

SETON PARISH PASTORAL COUNCIL

CONSTITUTION

AND

BY-LAWS

SETON PARISH

PICKERINGTON, OHIO

SETON PARISH VISION STATEMENT

Seton Parish is a vibrant community fulfilling Christ's call to make disciples by accompanying people on their journey of faith.

SETON PARISH PASTORAL COUNCIL

CONSTITUTION

Preamble

The ultimate goal of the Church is that all people come to be a community of faith. The Parish's more immediate goal is the formation of a faith community which will give immediate witness to the gospel message and whose influence will reach out to others. The reason for the existence of a parish is the belief in Jesus Christ. The Parish is a local Actualization of the Church of Jesus Christ.

ARTICLE I

Title

The name of this body is the Seton Parish Pastoral Council hereinafter referred as the "Pastoral Council".

ARTICLE II

Section 1

Nature

This Pastoral Council serves as an advisory body subject to such regulations that might proceed from the Ordinary of the Diocese and/or the Pastor of the Parish. The nature of the Pastoral Council is to work closely with the pastor on matters concerning the life and pastoral ministry of the Parish. In support of the Pastoral Council, there are standing commissions which report to the Pastoral Council as outlined in Article VII of the bylaws.

Section 2

Function

The function of the Pastoral Council is to:

- A. Facilitate and support Parish activities.
- B. Facilitate communications between the commissions and the parish as a whole.
- C. Formulate long range Pastoral plans to anticipate future Parish mission and vision needs
- D. Understand the Parish and community's spiritual, educational, and temporal needs and develop recommendations for the Pastor.
- E. Represent the Parish Community at functions such as Baptisms, RCIA and other activities as requested.
- F. Advise the Pastor as requested.

ARTICLE III

Membership

Membership of the Pastoral Council consists of the Clergy, Six Commission liaisons, and three to seven at-large members. The Pastoral Staff are ex officio members. Voting members consist of the Clergy except for the Pastor, Pastoral Council officers, Commission liaisons, and at-large members.

ARTICLE IV

Section 1

The Pastoral Council members listen to the needs and concerns of the Parishioners and bring them to the Pastoral Council meetings when appropriate. Through spiritual discernment, the Pastoral Council offers advice and counsel to the Pastor. The Pastoral Council recognizes the canonical authority of the Bishop and the Pastor and will not assume any legal or canonical responsibility or authority.

Section 2

Quorum

All matters shall be decided by consensus whenever possible. However, where a vote is needed, simple majority of Pastoral Council voting members shall constitute a quorum

Section 3

Pastoral Authority

The Pastor is canonically responsible for the Parish; therefore, retains veto power on all Pastoral Council decisions.

ARTICLE V

Pastoral Constitution Adoption and Amendments

- A. Adoption: The Pastoral Council Constitution shall be adopted with an affirmative majority vote and ratification by the Pastor.
- B. Proposed amendments to the Pastoral Council Constitution shall be presented to the Pastoral Council at least one meeting prior to the Pastoral Council voting on the proposed amendment.
- C. Amendments: Amendments to the Pastoral Council Constitution shall be adopted with an affirmative majority vote and ratification by the Pastor.

ARTICLE VII

By-Laws

The by-laws of the Pastoral Council are included as part of this Constitution.

SETON PARISH PASTORAL COUNCIL

BY-LAWS

ARTICLE I

Pastoral Council Eligibility and Membership

Section 1

Eligibility

- A. Lay members of the Parish who have reached the age of eighteen (18) are eligible for nomination to the Pastoral Council as members or by appointment by the Pastor.
- B. Lay members may serve two consecutive three year terms. After the second term, Lay members shall not be eligible for one year after their term expires.

Section 2

Terms of Office

- A. Each Pastoral Council member shall serve a term of three (3) years.
- B. The term of office for members shall begin in August.
- C. When circumstances necessitate dissolving and reconstituting the Pastoral Council, a transition period is needed to provide for an orderly Pastoral Council membership transition which complies with this constitution. The procedure for Pastoral Council reconstitution leadership is prescribed by Article VI of this constitution and its by-laws.

Section 3

Pastoral Council Officers

- A. The Pastoral Council officers shall be the President, Vice President, and Secretary.
- B. The term of office for each officer shall be one year.
- C. The Pastoral Council will elect new officers from its membership during the first meeting after July.

Section 4

Nominations

- A. The Pastoral Council President shall appoint a nominating committee. The committee shall include the Vice President who will serve as the Chairman, at least one Pastoral Council member, and the Pastor. The nominating committee is responsible for governing the nomination and discernment process.
- B. Nominees who meet eligibility requirements shall be publicly sought from all Parish members.
- C. If nominees are not available, the Pastoral Council will invite individuals to consider participating.

