

# CONSTITUTION OF THE PASTORAL COUNCIL ST. JOSEPH'S PARISH, MAMMOTH LAKES, CALIFORNIA INTRODUCTION

Upon direction of Vatican Council II, and at the invitations of the Bishop of the Diocese of Stockton, and the pastor of St. Joseph's Parish and lay people unite to further the work of the Church in the apostolic, charitable, social, and administrative endeavors of St. Joseph's Parish.

St Joseph's is a community of the Christian faithful established in the Diocese of Stockton and entrusted to a Pastor (parochus) as its proper shepherd (pastor) under the authority of the Bishop of Stockton (canon 515, § 1).

The Pastoral Council is the principal group under the authority of the Pastor that considers and proposes practical recommendations concerning the pastoral works in St. Joseph's Parish. Unless otherwise specified, the Pastoral Council functions in a consultative manner.

For these intents and purposes a cooperative and coordinating organization of representative of the laity of St. Joseph's Parish is hereby established and shall continue to function upon the approval and consent of the Pastor. In those cases expressly set forth later in these Statutes, the Pastoral Council might be called upon the provide consultation or consent to the Pastor before he can act validly.

These Statutes are binding norms regulating St. Joseph's Parish of Mammoth Lakes. Without prejudice to universal law, should any dispute arise calling for an interpretation of these Statutes, the Bishop of Stockton shall be the one who decides the proper meaning of these norms.

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ST. JOSEPH'S PARISH MAMMOTH LAKES CALIFORNIA  
PASTORAL COUNCIL CONSTITUTION

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## ST. JOSEPH'S PARISH MISSION STATEMENT

**EXPRESSING OUR LOVE OF JESUS CHRIST THROUGH THE EUCHARIST, ENLIGHTENED BY THE HOLY SPIRIT, AND BY LIVING THE WILL OF THE FATHER, WE GATHER AS ONE FAMILY, RICH IN CULTURE AND TRADITION, WILLING TO SHARE OUR GIFTS WITH ALL, AND WORKING TOGETHER AS WE JOURNEY TO THE KINGDOM OF GOD.**

## ARTICLE I

## **Article I – OFFICIAL DESIGNATION**

The name of this body shall be St. Joseph's Pastoral Council

## **ARTICLE II**

### **Article II – CHARTER OF THE ORGANIZATION**

The Pastoral Council is a consultative group under the authority of the Pastor that considers and proposes practical recommendations concerning the pastoral works in St. Joseph's Parish. As provided for in universal and particular law, the pastoral Council might be called upon to provide consultation or consent to the Pastor before he can act validly.

- a. To fulfill more effectively the work of the laity through a representative organization of the parish at large.
- b. To produce creative ideas, gather factual data, make a recommendation among options, provide consultation or consent to the pastor.
- c. The Pastoral Council serves as an advisory council for the pastor.
- d. The Council assists the Pastor in articulating the vision for the Parish through practical goals and objectives.
- e. The Pastoral Council is not an administrative body. It assists "in fostering pastoral activity".
- f. The Pastor must ratify all recommendations of the Pastoral Council before they can be implemented.

## **ARTICLE III**

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## Article III – Membership of the Council

Membership of the Council will depend on the size of the Parish. The Pastor and/or the Parochial Administrator are not members of the Pastoral Council, since they cannot be a member of a group that advises them.

### Size:

- Twelve delegates representing the Parish will be on the Council, six elected and six appointed.
- The Parish Finance Council, Liturgy Committee, Faith Formation Committee and Social Ministry Committee might have representation ex-officio on the Pastoral Council.

### Qualifications:

Members of the Pastoral Council are to be outstanding members of the parish Community, faithful Catholics who support the mission of the Church. Ideally, members should meet the following qualifications:

- Be baptized, confirmed and have celebrated the Eucharist with the reception of Communion.
- Be over eighteen years of age
- Not be under an ecclesiastical penalty
- Lead a life in harmony with the teachings and disciplines of the Catholic Church.
- Be an active member of the parish, i.e., enjoy a domicile or quasi-domicile within the territorial boundaries for the parish or be registered with the Parish.

### Selection:

The Parish Statutes that at least one-half of the members of the Pastoral Council are to be elected.

