shall serve as a liaison to each permanent commission.

The chairperson of the standing commission shall present a roster containing the name, address and telephone number of all members and subcommittee members of the Council's Secretary as a matter of record. No Council member may serve as chairperson of a permanent commission.

Each commission shall establish its operating procedures, and discern its chairperson and other positions that it decides are necessary. The commission chairperson shall act as a liaison between the commission and Council.

Council is available to serve as an advisory board for the commissions, committees & ministries; as such, Council will invite each organization to make an annual presentation to Council that reviews its activities and accomplishments, and proposed next actions.



## **ADDENDUM I**

### **Guidelines for Procedures of Resurrection Council**

#### **I. Introduction**

We are a Christian community embodying the principles of charity and justice. All of our deliberations presume the guidance of the Holy Spirit and through that same Spirit the good intentions of all of us.

Accordingly, most of the Council business is readily transacted by consensus.

There are times, however, that this same spirit of charity and justice dictates a coda to guide discussion of business and formal motions. This coda or order of procedures provides all members with the time and opportunity to fully discuss and question an issue, yet also provides a means to terminate discussion when it is completed, or when there is no further progress being made on an issue. Furthermore, it provides a means of completing business even when there may not be complete consensus.

#### **II. Ordinary handling of main motion**

- A. Principle: One motion only can be on the floor at one time.
- B. All main motions (and amendments) must be seconded and then debated.
- C. A motion can be amended:
  - 1. by addition;
  - 2. by deletion;
  - 3. by substitution;
  - 4. by division (separate parts).
- D. Closing Debate:
  - 1. by debate running out;
  - 2. by unanimously approved fixed time limit;
  - 3. by moving the question to vote ("The previous question"...this requires 2/3 majority to pass and acts as a 'privileged motion... ide infra.).

#### **III. Special handling of a motion**

- A. Lay on table:
  - 1. indefinitely;
  - 2. for a specific time.
- B. Referral to committee or back to committee.
- C. Withdrawal of the motion (withdrawal of second first; then main motion).

- D. To reconsider.
- E. Move to committee of the whole. (Council)

**IV. Privileged motions** - these take precedence over any main motion and are in order at any time.

- A. Point of order.
- B. Point of information.
- C. Objection to consideration.
- D. Appeal from the decision of the chair.
- E. Previous question.

**V. Manner of Presentation**

- A. Any Council member can bring a proposal of a commission or committee to the floor and request it as a motion or entertain discussion prior to formal motion. No proposal becomes policy without being placed into formal motion with debate and vote.
- B. After the proposal is presented, members may request clarification, or ask questions concerning its factual implementation and other points of fact.
- C. Each Council member is free to bring new material directly to the floor of the Council.
- D. New material having been brought directly to the floor can be handled by:
  - 1. voting (implying motion. etc.);
  - 2. tabling;
  - 3. referral to committee;
  - 4. formation of a committee to handle the material.
- E. In the debate of a motion, members shall direct comments, after recognition, to the Chair.

**VI Amendments**

- A. Any motion on the floor may be amended, unless the contrary is determined. Any amendment must be by way of addition, subtraction, substitution or division. Any amendment must be germane to the motion. A proposed amendment requires a second.
- B. When an amendment has been moved and seconded, before there is discussion, the member making the motion shall be allowed to present his reasons for the amendment.

**VII. Limiting Debate**

- A. Usually each member wishing to speak on an issue shall have the opportunity before allowing members to speak on the issue a second time. No member shall speak longer than than three (3) minutes at one time.
- B. When any member feels that the discussion has gone on long enough, or that the various views have been sufficiently expressed, he may move to close debate. (This motion is variously termed: Close Discussion, Close Debate, The Previous Question).

Such a motion, if seconded, shall be voted on immediately without any discussion. It requires a two-thirds majority to pass.

(While this motion should not be used to cut off the rights of others to present their view, still a frequent use of this measure is necessary to insure effective action by the assembly. It prevents a small minority from either holding up the assembly or from inhibiting the desire of the group as such.)

- C. When a discussion gets bogged down for any of several reasons and it seems apparent that there are too many doubts, difficulties, questions or divergences of view for the group to reach a consensus, then it is necessary that some other means be employed. e.g., Either one of the two following motions shall be invoked:
  - 1. "I move that we refer the matter to committee." This means is used both (1) when the difficulty facing the assembly is a rather minor one of procedure or terminology and (2) also when it is a more important problem involving further study and information. Both of these types of difficulties are handled more expeditiously in committee.
  - 2. "I move that we recess for one half hour (or one hour) and gather in small groups for information, discussion and/or prayer." The small discussion group is very helpful when there is a strong divergence of view in the assembly. In these small groups some of the misunderstandings can be clarified and reasons can be expressed more fully by each member.

Each group selects a representative to report on the consensus reached in his group.

Once the motion to refer to committee or recess has been accepted, all other discussion of business shall cease.

## VIII. Voting

- A. Voting on issues shall be by simple show of hands or roll call unless any member requests a written ballot or the chair declares a written ballot.
- B. In Council meetings, the presiding officer retains the right to vote, but all ballots in which he chooses to vote will be written to preserve the other members from being unduly influenced.

## ADDENDUM II

### Preliminary Discernment Meeting Process for Parish Council Candidates

This process is to guide the pre-discernment orientation meeting for discernment candidates in which the purpose and role of the pastoral council are discussed.

- 1) Opening Prayer
- 2) Faith-Sharing (Current Members: Reflect about PC experience)
- 3) Introduction of All - Current PC members (how long a member) & Candidates
- 4) Review of Role & Responsibilities of Parish Council & PC Members: [President]
  - Role of PC per PC constitution
  - Role of PC Members
  - Current PC goals & key issues - trans~ to new PC
- 5) Review how PC functions: [Vice-President]
  - Responsibilities of members
  - Meeting details (frequency & length of meetings, time & place)
  - Description of PC decision making process
- 6) Review the desired Gifts and Qualities seen as important for council members to carry forth these responsibilities:
  - Review of concept of gifts
  - Current members advise what gifts they contributed &
- 7) Review of Discernment Process
- 8) Questions from Candidates
- 9) Preliminary Response from Candidates - who expects to attend discernment meeting?