Section 5

Nomination Process

- A. The First Sunday in March and throughout the month, the Pastoral Council will publish a parish bulletin announcement informing parishioners the Pastoral Council is seeking new members to replace members whose terms are expiring.
- B. Parishioners who meet the eligibility requirements may submit a self-nomination or nominate another Parishioner who meets the eligibility requirements.
- C. Commission liaisons whose terms are expiring will notify their respective commission members requesting nominations
- D. Parishioners will have until 31 March to submit nominations.

**Section 6
Discernment**

- A. The process of discernment will be used whereby we strive to arrive at a decision in accord with God's will through prayerful reflection and deliberation.
- B. The elements of the communal discernment process include a work of building consensus, reflection, and open discussion.

**Section 7
Discernment Process**

- A. Through discernment, the Pastoral Council will fill at-large vacancies and vacant commission liaisons.
- B. The nominating committee chair will schedule an orientation and discernment meeting with the nominees.
- C. Nominees will be invited to attend the April meeting as part of their orientation and personal discernment.
- D. The Pastor will lead the group through discernment as nominees reflect as a group on their candidacies and select the new Pastoral Council members from among themselves.

ARTICLE II

Vacancies

- A. In the event any Pastoral Council member has three (3) or more unexcused absences in any one year, that member will be liable for removal from the position. The Pastoral Council President will make the motion to declare the position vacant. If the motion is seconded and affirmed by a majority vote, the Pastoral Council President will declare the position vacant.
- B. Vacancies in Pastoral Council membership may occur in ways other than absences. Upon the occurrence of such vacancies, the Pastoral Council President will announce the vacancy, the cause of such vacancy, and if there is no objection from the Pastoral Council members Pastoral Council President will declare the position vacant.
- C. The Pastor and the Pastoral Council President may fill vacated positions by appointment.
- D. The appointee will complete the vacated positions remaining term.

ARTICLE III

Duties of Members

- A. The Pastoral Council President will:
 - 1. Preside over Pastoral Council meetings.
 - 2. Represent the Pastoral Council at parish functions as requested by the Pastor.
 - 3. Investigate any internal affair issues as required.
 - 4. Provide the meeting agenda for the monthly Pastoral Council meeting.
- B. The Pastoral Council Vice President will:
 - 1. Act as Pastoral Council President when requested by the president or Pastor.
 - 2. Preside at meetings or requested functions in the absence of the President.
 - 3. Chair the nominating committee for Pastoral Council members.
 - 4. Investigate any internal affair issues as required.
- C. The Pastoral Council Secretary will:
 - 1. Take minutes for all Pastoral Council meetings.
 - 2. Provide the meeting minutes to the Pastoral Council members.
 - 3. Maintain the directory of Commissions.
 - 4. Submit approved Pastoral Council minutes to the Parish Staff office for publication on the website.
- D. The Pastoral Council Commission liaisons will:
 - 1. Represent the various committees and organizations within the commission.
 - 2. Present relevant meeting minutes to the Pastoral Council prior to the monthly meeting.
 - 3. Present commission concerns and issues to the Pastoral Council.
 - 4. Present parishioner concerns at Pastoral Council meetings.
 - 5. Represent the Pastoral Council at baptisms.
 - 6. Serve on Pastoral Council committees as requested
- E. The Pastoral Council At-Large Members will:
 - 1. Represent the Pastoral Council at baptism.
 - 2. Present parishioner concerns at Pastoral Council meetings.
 - 3. Serve on Pastoral Council committees as requested.

ARTICLE IV

Meetings

- A. The Pastoral Council shall meet monthly eleven (11) times a year August through June. Meetings will normally occur the time and day each month as determined by the Pastoral Council.
- B. The Pastoral Council President after consultation with the Pastor may change the scheduled meeting date or call a special meeting.
- C. For the purpose of transacting official business, a simple majority of the voting members must be present to call for a vote. A simple majority will carry a motion.
- D. Through discernment, the Pastoral Council will strive to reach consensus in accord with God's will through prayerful reflection and deliberation.
- E. A written record of all the acts of the Pastoral Council will be maintained by the Secretary and will be preserved in the Parish archives.

- F. The Pastor or a delegated representative for the Clergy must be present.

ARTICLE V

Conduct of Meetings

- A. The rules of parliamentary procedure as contained in Robert's Rule of order will govern the meetings of the Pastoral Council.
- B. The order of the meeting will include elements of the following sample agenda:
1. Opening Prayer
 2. Welcome, Introductions and Roll Call
 3. Approval of Minutes
 4. Finance and Administration Commission Report
 5. Commission Liaison Reports
 6. Old Business
 7. New Business
 8. Parishioner Concerns
 9. Pastor Comments
 10. Next Meetings
 11. Adjournment
 12. Closing Prayer

ARTICLE VI

Pastoral Council Transition Plan

Under extreme circumstances, the Pastor may deem it necessary to dissolve the existing Pastoral Council and appoint a new Pastoral Council to serve in its place. When the new Pastoral Council is appointed, it shall meet for one year to review documents and gain an understanding of the needs of the Parish, the Pastor, and the Parish Council. It shall then begin a transition plan which complies with this constitution. The essential element for the plan is to establish the appointed member term expiration dates which facilitates a three-year rotational cycle.

