



**St. Joseph, Pekin, IL  
Parish Council Constitution**

**Article I: Name and Address**

Section I: The name of this organization shall be St. Joseph Parish Council, hereinafter referred to as the "Council." The address of this organization is 303 S. 7th Street, Pekin, IL 61554.

**Article II: Purpose**

Section I: The Council, by nature advisory to the pastor, shall be a vehicle for fulfilling the pastoral mission of the parish. It does this by assisting the pastor in coordinating, studying and promoting the pastoral life of the parish.

Section II: The Council proposes parish programs, fosters good communication between parishioners, and provides leadership by overseeing parish planning, which includes clarifying the parish mission and vision, establishing goals, and witnessing the Gospel message through Christian stewardship.

**Article III: Scope**

Section I: The Council shall be the planning, consultative and program-formulating body in matters pertaining to the parish, including spiritual, educational and social concerns, except to the extent limited by faith and morals, church or civil law or diocesan policy/norms.

Section II: In any case where any member of the Council interprets an action of the Council or any of its committees to be outside the limits set forth in Section I, such member shall present such interpretation no later than the next meeting of the Council and ask for reconsideration. Pending consideration, the effect of the action may be suspended.

Section III: In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Chancellor or one appointed by the Bishop, for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

**Article IV: Membership**

Section I: The Council shall have the following ex officio members: the pastor, the parochial vicar(s), and the two lay trustees. Ex officio members participate fully and equally in all Council matters.

Section II: The Council also shall be comprised of 8 at-large members, all of whom must be baptized, practicing Catholics in good standing in the Church, at least 18 years old, registered members of the parish, and participants in the parish worship life, especially Mass and the Sacraments.

Section III: After initial creation of the Council, the term for at-large members shall be three years, and shall be limited to two consecutive terms. New members shall begin their terms with the first Council meeting in August.

Section IV: After initial creation of the Council, no more than 4 at-large members may be appointed by the pastor; the other at-large members shall be selected from, and by, the membership of the parish 18 years of age or older.

#### **Article V: Officers**

Section I: The officers of the Council shall be a chairperson, a vice-chairperson and a secretary. After the initial creation of the Council and its officers, officers shall be selected by, and from, the Council whenever a position becomes vacant (either by fulfillment of an officer's 3 year term, or by an officer's stepping-down). Ex officio members of the Council are ineligible to serve as Council officers.

#### **Article VI: Meetings**

Section I: Regular Parish Council meetings shall be held every other month, beginning in August and ending in June.

Section II: Special meetings may be called by the chairperson, pastor, or a quorum of the Council. A quorum consists of two-thirds of the total membership of the Council and includes the pastor.

#### **Article VII: Relationship of Council to Pastor**

Section I: The pastor is the Parish Council president, not the chair. He presides at the Council by:

- A. Attending all Council meetings;
- B. Making certain that the scope of the Council's concerns reflects the entire mission of the Church;
- C. Enabling the Council to build a community of faith and an atmosphere of trust among Council members;
- D. Making certain that Council members have adequate training;
- E. Assisting in formulating the Council agenda;
- F. Sharing in the dialogue that leads to consensus of ideas;
- G. Executing programs put forth by the Council, which he deems appropriate.

### **Article VIII: Manner of Operation**

Section I: The Council's manner of operation shall be communal discernment which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The usual method of reaching conclusions shall be consensus.

### **Article IX: Standing Committees**

Section I: The Council shall have the following standing committees:

- A. Liturgy;
- B. Evangelization and Catechesis;
- C. Stewardship; - *Done Done (P-2)*
- D. Planning.

Section II: The Council may establish other standing or ad hoc committees.

Section III: The Council shall have a liaison to its standing committees from its at-large members. Ex officio members are ineligible to serve as liaisons.



**St. Joseph, Pekin, IL  
Parish Council Statutes**

**Article I: At-Large Members**

- Section I: There shall be 8 at-large members on the Parish Council. After the initial creation of the Parish Council, no more than 4 at-large members may be appointed by the pastor; the other at-large members shall be selected from, and by, the membership of the parish 18 years of age or older.
- Section II: During the April meeting of the Parish Council, the secretary will ascertain the term status of at-large members of the Parish Council. If there will be any at-large member(s) leaving the Parish Council after the June meeting, then the following processes will be used to ensure the full allotment of at-large members.
- Section III: If there are any at-large terms able to be filled through appointment by the pastor, it is his prerogative to do so; otherwise, the nomination and selection of new at-large members outlined in Article II below will be used.

**Article II: Nomination and Selection of New At-Large Members**

- Section I: At the April meeting of the Parish Council, after it is discovered that new, "elected" at-large members will be needed, the chairperson shall appoint a selection committee of three Council members (whose terms are not expiring), who will be responsible to manage all aspects of the selection process, including:
- A. Education of Parishioners: Parishioners are educated through the bulletin and pulpit announcements during the first two weekends of May about the Council and its work, and the need for new at-large member(s). Parishioners are asked to give prayerful consideration to nominating parishioners or themselves.
  - B. Nomination: Nomination forms are distributed at all Masses during the last two weekends of May. Nomination forms are due by June 15.
  - C. Notification: Persons whose names were submitted by parishioners are contacted by selection committee members. Those who have agreed to continue in the nomination process will have their names and brief biographical information published in the bulletin for consideration by parishioners during the first two weekends of July.
  - D. Election: The selection committee provides ballots for an election on the third weekend of July. The selection committee administers, supervises, tabulates and keeps records of the selection. A tie vote is resolved by lot.

