

CONSTITUTION AND BY-LAWS (2023)

ST. TERESA'S PARISH PASTORAL COUNCIL

Section 1 PREAMBLE

St. Teresa's Parish is a faith community of disciples of Christ committed to deepening our understanding of the mission of Jesus through positive action. In celebrating our faith heritage, and to the changing needs of our community, we unite to form a Parish Pastoral Council and establish its articles and bylaws according to the code of Canon Law and within the guidelines developed by the Laity Commission of the Canadian Conference of Catholic Bishops.

Section 2 NAME

The name of the organization shall be *ST. TERESA'S PARISH PASTORAL COUNCIL*, hereinafter referred to as the Council.

Section 3 PURPOSE AND OBJECTIVES OF THE COUNCIL

PURPOSE:

The purpose of the Council is to support and advise the Pastor in his leadership role of planning, organizing, initiating, promoting, coordinating, and reviewing the evangelization, worship, religious education, and service activities within the parish.

OBJECTIVES:

1. Assess adequately the needs of the whole parish and its members.
2. Set pastoral priorities and serve as the co-ordinating body for parish communities and activities.
3. Develop and implement a pastoral plan which will promote the common good of the parish.
4. Foster unity and a sense of community within the parish
5. Assist the Pastor in coordinating all activities in a manner that will best serve the interest of the parish.
6. Monitor the execution of parish programs and evaluate their effectiveness.
7. Work cooperatively with St. Teresa's Mundy Pond Corporation.

Section 4 CHARACTERISTICS

The Council, as it strives to meet its objectives, should be seen as exhibiting the following characteristics:

- PRAYERFUL.** **The Council devotes time for prayer at each meeting and makes provision at least once a year for a time of reflection and spiritual sharing.**
- PASTORAL.** **The Council is pastoral in the sense that its purpose is to assist in the development of an overall mission plan to make Christ present to the parishioners and to the wider community.**
- REPRESENTATIVE.** **Council members represent the entire parish community and exercise their responsibility with a concern that includes all parishioners.**
- DISCERNING.** **Through a reflective consensus process, the Council merges the diverse experiences, gifts, and skills of members, and having listened to the parishioners needs and ideas, adjusts its recommendations accordingly.**
- RESPONSIVE.** **The Council has a responsibility to be sensitive to and cognizant of justice and peace issues at the local, national, and international level.**
- ENABLING.** **In the spirit of God’s love, Council members strive to recognize and support each other’s gifts and seek ways in which each parishioners’ talents may surface, grow, and flourish for the good of the Church.**
- INCLUSIVE.** **Give voice to all members of our parish community and seek representation on the Council by the members of the various societies and associations, as well as those demographics concerned with major areas of interest within our parish life.**

Section 5 MEMBERSHIP ON THE PARISH PASTORAL COUNCIL

Members of Council shall consist of but not be limited to representatives from each of the following Core Committees:

Article 1 Liturgy.

The function of the Liturgical Committee is to inspire, initiate and coordinate specific programs and activities within the parish so that all members of the community may participate actively, intelligently, and conscientiously in the Liturgical life of the parish. The Liturgical Committee is responsible for all individuals or groups involved in liturgy including the Baptismal team, those who prepare the environment for worship, lectors, Eucharistic ministers, ministers of hospitality, and the music ministry.

Article 2 Pastoral Care.

The function of the Pastoral Care Committee is to provide compassionate, healing care to seniors and shut-ins through visitation and distribution of Communion, and to assist those who mourn in the preparation of the funeral rites.

Article 3 Roman Catholic Initiation of Adults (RCIA).

The Catechesis/Education Committee will be responsible for the implementation of ongoing Catechesis/Education as prescribed by the Archdiocese and shall work in conjunction with other committees of the Parish Pastoral Council.

Article 4 Finance.

The Finance Committee is to be appointed by the Pastor to give advice and assistance on all matters related to the financial well-being of the parish community (c.f. Canon 537). Financial Reports should be presented once a quarter to the Parish Pastoral Council.

Article 5 Property.

The Property Committee is to be appointed by the Pastor to give advice and assistance on all matters related to the parish buildings and property and shall work in conjunction with the committees of the Parish Pastoral Council and St. Teresa's Mundy Pond Corporation. This group is to prioritize the material needs of the physical plant.

Section 6 ADDITIONAL MEMBERSHIP

In addition to the Core Committee structure, and in recognition of the significant pastoral works of Catholic societies, organizations, and important demographic groups within the Parish, further membership may be granted.

Article 6 Following discussion and reflection, the Parish Pastoral Council may recommend to the Pastor that membership on Parish Council be offered to societies or organizations representing a significant demographic within the parish. This is best exemplified by organizations such as the Society of St. Vincent de Paul, the Knights of Columbus, Couples for Christ and any other such Society, Group, Organization, or Persons whose membership on council would enhance its objectives.

