

**HOLY TRINITY CATHOLIC CHURCH
GLEN BURNIE, MARYLAND**

**PARISH PASTORAL COUNCIL CONSTITUTION
Revised January 2006**

ARTICLE I – TITLE

The name of this body shall be the Holy Trinity Parish Pastoral Council, hereafter referred to as the Council.

ARTICLE II - PURPOSE

Section 1. The purpose of the Council shall be to share responsibility with the Pastor and Parish Staff for the life and mission of Holy Trinity Catholic Church through:

- A. **Prayer** by promoting life-giving liturgy and the spiritual education, welfare and growth of all the parish faithful.
- B. **Discernment** by providing an open and honest forum of communication, dialogue and leadership regarding parish affairs.
- C. **Pastoral care** of the community by developing an atmosphere of Christian charity to all in our community and by fostering growth in fellowship, care and compassion.
- D. **Representation** of the voices of the People of God, which includes laity, professed religious, and the ordained.
- E. **Visioning** by articulating what the People of God at Holy Trinity are called to be.
- F. **Enabling** a vigorous and effective Lay Ministry.
- G. **Collaboration** by working together for the common good of the community.
- H. **Courage** by taking whatever action it may deem appropriate to fulfill the purposes set forth in Sections 1 and 2 of the Article.

Section 2. Pursuant to the purpose set forth in Section 1 of this Article, each member of the Council shall participate as a contributing member in the following functions as a collaborative body which will:

- A. Review and modify the parish's Mission Statement, as necessary.
- B. Oversee the development of the Pastoral Plan, and to monitor its progress.
- C. Communicate the spiritual, material and financial condition of the parish to all parishioners on a regular basis.
- D. Nurture future leadership and empower our Parish's Lay Ministers through training and spiritual renewal by annually conducting at least one (1):
 - a. Day of Recollection
 - b. Leadership or Training Workshop

- E. Support and participate in the identification process for Clergy, Religious and Lay Staff members as these positions become available. (See APENDIX A: Discernment Process)
- F. Facilitate good stewardship of the parish's financial resources through recommendation and periodic review of the annual budget.
- G. Review physical plant maintenance and operations and make recommendations for any improvements or expansions.
- H. Participate with the current collegial structure of the Archdiocese in the total life and mission of the Church.
- I. Work with other religious bodies and with civic, business and professional organizations for the common good of the community-at-large.

ARTICLE III – COUNCIL COMPOSITION

Section 1. The Council shall consist of at least 12 members, 3 of whom are appointed by the Pastor, in consultation with the Executive Committee

Section 2. The ex officio members of the Council shall include the Pastor, Associate Pastors, Permanent Deacons, and Lay Ecclesial Ministers (such as Directors of Religious Education and Youth Ministry, Adult Faith Coordinator, Liturgical Coordinator), Parish Office Coordinator, Chair of the Finance Council and the Parish Representative to Monsignor Slade Catholic School. Said members shall have full voice in Council discussion but shall have no vote.

Section 3. Aside from the Pastor and the Parish Office Coordinator (or their designated representative) ex officio members are only required to attend Council meetings when agenda items affect their specific program or function.

Section 4. There shall be one (1) youth member to be nominated by the Coordinator of Youth Ministry with the consent of the Pastor. This member shall be in his/her junior or senior year of high school. This member shall serve for a period of one (1) year and may, at the discretion of the Coordinator of Youth Ministry and with the consent of the Pastor, be appointed for one (1) additional term. This position shall be a voting position.

Section 5. Council members shall strive to represent the fullness of the Parish's ministries and diverse population.

Section 6. Any member who is absent from two consecutive meetings without good cause, is not fulfilling his/her responsibility, or acts in a way that is considered detrimental to the best interest of the Parish shall be subject to removal. The member involved in any such action shall be notified and have the opportunity to meet with the Pastor and/or the Executive Committee in closed session before any removal action may begin. Removal shall require a 2/3 vote of the total membership (excluding ex officio members).

ARTICLE IV – IDENTIFICATION AND APPOINTMENT OF MEMBERS

Section 1. Eligibility to serve as a member of the Council requires that the person be:

- a) a registered member of the Parish,
- b) eighteen (18) years of age (**except the youth representative who must be at least a junior in high school**), and
- c) agree to accept the responsibilities of the position as specified in Article II.

Parish employees and corporators are ineligible to serve on the Council.

Section 2. The identification process will take place in the Spring of each year.

Section 3. The Council Chairperson shall appoint an ad hoc Membership Committee not later than January 31 each year. Members of this committee may not be candidates for Council membership.

Section 4. This committee will be charged with presenting a plan to the Council, coordinating the identification and selection process of Discernment and keeping the Council informed on its progress.

Section 5. The committee will facilitate and conduct the Discernment Process events. (See APENDIX B: Procedure/Timeline) The process will be considered completed when all Council positions have been filled. The results will be noted in the Minutes of the Council and the names of the new Council members will be published in the Bulletin.

Section 6. Any registered member of the Parish who is eighteen (18) years of age may participate in the Council identification process.

Section 7. Members shall serve for a term of three (3) years and no one will be eligible to serve more than two (2) consecutive full terms. An appointed term shall be from year to year and will not exceed six (6) consecutive years. Terms shall begin on July 1.