Lay delegates shall be selected as follows:

- a. Elections shall be on a parish-wide democratic basis.
  - b. The Council shall appoint a nominating committee to submit a slate of names to the pastor for approval upon which five will be on the ballot.
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### Lay members shall be elected as follows:

- a. Annually two delegates will be elected.
- b. Names of nominees shall be listed in the Church bulletin on the first and second Sunday of XXX prior to election.
- c. Elections of the lay members to the Council shall be conducted on the third Sunday of XXX.
- d. Ballots listing names of nominees and providing space for write-in candidates shall be distributed to each adult at each mass. Ushers shall collect ballots.
- e. A selected committee will count the ballots and the new members will be contacted. Names of the new Council members shall be published in the Church Bulletin the following week.

### Terms of Office:

- a. All elected lay members shall serve for a three-year term.
- b. All appointed members should serve for a one-year term.
- c. After serving a term of three years for elected members, a lapse of one year shall be required before a member of the Council may be eligible for re-election.

### Council Vacancies:

- a. A Council member loses his or her seat by moving out of the Parish territory, unless one continues to be an active registered member of the parish, or by death.
- b. A Council member can also lose his or her seat through incurring a declared ecclesiastical penalty.
- c. Should a vacancy occur in the ranks of the elected or appointed members, the Pastor shall appoint another person to serve the remainder of the term by the next scheduled meeting.
- d. In the case of a vacant pastorate, the parochial Administrator or parish Life Coordinator will be appointed by the Bishop of Stockton to fill the office until another pastor is selected.

### Attendance:

- a. Membership of the Council requires attendance at all scheduled Council meetings.
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- b. Any member, who knows that he/she will be absent from a scheduled meeting, should give prior notification to one of the officers.
- c. Any member, who misses more than two of the scheduled meetings per year, without contacting an officer, may be excused from the Council.

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ARTICLE IV

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## Article IV – Officers

- a. Elected officers shall be:
  1. Chairperson
  2. Vice-Chair Person
  3. Secretary
  
- b. The Council officers could be nominated and elected by the Pastoral Council members or appointed by the Pastor at the regular anniversary meeting and shall hold office until there is a successor.
  
- c. A majority of the Council members in attendance shall elect the officers or appointed by the Pastor for a term of one year.
  
- d. Loss of office occurs by:
  1. Resignation
  2. Death
  3. Moving out of the Parish territory, unless one continues to be an active registered member of the Parish.
  4. Incurring a declared ecclesiastical penalty.
  5. Missing more than the permitted number of scheduled meetings
  
- e. If for any reason, a duly elected officer cannot continue to serve in office, the Council shall fill the vacant office (s) in the manner prescribed in #c of this article.

## ARTICLE V



## Article V – Duties of Officers

The Pastor is the President ex-officio:

- a. If there is no priest, the parish Life Coordinator is the president ex-officio of the Parish Pastoral Council.

The Chairperson of the Council shall:

- a. Prepare the Council Agenda in consultation with the Pastor
- b. Conduct the Council meetings
- c. Call the Council into special session to deliberate upon emergency matters as may be required or recommended by the Pastor.

The Vice-Chairperson of the Council shall:

- a. Take over for the Chairperson should she/he is unable to fulfill any assigned duties.

The Secretary of the Council shall:

- a. Be responsible for keeping track of the attendance of the Council members at the meetings.
- b. Take accurate minutes of all Council meetings.
- c. Send all members a copy of the minutes prior to the next regularly scheduled meeting.
- d. File a copy of the minutes in the Church archives
- e. Notify President and Chairperson of any member who has been absent more than the permitted amount
- f. Keep a current record of all members' names, designation, address, telephone numbers and e-mail addresses.
- g. Receive and file correspondence addressed to the Council.
  - 1) Notify Chairman of any correspondence received
  - 2) Notify the Council at next regular meeting regarding any communications received.

## Article VI – Council Meetings

Meetings shall be held at least every other month with the exception of August and December. No regular meeting should be postponed or transferred to another date unless such meetings should fall on a State/Federal holiday, or on Holy Days of Obligation.

- a. At a regular scheduled meeting, any subsequent meeting (s) may be cancelled or changed by a simple majority vote of members present.

The facility to be used for meetings will be set annually by the Parish office through the annual facility calendar.

The President may deem it necessary to call a special meeting in addition to regularly scheduled meetings.

- a. If this were necessary, the Secretary would contact all members prior to the meeting stating the nature of the business to be transacted. A quorum must be in attendance and only the business identified in the notice shall be discussed.

Order of business shall be as shown in Attachment A.

### Quorum:

A quorum shall be a simple majority of the Pastoral Council.

A quorum must include the Pastor.

When the Pastoral Council is to provide the Pastor with consultation or consent, the Pastor must be present to receive the Council's input.

