

# **Saint Clement**

**Roman Catholic Church**

**2700 Washington Avenue  
Lansdowne, MARYLAND  
*Archdiocese of Baltimore***

**PASTORAL COUNCIL**

***CONSTITUTION  
AND BY-LAWS***

***Revision Ratified on May 28, 2009***

**Saint Clement**  
**Parish Vision Statement**

*God calls  
Saint Clement Parish  
to be a  
welcoming, worshipping community  
of faith, hope, and love.*

## ARTICLE - I NAME

The name of the body shall be the **Saint Clement Pastoral Council**, which hereafter will be referred to as “**the Council.**”

## ARTICLE - II PURPOSE

**Section 1** We the people of St. Clement, in union with the Pastoral Life Director and the Archbishop of Baltimore, unite to form this Council. The purpose of this Council will be:

- a. To share responsibility with the Pastoral Life Director for the life, mission, and ministries of the parish;
- b. To assist the Pastoral Life Director in the setting of broad policy directions for the parish;
- c. To provide an open, honest and respectful forum of communication and dialogue regarding parish affairs;
- d. To actively encourage the engagement of all parish members in the life and ministries of the parish;
- e. To participate, by active cooperation in regional and archdiocesan councils and events, in the total life and mission of the Church of the Archdiocese of Baltimore;

**Section 2** Pursuant to the purpose set forth in Section 1 of this Article, and at least annually the Council shall:

- a. Regularly assess the goals of the parish as set forth in the parish vision statement and mission priorities.
- b. With the Pastoral Life Director and staff, review and update the parish pastoral plan.
- c. Review and recommend, the proposed parish budget prepared by the Finance Committee including proposed budgets from all ministries offices, and operations subsidized by parish funds.
- d. Review the maintenance and upkeep of parish property and recommend any improvements to the property that may be deemed necessary.
- e. Render to all parishioners and Parish Corporation, a full report on the parish’s spiritual, material, and financial condition.

## ARTICLE - III. OPERATION

**Section 1** The Council shall submit all recommendations in writing to the Pastoral Life Director. A copy of the minutes submitted to the Pastoral Life Director satisfies the written requirement. The Pastoral Life Director’s determination regarding any recommendations by the Council is final.

**Section 2** The Pastoral Life Director shall communicate to the Council by the next regularly scheduled meeting a response to its recommendation(s). If the Pastoral Life Director feels that he/she cannot in good conscience accept or carry out the recommendation(s) of the Council, he/she will fully and frankly communicate such reservations to the assembled Council.

**Section 3** If the Council determines, by consensus process, to sustain its original recommendation(s), and all other means available at the parish level are exhausted and inadequate to resolve the situation, either the Pastoral Life Director or the Council through its Co-chairpersons may petition the matter at issue to the Vicar Bishop for such action as he may deem fitting.

Note: Consensus is the process that the Council has adopted for all decision making. It is the method by which the Council will come to an agreement. The input and ideas of all members of the Council are gathered and synthesized to arrive at a final decision that is acceptable to all. Through consensus, the Council not only works to achieve better solutions, but also to promote growth of community and trust.

#### **ARTICLE - IV MEMBERSHIP**

**Section 1** The Council shall consist of no more than twelve voting members and no fewer than eight. Membership shall be in three types: *Ex officio*, elected, and appointed.

**Section 2** *Ex officio* members of the Council shall include the Pastoral Life Director, assigned clergy, staff, and any other person(s) involved in the direct pastoral care of parishioners. *Ex officio* members shall have full voice in council discussions but shall not participate in decision making by consensus process.

**Section 3** Elected members of the Council are members of the parish at large and shall be elected to serve on the Council according to the regulations specified in Article V, "ELECTIONS", and Section 3. They shall, if possible, also include one representative for each of the five standing Ministry Boards. They will serve on the Council for a three-year term of office. Elected members shall have full voice in council sessions and full participation in decision making by consensus process.

**Section 4** The Pastoral Life Director shall name no more than two laypersons to the Council for a three-year term of office. Such appointments shall endeavor to maintain a proper balance among sexes, ethnic groups, age groups, and areas of knowledge and competence desired on the Council. Appointed members shall have full voice in council sessions and full participation in decision making by consensus process.

**Section 5** All members shall serve until their successors are duly appointed or elected and qualified. No member shall be eligible to serve more than two consecutive full terms. However, they can be elected or appointed again after at least one year off the Council.