Section 8. Unexpired terms will be filled by the appointment of an individual by the Pastor, with Council's affirmation, for the remainder of the term.

ARTICLE V – COUNCIL OFFICERS

Section 1. The officers of the Council shall be the Chairperson and the Vice-Chairperson. They

shall be nominated and elected from all members of the Council (except those serving ex officio) by majority vote. Officers serve in their role for a term of one year.

Section 2. The election of officers will take place during the June meeting. After the election process, the newly elected officers will assume their positions of responsibility.

Section 3. Responsibilities of the Chairperson

- A. Develop a thorough understanding of the Constitution of the Council
- B. Prepare an agenda for meetings and provide this agenda to the members of the Council and Staff at least one week before the next meeting.
- C. Preside at all meetings of the Council-unless an emergency or sickness condition exists.
- D. Serves with the Vice-Chair, or their delegates, as representatives to the Archdiocesan Regional Council.
- E. In collaboration with the Pastor and Council appoint a parish representative to the Monsignor Slade Catholic School board and require this representative to attend both the School Board meetings and the Council meetings.
- F. Shall be an ex officio member of all such committees except the Membership Committee.
- G. Render periodic reports to the Pastor and parishioners on the completed and projected work of the Council.
- H. Convene the Executive Committee.
- I. Perform all other duties consistent with the office, not specifically mentioned herein.

Section 5. The Vice-Chairperson shall assume the responsibilities of the Chairperson during any absence; fulfill an unexpired term of the Chairperson; work with the Chairperson in forming the meeting agenda; provide leadership to assist the Chairperson in conducting the business of the Council; and perform other duties as may be delegated by the Chairperson.

Section 6. If, for any reason, the position of the Vice-Chairperson becomes vacant, the Council will immediately identify a replacement according to Article V, Section I, to serve out the unexpired term of the Vice-Chairperson.

Section 7. A Secretary for the Council shall be selected by the Chairperson and shall be affirmed by the Council members present. The duties of the Secretary shall be:

- A. Record the Minutes of all meetings and provide these Minutes to the Chairperson at least fourteen days before the next scheduled meeting.
- B. Record the roll of members.
- C. Maintain a file in the Parish Office of all minutes and correspondence.

ARTICLE VI – COUNCIL COMMITTEES

Section 1. The committees of the Council shall consist of the Executive and Ad hoc committees.

Section 2. The Executive Committee shall be composed of the officers of the Council and the Pastor. It shall be responsible for the preparation and coordination of the agenda for all regular meetings of the Council.

Section 3. The Ad hoc committees of the Council shall have such powers and duties as may be delegated to them by the Council.

Section 4. Ad hoc committees are temporary committees charged by the Council to fulfill a specific task. They shall be represented on Council by a Council member.

ARTICLE VII – COUNCIL MEETINGS

Section 1. The Council year shall begin in September and meetings will be held every month except for July and August. These meetings will be at a place and time determined by the Council.

Section 2. Special and/or emergency meetings of the Council may be called by the Chairperson, by the Pastor or by a majority of the Council membership at any time.

Section 3. A quorum must be present to conduct any official meeting. The quorum shall consist of two thirds of the voting Council membership. In the event a meeting is cancelled due to lack of a quorum, the membership will be notified that the succeeding meeting will conduct business even if a quorum is not present.

Section 4. A simple majority vote of members present is required for each motion before the Council.

Section 5. Any parishioner may bring a matter for deliberation to the attention of the Council through any member of the Council. Parishioners, Staff and Council members shall notify the Executive Committee if an issue is to be brought forward so that time can be allotted on the agenda.

Section 6. The regular order of business may be suspended, with the approval of the Council, for a special event, presentation or special business.

ARTICLE VIII - RECOMMENDATIONS

Section 1. The Council shall make every effort to offer recommendations to the Pastor and Staff, in a spirit of collegial communion, through a process of consensus building.

Section 2. The Pastor will communicate his affirmation or his reservations on the recommendations offered by the Council. This communication will be presented to the Council at the next regular meeting. If the Pastor, for grave reasons of fidelity to the Gospel, obedience to the Church or civil law, or other serious financial or administrative considerations, feels that he cannot in good conscience accept and carry out the recommendations of the Council, he shall fully and frankly communicate his reservation to the Council.

Section 3. The Council may, by a two-thirds majority vote, sustain its original recommendation over the reservations of the Pastor. If no other means offers itself at the Parish level to resolve the issue, either the Pastor or the Council, through its Chairperson, may petition the matter to the Ordinary of the Archdiocese for resolution.

Section 4. The Chairperson shall be responsible for bringing to the attention of the Council or the Pastor, as appropriate, those recommendations for which actions are overdue.

ARTICLE IV - AMMENDMENTS

Any proposed amendment to this constitution shall be presented in writing to the Council at a regular meeting, and the Council shall debate and vote upon the proposed amendment/ amendments not sooner than the next regular meeting. The Secretary shall forward a copy of the proposed amendment/amendments to all absent Council members within one week of the introduction of the amendment, and any proposed amendment/amendments to this constitution shall be made available to parishioners for review at least two weeks prior to approval or disapproval by the Council.