## ARTICLE VII

## Article VII – AD HOC Committees

Ad-hoc committees are formed for a specific task and exist only for the duration of the project.

- a. Steering Committee
- b. Nominations Committee
- c. Parish Festival Committee

Chairperson may be requested to give a report at the meeting.

## ARTICLE VIII

### Article VIII – Amendments

All proposed amendments:

- a. Should be in written form
- b. Should be submitted to the President and Chairperson for prior review.
- c. Should be submitted to the Council members prior to their discussion.

No amendment takes effect until the Pastor approves it in writing.

After the Pastor approves an amendment to the pastoral Council Statutes, a revised copy of the Statutes is to be sent to the Vicar General of the Diocese of Stockton for the *nihil* obstat.

(Insert Canon Law Attachment "A")

WHEN	WHAT
February Council Meeting	Chair person to begin preparing for the May Elections. Request from the Council Members names of individuals to be elected for the Council in May. Ask to bring names to the March's meeting
March Council Meeting	Collect names of candidates and set up appointment with the Pastor to go over the details (sometimes he or the Parish Administrator will call or email the names of the individuals) to be contacted by you.
1 <sup>st</sup> Week of April	Once approval has been given for the names, contact should be made to the candidates via telephone. Request email information at that time to send them the detailed outline of the election process and the specifics as to the pictures, Bios and time lines.
1 <sup>st</sup> Week of April	When all candidates have accepted, then the Chair Person will send the individualized "Invitation Letter" allowing at least a week for the candidates to write their Bios and gather the pictures * <b>Please be sensitive towards other possible unexpected "collections" being done during that weekend. Check with the Parish Office if any other events, guests, speakers are planned for those dates.</b>
2 <sup>nd</sup> Week of April	Collect the Bios and Pictures from the candidates. Prepare the Candidates Bios Announcement for Bulletin and submit to Parish Secretary for publication on the 1 <sup>st</sup> and 2 <sup>nd</sup> weekends in May.
3 <sup>rd</sup> Week in April	Prepare the Ballot with the candidate's pictures. Provide a copy to the Pastor for final approval.
4 <sup>th</sup> Week in April	Prepare the Bulletin Announcement and submit to Parish Secretary to be run on the Election Weekend

4 <sup>th</sup> Week in April	Prepare the Bio and Family Picture of each candidate page for the Bulletin Board in the Parish Vestibule and provide to either a volunteer from the Council or someone else assigned to this task. The pages need to be printed in color and ready to be posted.
4 <sup>th</sup> Week of April	Prepare a display. Obtain Ballot boxes from previous Chair person
April Council Meeting	Request volunteers for the collection of ballots at every Mass. Ask for volunteers to assist in the counting of such ballots. The count must be done the Monday after the elections in order to publish the new names of the elected individuals in the bulletin- <b>Make sure that you communicate clearly the procedure used to collect the ballots in both locations to avoid confusion.</b>
1 <sup>st</sup> Weekend of May	Bios published in the bulletin
2 <sup>nd</sup> Weekend of May	Bios published in the bulletin – Pulpit announcement (to be read by the Priest on election day after Communion) should be submitted to the Parish Secretary
3 <sup>rd</sup> Weekend of May	<b>ELECTION WEEKEND</b> - Ballot Box must be available for the Vigil Mass on Saturday and early in the morning in every Mission and Parish. Pencils and ballots will need to be placed in the Sacristy and the assigned volunteer must be instructed as to process.
Monday after Election	Chair person should contact the elected individual and his/her name (s) is to be submitted to the Parish Secretary to insert in the following weekend's bulletin
4 <sup>th</sup> Weekend of May	Announcement on Bulletin

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## PARISH COUNCIL MEMBERS EX-OFFICIO

**Fr. Jorge Román, Pastor**

**Helen Shepard, Administrator**

## PARISH COUNCIL MEMBERS ELECTED/APPOINTED

### **ELECTED MEMBERS:**

### **APPOINTED MEMBERS for 2014-2015**

## PASTORAL COUNCIL MEETING CALENDAR

THE COUNCIL MEETS EVERY TWO MONTHS, EXCEPT DURING THE MONTHS OF AUGUST AND DECEMBER.

ANY OTHER CHANGES ON THE SCHEDULE SHALL BE NOTIFIED TO THE COUNCIL MEMBERS IN ADVANCE AS INSTRUCTED UNDER THE *ARTICLE VI* ON PAGE 10 OF THIS DOCUMENT.

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