**Section 6** If a member is unable to attend a regularly scheduled council meeting, he shall call an executive committee member as soon as possible. A member will be allowed three of these excused absences per council year.

**Section 7** Council members will be considered delinquent and forfeit membership on the Council after three unexcused absences of regular meetings. The delinquent member will be notified in writing by the executive committee before forfeiture of membership. A replacement may be selected according to the procedure specified in Article V, Sections 5, through 7.

## ARTICLE - V ELECTIONS

**Section 1** Parishioners who:

- a. Have attained the age of eighteen years by the date of elections;
- b. Are baptized, confirmed, and registered members of the parish;
- c. Maintain a public posture consistent with church teaching;
- d. Are contributing members of the parish;

...shall be eligible to serve on the Council as elected members. All persons meeting these same qualifications shall likewise be eligible to vote in elections.

**Section 2** Elections will be held every third year beginning in 2006 to select all 10 elected members. The terms of the sitting council will end at the meeting in June of the election year. The new Council shall be commissioned at a Eucharistic Liturgy following the election and shall take office at the September council meeting. Appointed members' (Article IV, Section 4) terms of office will coincide with elected members' terms

**Section 3** The Nominating Committee will be selected no later January 30<sup>th</sup> of every third year and shall consist of the Pastoral Life Director, the Council Co-Chairpersons, and two members selected together by them. *Nominating committee members need not be members of the Council.* The committee shall actively seek and identify qualified parishioners, no more than two per household, and obtain their consent to stand as candidates for the Council. Every effort will be made to assure that the number of candidates exceeds the number of open positions. Candidate decisions shall be completed by March 31<sup>st</sup> and will be announced by no later than April 30<sup>th</sup>.

**Section 4** Elections shall be held every third year beginning in 2006, on the 3<sup>rd</sup> weekend in May. Voting shall be conducted by secret ballot distributed to all registered parishioners. In the event of a tie, the candidate shall be chosen by coin toss. New council member names will be published in June following the election.

Note: The general election selects the membership of the Council, not the officers. The officers are elected by the Council, from among the Council membership, during a council meeting after the new members are installed. (See Appendix C)

**Section 5** In the event that a vacancy occurs among the elected council membership during the council year, the person who received the next highest number of votes in the most recent council election shall be asked to complete the remaining term of the vacating member. In the event that he or she declines, the remaining candidates shall be similarly asked in the order of the number of votes which each received. If no candidate is available, the Pastoral Life Director may appoint someone to complete the term.

**Section 6** In the case of an appointed member who resigns or is removed, the Pastoral Life Director shall appoint another person to complete the remainder of the vacated term.

## **ARTICLE - VI OFFICERS**

**Section 1** The Pastoral Life Director presides over the work of the Council and delegates the chairing and facilitation of the council meeting to duly selected council officers. The officers of the Council shall be **Co-Chairperson Spanish Community, Co-Chairperson English Community**, and Secretary. **See Appendix for the Council officer roles and responsibilities.**

**Section 2** In addition to the officers named above, the **Co-Chairpersons** and Pastoral Life Director shall designate two parishioners (at least one of which is a current council member) as liaisons from the parish to the Regional Council. These representatives shall maintain regular communication between the parish and Regional Council.

**Section 3** In the event of a vacancy in any office the Council shall elect someone from among its own membership to fill the office until the next regularly scheduled election.

**Section 4** Each officer shall, at the expiration of his/her term of office, turn over to his/her successor all books, papers, and other records and property pertaining to the office not later than ten days after said expiration.

## **ARTICLE -VII EXECUTIVE COMMITTEE**

- Section 1** The executive committee shall be composed of the officers of the Council and the Pastoral Life Director.
- Section 2** It shall be the responsibility of the Executive Committee to coordinate and prepare the agenda for all the regular meetings of the Council.
- Section 3** The executive committee may make exceptions to these by-laws in extraordinary circumstances with the approval of the council.

## **ARTICLE – VIII MINISTRY BOARDS AND PARISH COMMITTEES**

- Section 1** The standing Ministry Boards of the Council and their corresponding parish organizations, groups, and committees shall have such powers as may be delegated to them by the full Council and Pastoral Life Director. Because of its canonical importance, the Finance Committee shall be named in consultation with the Pastoral Life Director or may be appointed in full by the Pastoral Life Director.