Article 7 Notwithstanding the above, the Pastor as President of Council may, at his discretion, appoint membership on Council to any individual, group, society, or organization without requiring the voting agreement of Council members.

Section 7 STRUCTURE

Article 8 The structure of Parish Pastoral Council shall be comprised of the following members:

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- (a) All members of Council as appointed by the Pastor with agreement by His Grace, the Archbishop of St. John's.
- (b) The Pastor is President of the Parish Pastoral Council (c.f. Canon 536).
- (c) The Chairperson of the Parish Pastoral Council is elected every 3 years by the parish community.
- (d) The council shall elect from its members a Vice-Chair.
- (e) Four Members at Large are elected at the same time as the Parish Pastoral Council Chairperson every 3 years.
- (f) Every September, each Society, Organization and/or Standing Committee shall elect or appoint a representative to Council.

Article 9 All members of the Parish Pastoral Council may exercise one vote. The Chairperson shall exercise a vote only in the event of a tie.

Article 10 The Pastor as the President of the Parish Pastoral Council and in accordance with his responsibilities to the parish community and the Archbishop, may exercise a veto in any matter coming before the Parish Pastoral Council.

Article 11 The Chairperson of the Parish Pastoral Council presides at meetings of the Parish Pastoral Council. The Vice-Chairperson of the Parish Pastoral Council shall serve as Chairperson in the absence of the Chairperson.

Section 8 COUNCIL MEETINGS

Article 12 (a) The Council shall hold its regular meetings the last Tuesday of the month.

(b) The schedule of regular meetings will be from September to June.

(c) Notwithstanding the above, the Pastor as President of the Council may at his discretion call a special meeting of Council at any time.

Section 9 QUORUM

Article 13 In order for a regular meeting of Council to be deemed official, a minimum of 50% of its members must be present.

Section 10 COUNCIL MINUTES

Article 14 Recording and Distribution of Minutes.

(a) The minutes of regular and extraordinary meetings shall be distributed to all members of Council a week before the next regular meeting, and when approved, shall be signed by the Pastor as President and the Chairperson.

(b) Official minutes of Council meetings will be kept as part of the Council's record for future reference.

- (c) The Pastor, as President, may at his discretion distribute the approved, signed minutes of any Council meeting to any group or persons he so chooses.

Section 11 ELECTIONS IN STANDING COMMITTEES

- Article 15** Each September the Standing Committees of the Parish Pastoral Council shall elect a Chairperson from among their members in preparation for the beginning of the Council year.
- Article 16** The Chairperson of each Standing Committee of the Parish Pastoral Council shall be elected by acclamation or by a majority vote of 50% plus one of the votes cast. If no one nominee is so elected on the first ballot, only the 2 names with the highest number of votes will appear on the second ballot.
- Article 17** The Chairperson of each Standing Committee shall serve a term of office of one year from the time of selection. The Chairperson of any Standing Committee may serve 2 consecutive terms in office.
- Article 18** At the first meeting of the parish year, or at the earliest possible time, each Standing Committee shall elect one of their members to serve as Vice-Chairperson.
- Article 19** Notwithstanding the instruction of articles 15 through article 18; Organizations and societies as exemplified by the Knights of Columbus and the Society of St. Vincent de Paul or any other similar organization or society that sits as a Standing Committee of Council and has its own established processes of election and appointment shall be exempt from the above directives of section 11.

Section 12 ORDER OF BUSINESS AT MEETINGS

- Article 20** The order of business of the Parish Pastoral Council and of all Standing Committees of the Parish Pastoral Council shall be as follows:
 - (a) Call to Order by the Chairperson.
 - (b) Prayer.
 - (c) The Adoption of the Minutes of the Previous regular meeting and of any extraordinary meeting having occurred in the interim.
 - (d) Business arising from the minutes.
 - (e) Correspondence.
 - (f) Reports by the Societies, Standing, Special, and ad hoc Committees.

- (g) New Business.**
- (h) Motion to Adjourn; and**
- (i) Prayer.**

Section 13 MEETING PROPRIETY

- Article 21 (a) The Parish Pastoral Council may adopt Rules of Order for the good conduct and decorum of its meetings and those of Committees.**
- (b) The Chairperson or appointee of each Committee shall be at least 75% of the Council meetings.**

Section 14 AMMENDMENT

Article 22 The Constitution of Saint Teresa's Parish Pastoral Council may, with the approval of the Pastor, be amended by a majority of 50% plus one vote of the full governing body of the Parish Pastoral Council. A notice of Motion in writing must be presented one month prior.

Article 23 In order for the Council's constitution and Bylaws to remain current and applicable, this Constitution and Bylaws document shall be reviewed at least every three years.