

St. Catherine of Siena Catholic Newman Center, LLC Salt Lake City, Utah 84102

Parish Pastoral Council Constitution and Bylaws Ratified 2014

“Christianity, is not a philosophical doctrine, it is not a program of life that enables one to be well formed and to make peace. These are its consequences. Christianity is a person, a person lifted up on the Cross. A person who emptied himself to save us. He took on sin. And so just as in the desert sin was lifted up, here God made man was lifted up for us. And all of our sins were there, one cannot understand Christianity without understanding this profound humiliation of the Son of God, who humbled himself and made himself a servant unto death on the Cross. To serve.” © Copyright – Libreria Editrice Vaticana by L'Osservatore Romano, Weekly ed. in English, n. 15, 11 April 2014

Vision and Mission Statements

Vision: To be a Catholic community where everyone is welcomed, accepted, and loved.

Mission: We are a multi-generational community of Christians who reach out to provide for the spiritual formation of all. We are a home of worship, hospitality, service, and lifelong religious education.

Council Purpose

As recommended in Canon 536, the Parish Pastoral Council hereafter called the PPC, is a consulting body to the Pastor. Its purpose is to recommend policies and programs that promote and support the faith in the parish and the larger community.

Specifically the council shall do the following:

- Discern the needs of the parish community through discussions, surveys, and quantitative data analysis.
- Work with the Pastor to prioritize the identified needs.
- Recommend policies and plans to meet the prioritized needs.
- Reflect the community's identity as Catholic Christians in all decisions and actions.

The PPC represents the parish community in all its deliberations.

Membership

Ideally, PPC members shall represent ages, genders, skills, and talents of the parish community.

The membership shall consist of the Pastor and registered parishioners chosen by election or appointment by the Pastor. Appointed members shall be ex officio.

Elected Members

- 6 - At-Large
- 1 – Undergraduate Student
- 1 – Graduate Student

Members appointed by the Pastor

- 1 – Ministry Leader
- 1 – Finance Council representative
- 1 – Newman Resident

Qualifications

PPC members shall demonstrate the following qualifications:

- An understanding of the parish. Council PPC members should have the ability to study, reflect, and integrate others' viewpoints.
- The ability to investigate, ponder, and propose practical decisions about pastoral matters.
- Wisdom, prudence, sound character, and commitment to Catholic doctrine and Catholic social justice. PPC members should have knowledge, competence, and good judgment to be able to advise the Pastor.

Criteria for Nomination

All PPC members must be baptized and confirmed Catholics registered in the parish. They must be supportive of the mission and ministries of the parish and the Church's understanding of consultation as reflected in these guidelines. They must be willing to recommend changes to the mission and ministries when change is needed. PPC members should be available and willing to attend parish events, especially social and fund-raising events.

Terms of Service

The term of service begins with the first meeting following election or appointment of the member. PPC service runs for two (2) years. The undergraduate, graduate and Newman resident student terms are one year. Members may serve no more than two (2) consecutive terms for which they have been elected and/or appointed or a maximum of six (6) years, whichever is less.

- No more than one-third (1/3) of the total membership is elected in any one year.
- Terms begin with the first meeting in October following September elections or with the first meeting after a replacement appointment has been made.

Vacancy

A vacancy may occur as a result of death, resignation, termination of membership in the parish, an ecclesiastical penalty (as defined in canon law), or removal by two-thirds (2/3) of the voting members of the PPC. A member who is absent for two (2) meetings in a rolling twelve (12) months shall be contacted by the chair, vice chair, or delegate to mutually assess continuation of membership.

In the event a vacancy occurs with an elected member, the PPC shall submit a slate of up to three (3) candidates to the Pastor, who shall appoint a replacement. This appointed member's term of service shall end when the replaced member's term of service would have ended.

Elections

The entire St Catherine's community shall make nominations to the PPC over a two (2) week period in the middle of September. The executive committee shall interview nominees to verify their willingness to stand for election and assess their capability and commitment to serve. All nominees will receive a copy of the bylaws to review prior to the executive committee interview.

Candidates shall submit a photograph and single paragraph describing their background and qualifications. Candidate pictures and paragraphs shall be displayed in the gathering space at least one (1) week prior to and during an election period of two (2) weeks.

