

ST. CLETUS PARISH PASTORAL COUNCIL
CONSTITUTION AND BY-LAWS

Parish Council Mission Statement

The Parish Council is a group of St. Cletus parishioners dedicated to assisting the pastor in implementing the Parish Mission by providing guidance, leadership, and direction for the Parish, as well as setting an example of unity and cooperation for the Parish and the community at large.

June, 2014

ST. CLETUS PARISH PASTORAL COUNCIL

BY-LAWS

ARTICLE I Title and Office

This organization shall be known as St. Cletus Parish Pastoral Council. Its offices shall be located at 600 West 55th Street, LaGrange, Illinois 60525.

ARTICLE II Purposes and Duties

The purpose of the Council shall be to provide guidance, leadership, and direction for the Parish, to insure implementation of the Parish Mission and to set an example of unity and cooperation as a people of God to the Parish and the community at-large.

In connection herewith, the Council shall perform duties including, but not limited to, the following:

- In light of the Parish Mission, establish Parish goals and objectives and conduct an annual evaluation.
- Identify and encourage the use of gifts and talents of the members of the parish.
- Evaluate and support the Parish Commissions in their efforts to fulfill their goals and objectives.
- Provide open Parish meetings to explain major issues before the Council, and provide a forum for parishioners to express their opinions.
- Make Council planning financial decisions in conjunction with the Finance Committee to determine if adequate resources are available to accomplish Parish goals and objectives.
- Make recommendations to the Pastor as a consultative body for shaping and guiding the mission of the Parish through open and constructive communication.
- Revise the Parish Mission Statement as necessary.
- Be responsive to the directives of the Pastor, Archbishop and Archdiocese of Chicago.

ARTICLE III
Membership and Selection Process

SECTION A: MEMBERSHIP

Any member of the Parish, sixteen (16) years or older, will be eligible to serve on the Parish Council.

The Parish Council will be composed of the following members:

1. Nine (9) voting members.
2. The Pastor, the Associate Pastor(s), the school President or Principal, and the Director of Religious Education. (Non-voting members)
3. One member of the Pastoral Staff. (Non-voting member)
4. A representative of the Finance Committee (Non-voting member)

SECTION B: SELECTION PROCESS

1. The Pastoral Staff and Finance Committee will be responsible to select one representative each.
2. The entire parish will elect six (6) voting members.
3. The council will appoint three (3) voting members.

SECTION C: TERM OF OFFICE

1. Voting members shall serve three (3) year terms, staggered so that each year two (2) members shall be elected and one (1) member will be appointed.
2. The terms begin July of the elected/appointed year.
3. Voting Council members may serve two consecutive terms. Additional service may follow after a one-year break.

SECTION D: VACANCY

Vacancies shall be filled by appointment by the Pastor, for the remainder of the term vacated. If the vacancy is that of an officer, then the vacant office shall be filled for

the remainder of the term by election of the Council.

ARTICLE IV Meetings

SECTION A: REGULAR MEETINGS

Regular meetings of the Council shall be held on the fourth Tuesday of each month unless rescheduled by a majority vote of the Council. There will be no meetings in the months of July and December.

SECTION B: SPECIAL MEETINGS

Special Meetings can be called when necessary by the Chairperson, Pastor, or a majority of the voting Council members. Five (5) days' notice is to be given to all members unless notification is waived by the members. Notice of the purpose, place, day, and time of all meetings must be communicated to all members of the Council.

SECTION C: QUORUM

Six (6) voting members of the Council shall constitute a quorum.

SECTION D: MANNER OF ACTION

The Council shall attempt to reach a consensus for all actions. In the event that consensus cannot be reached the chairperson will call for a vote. A simple majority of the voting members present is required to approve any action. The Council is a policy advisory body, but for serious reasons, the Pastor shall have the right to veto any action.

SECTION E: AGENDA

An agenda for each meeting must be set by the Chairperson, Secretary, and the Pastor. Any member of the Council can request an item for discussion to be placed on the agenda. Any parishioner may have a topic submitted for discussion by notifying the Pastor or Chairperson. The agenda will be distributed 5 days prior to the meeting.

SECTION F: OPEN MEETINGS

All meetings shall be open to all members of St. Cletus Parish. Notice of the meetings and the agenda will be communicated to the entire parish. Non-members may be invited to participate in Council meetings to address pertinent issues. The Council reserves the right to go into Executive Session to discuss sensitive issues.

SECTION G: MINUTES

Minutes of all meetings shall be taken by the Secretary. The approved minutes shall be kept as a permanent record. The minutes will be distributed to all Council members. Copies of the approved minutes will be made available in the Parish office and for viewing on the parish website.

SECTION H: ATENDANCE

All members of the Council are expected to attend all meetings. If a member cannot be present, he/she must notify the Chairperson or the Pastor.

ARTICLE V
Officers

SECTION A: NUMBER

The officers of the Council shall consist of a Chairperson, a Vice Chairperson, and the Secretary.

SECTION B: ELIGIBILITY

Only the nine (9) voting members are eligible for office.

SECTION C: ELECTION AND TERM

Officers shall be elected annually at the August meeting and shall hold office for one year.

Officers shall be elected by a simple majority of the present voting Council members.

Officers may not serve for more than two (2) consecutive terms.

SECTION D; VACANCIES AND REMOVALS

Vacancies shall be filled for the remainder of the term by election of the Council.

Any member or officer may resign by filing a written resignation with Pastor or Chairperson.

An appointed or elected member or officer may be removed for Good Cause by a majority vote of the Council. Any member or officer whose removal has been proposed shall be given an opportunity to be heard at the Council meeting. "Good Cause" includes missing 50% of Council meetings within one year without good cause, physical or mental incapacity, or failure to perform duties as a Council member or officer.

SECTION E: DUTIES

The Chairperson shall prepare the agenda in conjunction with the Pastor and Secretary, and shall preside at all meetings of the Council.

The Vice Chairperson shall perform the duties of the Chairperson whenever necessary.

The Secretary shall be responsible for recording, publishing, and disseminating prior month minutes and current month agendas, along with maintaining communications between the Council and the Parish.

Council members are encouraged to act as liaison between the individual ministries and commissions. A ministry or commission may ask a council member to bring an area of concern or interest to the Council. A ministry or commission may ask to be placed on the agenda. A Council member may be selected to carry an area of interest or concern to a ministry or commission.

ARTICLE VI
Committees

Ad Hoc Committees may be appointed by the Council from time to time as needed.

An annual election committee shall be responsible for holding the election on the first Sunday of June. The committee will be established at the February meeting.

ARTICLE VII
Amendments

SECTION A: VOTE REQUIRED

The constitution and by-laws may be amended by a two-thirds (2/3) vote of the total voting membership of the Council.

SECTION B: NOTICE OF AMENDMENTS

Proposed amendments must be presented in writing to the Council at any regular meeting. The Chairperson will appoint a committee to review the amendment. The committee will make a written report of its recommendation to the Council members two (2) weeks prior to the next regular meeting. The Council will review the amendment, the committee recommendation, and vote on the proposed amendment at the next regular meeting.

Approved by a vote of the Council members on June 9, 2014.

APPENDIX

ST. CLETUS PARISH MISSION STATEMENT

St. Cletus Catholic Parish of the Archdiocese of Chicago is a Christian community of believers in, and followers of, Jesus Christ. We provide spiritual nourishment through worship, celebration of the sacraments, religious education, and use of our time, talent, and treasure in service to others. We call and welcome all to join our family of faith as we seek to live the Gospel values in our daily lives, community, and world.