Standing Ministry Boards of the Council shall be:

1. Education
2. Evangelization
3. Liturgy
4. Service
5. Stewardship

Special Task Force (ad hoc committee) – defined as a committee established, as needed, with a specific purpose and a defined start and end date.

The Ministry Boards and the committees, groups, and organizations are listed in Appendix A. These arrangements may be re-designated at any time by the Pastoral Life Director in consultation with the Council.

- Section 2** The Chairs of the Ministry Boards, in consultation with the Pastoral Life Director and **Co-Chairpersons** of the Council, shall be free to name to their respective Boards parishioners who are not members of the Council.
- Section 3** The Ministry Board chairs shall convene meetings of their Boards and shall be prepared to render a report to the Council of concerns, issues, activities, and actions taken at such board meetings. The Ministry Board Chairs shall be prepared to address any questions or issues arising from the Council regarding all parish entities reporting to them. The Ministry Board chairs shall assure that their

Boards are represented at all council meetings. In the event of absence, the Ministry Board Chair shall appoint a representative from the Ministry Board to attend the council meeting and speak on behalf of the Ministry Board; this representative shall not participate in decision making by consensus process.

**Section 4** The Council **Co-Chairpersons**, in consultation with the Executive Committee, may create any special Task Force, when necessary, and designate the members thereof.

## **ARTICLE – IX MINISTRY BOARD AND COMMITTEE DUTIES**

**Section 1** A representative from each committee within a specific Ministry Board shall present written reports as requested by the Ministry Chair. Each committee shall meet regularly to implement its work and shall report the progress or limitations of such work to the Ministry Board Chair as required during the course of the year.

**Section 2** Each committee shall be responsible for submitting a budget to the Ministry Board Chair estimating its overall annual expenses as well as estimates of any annual income derived from fundraising activities, fees, or other means. The Ministry Board Chairs shall present the annual budgets of their respective Boards and committees to the Finance Committee in January of each year.

## **ARTICLE - X MEETINGS**

**Section 1** The regular meetings of the Council shall be held monthly (September – June) on a day that is agreeable for a majority of the members.

**Section 2** The meeting held in the month of January shall be known as the Annual Meeting, conducted for reviewing annual reports. Any such matters left unfinished at the adjournment of the Annual Meeting shall constitute a special meeting before the next regular meeting.

**Section 3** The Pastoral Life Director or the Executive Committee may call special meetings, the purpose of which shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.

**Section 4** Regular meetings of the Council shall be open to all parishioners as observers. Parishioners who wish to speak at an open meeting must arrange with the Executive Committee, one week before the meeting, so they may be placed on the Agenda for that meeting.

**Section 5** In order to make a decision by consensus process, eight members of the total council membership of twelve must be present at the meeting.

## ARTICLE – XI RATIFICATION AND AMENDMENTS

**Section 1** The approved constitution shall be made available to all parishioners. Its approval shall be by Pastoral Life Director and ratified by the Council upon taking office.

**Section 2** This constitution may be amended with the consent of the Pastoral Life Director at any regular meeting of the Council using decision making by consensus process and in addition:

- a. Proposed amendments to this Constitution shall be submitted in writing to the Council at any regular meeting.
- b. If necessary, the Co-Chairpersons shall appoint a committee to review the amendment. The committee shall submit a report (written or oral) on its recommendations to the Council at the next scheduled meeting.
- c. The Council shall review the amendment and committee recommendations and shall approve or disapprove said amendment.
- d. A copy of the final document shall be placed in a permanent file with the Pastoral Life Director and all members of the Council shall be given an updated copy of the final version.
- e. Notification of changes will be published in the bulletin for two consecutive weeks.

## **APPENDIX A: MINISTRY BOARDS**

### **1. EDUCATION**

Baptism Class  
Marriage Preparation  
RCIA  
Religious Education  
Bible Study

### **3. LITURGY COMMITTEE**

Altar Servers  
Cantor  
Choir  
Music  
Funeral  
Ushers/Greeters  
Hispanic Community  
Sanctuary Guild  
Eucharistic Ministers  
Lectors

### **5. STEWARDSHIP**

#### **Facilities Management**

Hall Events  
Grounds  
Maintenance  
Church Cleaning

#### **Finance/Development**

Finance Committee  
Development Committee  
Fundraising

### **2. EVANGELIZATION**

Marriage Encounter  
Singles Group  
Senior Citizens  
Small Christian Community  
Youth Group  
Young Adult Group