Candidates who receive a majority of the votes cast for each open position shall serve on the PPC. Voting results shall be provided to the parish.

The PPC shall approve the master copy of all nomination forms and announcements to insure they include the criteria for nomination and the expected qualifications

Responsibilities of the PPC

- Listen to and then represent the wisdom of the parishioners and parish staff as part of the council meeting and discussion processes.
- Determine priorities and develop plans for implementation and development.
- Develop objectives that further the mission of the parish.
- Present a summary of accomplishments and status of objectives in process to the parish community through online updates and semi-annual announcements at Mass.
- Review, on a regular schedule, the status of objectives recommended by the PPC and approved by the Pastor.
- Recommend policies that are supportive of the mission of the parish.
- Call forth the time, talent, and treasure of individuals, groups, and committees in the parish to carry out its mission.
- Cooperate with neighboring parishes in regional planning (conferences, meetings, lunches) for the advancement of the Church's mission and objectives in the local area.
- Conduct all meetings in accordance with Robert's Rules of Order.

Executive Committee

The executive committee shall consist of the chair, the vice chair, and the secretary. The chair shall be elected by the PPC members from among those members who have completed at least one year of service on a Catholic Church council. The vice chair and Secretary shall be elected by the PPC members. Elections for the executive committee shall be held in November.

Responsibilities of Officers

The Pastor is the authority and representative of the Bishop in the parish and in his appointment as Pastor has the following responsibilities:

- Attends meetings of the PPC.
- Calls special meetings.
- Collaborates with the PPC chair to determine items to be placed on the agenda for PPC meetings.
- Approves or vetoes recommendations of the PPC.
- Promulgates approved recommendations.
- Gives final approval of recommendations concerning pastoral planning, programs, and services for the parish as well as for their implementation.
- Participates in the interactions of the PPC; is open and respectful to the voice of the council and responds appropriately to collective representation of the parish.
- Makes every effort to insure that the membership on the PPC is truly representative of the whole parish.
- Assists in the formation of all council members, insures that the PPC's concerns reflect the parish as a whole, and assists council members in building the community of faith.
- Works together with the associate Pastor, Deacon, parish staff and members of the PPC to provide the ministries and programs that serve the mission of the parish, the diocese, and the universal Church.
- Schedules a joint annual meeting for the PPC and finance council to dialogue during the parish budget preparation and finalization period.

The Chair

- Presides over the executive committee and all PPC meetings.
- Calls special or emergency meetings of the PPC, executive committee; or other functional committees whenever necessary.
- Organizes and coordinates the activities and processes of the PPC.
- When needed, appoints adhoc committees or task force(s), defines their function, and appoints their chairs and members in consultation with the executive committee and with approval of the Pastor.
- Checks the minutes of meetings and official correspondence as it relates to PPC matters.

- Motivates the members of the council to fulfil their specific responsibilities.
- Sees to it that all PPC policies, decisions, resolutions, constitution, and bylaws are followed.
- Represents the PPC in vicarial, district, and archdiocesan meetings and other meetings when delegated by the Pastor.

The Vice Chair

- Assumes the duties and responsibilities of the chair when the latter is absent or incapacitated.
- Attends national, diocesan, vicarial, and other meetings when delegated by the chair.
- Performs such other duties as may be delegated by the chair.

The Secretary

- Records the proceedings of all council meetings. The minutes, upon initial approval by chair and Pastor, are sent to the PPC. After final approval at the next meeting, the minutes are then transmitted to the webmaster for publication.
- Notifies parishioners of approved amendments to the bylaws.
- Notifies the members of all meetings.
- Processes correspondence relevant to PPC activities.
- Files all records, reports, and communications.
- Maintains an accurate and up-to-date directory (with contact information) of executives and members of the PPC and executive committee.
- Performs such other duties as delegated by the chair.

Finance Council Representative

- Prepares and presents a monthly financial report to the council.
- Assists in any funding campaign conducted by the PPC.

Committees

The executive committee, working closely with the Pastor, shall plan the PPC agenda and inform the members of it in advance. The secretary shall keep the minutes of both executive and general PPC meetings to allow members to judge whether they have completely addressed all agenda items. Ad hoc committees may be formed to do a particular task and shall be disbanded after the task is completed.