- E. Results: The selection committee informs the parishioners of the results via the bulletin and pulpit announcements.

### **Article III: Vacancies and Removals**

- Section I: Any member of the Parish Council may resign by filing a written resignation with the pastor, with a copy to the chairperson.
- Section II: At any meeting of the Parish Council, any at-large member may be removed for good cause by an affirmative vote of three-fourths of the Parish Council. Good cause includes missing two consecutive meetings without valid reason, physical or mental incapacity, or failure to perform the duties of a Parish Council member. Any at-large member whose removal has been proposed shall be given an opportunity to be heard at the meeting.
- Section III: A vacancy among the at-large members shall be filled by one appointed to serve the remainder of the term. The pastor will make the appointment.

### **Article IV: Officers**

- Section I: The officers of the Parish Council shall be a chairperson, a vice-chairperson and a secretary. After the initial creation of the Parish Council and its officers, officers shall be selected by, and from, the Parish Council whenever a position becomes vacant (either by fulfillment of an officer's term, or by an officer's stepping-down). Ex officio members are ineligible to serve as Parish Council officers.
- Section II: At the August meeting of the Parish Council, election of officers, if needed, takes place.
- Section III: No Parish Council officer may serve more than three years in any one office.
- Section IV: The chairperson:
- A. Is aware of the tasks and responsibilities of the Parish Council and communicates these to Parish Council members and committees, and to the parish community as a whole;
  - B. Organizes/coordinates the activities and work of the Parish Council. Develops and maintains an annual Parish Council calendar consistent with the parish calendar;
  - C. Prepares the meeting agendas in consultation with the pastor and other Parish Council officers. Submits the agenda to Parish Council members at least 3 days before the meeting;
  - D. Conducts Parish Council meetings.
  - E. Performs duties consistent with the office as the pastor or Parish Council may direct.

Section V: The vice-chairperson:

- A. Conducts meetings in the absence of the chairperson;
- B. Becomes chairperson in the event of a vacancy;
- C. Performs duties consistent with the office as the pastor, chairperson, or the Parish Council may direct.

Section VI: The secretary:

- A. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the Parish Council members in a timely fashion.
- B. Takes attendance at meetings and records absences.
- C. Maintains the official list of all Parish Council members and officers and their terms.
- D. Reports to the Parish Council all communications. Handles correspondence for the Parish Council, including agendas, minutes, notification of meetings, notes of thanks, etc.
- E. Performs duties consistent with the office as the pastor, chairperson, or the Parish Council may direct.

#### **Article V: Meetings**

Section I: Regular Parish Council meetings shall be held every other month, beginning in August and ending in June.

Section II: The agenda shall be developed in advance of the meeting by the pastor and Parish Council officers based upon current workings of the Parish Council and its standing committees, and in light of any future needs of the parish.

Section III: When a discussion that is private in nature arises at a Parish Council meeting, a "closed session" may be entered by the request of any Parish Council member. Visitors, if there are any, would be asked to leave and the content of the closed session would not be included in the minutes of the meeting.

Section IV: Notification of intended absence on the part of a Parish Council member must be given to an officer of the Parish Council prior to the meeting.

## Article VI: Standing Committees

- Section I: All standing committees are accountable to the Parish Council. However, each standing committee formulates parish programs and goals in its own area of responsibility, ultimately contributing to the mission of the parish.
- Section II: The basic functions of each standing committee are to:
- A. Identify the needs of the parish within its areas of responsibility.
  - B. Establish priorities among the needs and communicate how these needs can be addressed realistically.
  - C. Formulate long-term and short-term goals and objectives.
  - D. Research and investigate options to implement goals.
  - E. Provide on-going formation of committee members in its areas of responsibility.
  - F. Periodically evaluate existing programs and activities.
  - G. Provide the Parish Council with regular reports of the work of their committees.
- Section III: The description of the standing committees of the Parish Council are:
- A. **Liturgy:** This committee is responsible for the liturgical and devotional aspect of parish life. The committee identifies the spiritual needs of parishioners and seeks to deepen their faith through active participation in the liturgy.
  - B. **Evangelization & Catechesis:** This committee is responsible for developing within the parish an awareness of the critical role evangelization and catechesis plays in the life of the church and its parishioners. The committee identifies the on-going needs for related programs, which include: sacramental preparation, adult religious education (R.C.I.A., Bible studies, etc.), youth religious education (C.C.D., parish grade school, youth group, etc.).
  - C. **Stewardship:** This committee is responsible for promoting the idea that "stewardship is a way of life" for parishioners. The committee discerns the needs of parishioners in order to help them live as stewards in the parish.
  - D. **Planning:** This committee is responsible for the coordinated planning of major fundraisers and other events that bring the parishioners together as members of the parish "family."