### **4. SERVICES MINISTRIES**

#### **Parish Life**

Sick-Visitations  
Bereavement

#### **Community Life**

Holy Name Society  
Sodality  
Cub Scouts  
Boy Scouts  
Brownies  
Girl Scouts  
Athletic Association  
St. Vincent de Paul

#### **Social Outreach**

Food Pantry  
Backpack Program

## **APPENDIX B: RESPONSIBILITIES OF COUNCIL OFFICERS**

### **THE CO-CHAIRPERSONS**

The council **Co-Chairpersons** works closely with the Pastoral Life Director to ensure that the Council works to fulfill the mission of the parish through active collaboration with staff, parishioners, other church and civic groups, and archdiocesan officials. The **Co-Chairpersons are** responsible for the organizational aspects of the Council and chairs all meetings of the Council. In light of these responsibilities, it is important that the **Co-Chairpersons** possess a good understanding of group process and has the necessary facilitation skills to fulfill this role effectively. The **Co-chairpersons** are ex officio members of Ministry Boards except the Nominating Committee.

Duties of the **Co-Chairpersons** include:

- ❖ Chair the executive committee meetings.
- ❖ Chair all regular and special meetings of the Council.
- ❖ Monitor the agenda in terms of time and focus.
- ❖ Encourage the full participation of all council members.
- ❖ Ensure that all members have the opportunity to speak.
- ❖ Begin and end meetings on time.
- ❖ Clarify council procedures.
- ❖ Ensure the opportunity for periodic evaluation of council effectiveness.
- ❖ Ensure good communication procedures.
- ❖ Organize and conduct, in cooperation with the executive committee, any parish assemblies called by the Council.
- ❖ Oversee the physical setting of the meeting room to facilitate interaction and collaboration among members.
- ❖ Keep open the channels of communication between the Council and parishioners.
- ❖ Render reports to the Pastoral Life Director on completed and projected work of the Council.

### **RECORDING SECRETARY**

The Secretary shall be responsible for maintaining minutes of all regular and special meetings of the Council, preserving them in a permanent record and distributing copies of such minutes to all members of the Council at least one week prior to the next regularly scheduled meeting. The Secretary shall ensure that copies of the minutes are made available for all parishioners. The Secretary shall forward in writing to the Pastoral Life Director all council resolutions and recommendations. The Secretary shall prepare and send out all correspondence necessitated by the work of the Council and shall maintain permanent files of such correspondence.

Other duties of the recording secretary are:

- ❖ Provide an accurate record of the minutes of all meetings.
- ❖ Maintain a roster of membership and attendance.
- ❖ Monitor terms of members.
- ❖ Update council documents.
- ❖ Forward in writing to the Pastoral Life Director all council resolutions and recommendations.

### **MINISTRY BOARD CHAIR**

The Ministry Board Chair shall be responsible for providing to the Council a summary report of activities of any the sub-committee within their Ministry Board on, at least, a quarterly basis.

Other duties of the Ministry Board Chair are:

- ❖ Be the confidential point of contact for all activities within their Ministry Board.
- ❖ Keep lines of communication open; encourage full participation and representation of all sub-committees and organizations within their Ministry Board.
- ❖ Ensure that regular meetings are held as determined by specific needs of each Ministry Board.
- ❖ Resolve issues at the lowest level possible, but if necessary communicate issues to the Council or the Pastoral Life Director as appropriate.

## **APPENDIX C: PROCEDURES FOR THE ELECTION OF COUNCIL OFFICERS**

- ❖ This election process should take place during the September council meeting. All members should be reminded of the election and encouraged to attend and participate.
- ❖ The Pastoral Life Director reads the duties of the offices and the election of each office is conducted separately.
- ❖ The members of the Council then name the persons they wish to nominate for each office with a brief explanation of their qualifications for this office.
- ❖ The nominees are then asked to explain how they will serve if elected to the office. The explanation should be brief and include the qualities they will bring to the office as well as the time per month they can devote to these duties.
- ❖ After all nominees have spoken, there may be questions from other council members. After the discussion is finished, someone may call for a vote. A moment of silence should precede the vote. The vote is conducted by secret ballot in writing.
- ❖ When voting for all offices is completed, the Pastoral Life Director announces the names of the elected officers, the individuals are called forth, and a prayer of blessing is offered for them and for the entire Council.