Voting

- A majority vote is defined as 50 percent+1 of the members present during a matter requiring a vote.
- Each voting member of the PPC has one vote on any matter coming before the council.
- The council shall designate a chair, vice chair, and secretary chosen from among its members by a majority vote. These offices shall be elected during the November meeting.
- Officers may be re-elected to an additional term in the same position by majority vote.
- If a member is absent three (3) times in a rolling twelve (12) months, the executive committee shall meet and vote on that member's removal from the council.
- In event the executive committee decides not to place a requested item on an agenda, any member may move for inclusion of said item on the agenda and the PPC may by a majority vote add the item to the agenda.
- Proposed amendments to the bylaws must be presented to the PPC members at a meeting prior to the meeting at which a vote is to be taken on the proposed amendment.
- Proposed amendments to the bylaws become recommended amendments by a majority vote.
- A PPC member who is unable to attend a meeting at which a vote is scheduled to take place may designate a PPC member to serve as his/her proxy upon notifying the chair in writing prior to the date on which the vote is to be taken. A vote may also be cast in an email to the chair.
- Pastor is ex officio.

Quorum

A quorum shall consist of five (5) elected members of the PPC. A quorum is necessary for approval of all PPC business and/or formal recommendations. During deliberation, the PPC shall focus on reaching a consensus amongst the attendees. However; a majority vote is sufficient for ratification of a motion unless otherwise indicated by Robert's Roles of Order. All votes shall be noted in the minutes.

Meetings and Attendance Procedures

- PPC meetings shall be held on the fourth (4th) Tuesday of the month from September through May and twice between June and August. Special meetings may be called by the Pastor, the chair or by a majority vote of the council. PPC meetings are scheduled to start at 7:00 p.m. If a quorum is not present by 7:15 p.m. the meeting shall be canceled.
- All PPC meetings are open to the community observation. However, only PPC members may actively participate in the meetings.
- The PPC may call closed meetings attended by only elected PPC members.
- PPC meeting notices shall be posted in the parish bulletin and on the website two (2) weekends prior to convening.
- The minutes of all regular meetings shall be made available to all parishioners using the paths that permit easy access e.g., publication in the parish bulletin, e-mail, newsletter or on the website.
- If the executive committee decides not to place a submitted item on the agenda, the secretary reports that decision to the members at the next regular meeting. That report should include the nature of the requested item, the person(s) or organization requesting its inclusion, and the reason for excluding it. At the PPC meeting, any member may move to include that item on the agenda and the PPC may, by a majority vote, add the item to the agenda.
- Nonmembers of the PPC may address the PPC by submitting a prior request to the Pastor or chair for placement on the agenda.
- Attendance at PPC meetings shall include in-person, telephone, and electronic means such as Skype.
- When a vacancy of an appointed member occurs, the Pastor or Pastor's designee shall appoint someone to complete the vacated term before the next regular meeting of the PPC.

The PPC shall hold a Town Hall meeting annually. The Town Hall meeting shall be an informal public meeting where everyone in the St. Catherine community is invited to attend and participate. The purpose of the meeting shall be to discuss issues in the community and work to resolve. In addition, relevant information shall be shared with all attendees, and a question/answer period shall be included. A person with the requisite skills to facilitate this type of forum shall coordinate the meeting.

Amendments and Ratification Procedures

- All recommended amendments require ratification by the Pastor.
- Once ratified by the Pastor, the St Catherine community at-large shall be notified of all amendments to this constitution and bylaws via publication in the parish bulletin, e-mail, newsletter or on the website. Text of proposed amendments to the Constitution and bylaws shall be made available to the parish community for two (2) weeks prior to final recommendation vote by the PPC. During the two (2) week period all questions, concerns and opinions regarding the proposed amendments may be submitted to the PPC via the St Catherine on-line suggestion box, e-mail, discussion with a PPC member or in writing submitted to the PPC mailbox in the church office.

Veto Procedures

In the event that the Pastor, in an independent action, vetoes a council recommendation, he shall discuss his reasons with the PPC. If the council determines by a majority vote that the recommendation is an important one and should be approved, the Pastor shall be approached to reconsider the recommendation. If the Pastor again vetoes the recommendation, his decision shall be considered final.