To meet this requirement, the Pastoral Council will:

- A. Set the initial transition date, preferably the first meeting after the Pastoral Council is established. This date will accommodate the review and understanding year.
- B. Select one third of Pastoral Council positions whose term will expire one year after the initial transition date (1 review/understanding year + a 1 year term).
- C. Select one third of the Pastoral Council positions whose term will expire two years after the initial transition date (1 + 2).

- D. Select one third of the Pastoral Council positions whose term will expire three years after the initial transition date (1 + 3).

ARTICLE VII

Pastoral Council By-Laws adoption and Amendments

- A. Adoption: The Pastoral Council By-Laws shall be adopted with an affirmative majority vote and ratification by the Pastor
- B. Proposed amendments to the Pastoral Council By-Laws shall be presented to the Pastoral Council at least one meeting prior to the Pastoral Council voting on the proposed amendment.
- C. Amendments: Amendments to the Pastoral Council By-Laws shall be adopted with an affirmative majority vote and ratification by the Pastor.

ARTICLE VIII

Commissions

Section 1

Commission Structure

The Pastoral Council will utilize a commission structure to group and organize the various Seton Parish committees and ministries into organizational groupings. The commission assignment for each committee and ministry is shown on the Pastoral Council webpage. Additional Standing Commissions may be established through recommendations of the Pastoral Council and approval of the Pastor. The Pastor, by reason of his office, is a member of all commissions. Each standing commission will have a Commission Chair who resides on the Pastoral Council.

Section 2

Pastoral Council Executive Commission

- A. The Pastoral Council Officers and Pastor will constitute the Executive commission.
- B. The President and the Pastor shall prepare the agenda for Pastoral Council meetings.
- C. The Executive commission shall perform other such duties as may be prescribed by the Pastor.

Section 3

Standing Commissions

The Standing Commissions are:

Liturgy Commission

The Liturgy commission researches and initiates and coordinates those activities in the parish that pertain to the celebration of the liturgy of the Mass and the spiritual growth of the members. The commission includes the committees and ministries whose function is to assist with the preparation for the liturgical and prayer life of the parish community. This commission collaborates and consults with members of the pastoral staff to assist with enhancing the worship environment, training and scheduling lay ministers, and liturgical resources.

Hospitality Commission

The Hospitality Commission promotes a community of spirit within Seton Parish. The Hospitality Commission includes committees and ministries whose functions support the parish and the broader community through social events, welcoming new parishioners, hospitality, assisting with church grounds, and the service ministries that focus on the needs of our parish.

Social Concerns Commission

The Social Concerns Commission provides a framework for the integration of activities within the parish that performs and fosters the social teachings of the Catholic Church. Through its committees and ministries, the Social Concerns commission responds to the needs of parishioners and the wider community, identifying resources to meet needs and enlisting the active cooperation of parishioners to serve the larger community. This includes pro-life activities, support for the St. Vincent de Paul Society, advocacy for social programs, assisting those in need.

Evangelization & Discipleship Commission

The Evangelization & Discipleship Commission is committed to missionary disciple formation at Seton Parish and in the surrounding community using the six elements of missionary disciple formation: Kerygmatic Encounter, Ongoing Prayer and sacrament Formation, Missional Training, Discipleship Small Groups, Ongoing Catechesis, and Ongoing Scripture Formation. This group works closely with staff members and volunteers to provide missionary discipleship formation opportunities throughout the year. The Evangelization & Discipleship Commission works closely with the Communication Commission

Youth Commission

The Youth commission supports and assists the parish youth ministry by providing age-appropriate faith formation sessions and activities which further deepen the commitment to and living the lifestyle of a disciple. Junior and Senior High School students participate in our Seton Parish Youth program.

Communication Commission

The Communications commission publicizes and promotes the parish ministerial activity through various means in order to inform and invite parishioner participation. The commission committees work with staff members who are responsible for this area and others who may directly work with communication vehicles such as the bulletin, website, email blasts, parish newsletter, and social media. The Communications commission assists other committees and ministries to publicize their events.

Section 4

Ad-Hoc Commissions

The Pastor or Pastoral Council President may appoint Ad-Hoc commissions according to need in the due course of business. However, the Ad-Hoc commissions will not have a Pastoral council position or membership.