

**CONSTITUTION FOR  
ST. JOHN OF THE CROSS PARISH ADVISORY COUNCIL**

**ARTICLE I  
NAME**

The name of the body shall be the Parish Advisory Council of Saint John of the Cross Parish, from herein referred to as "The Council."

**ARTICLE II  
THE PARISH ADVISORY COUNCIL**

Section A PURPOSE: The purpose of The Council is to implement the Vision and Mission Statement of the Parish. The Council will enable communication and collaboration among ministries and will align their goals with the needs of the Parish. The Council will serve as an advisor to the Pastor; to assist and discern parish needs and to foster communication among Parish Staff, volunteer leaders and Parishioners.

Section B MEMBERSHIP: The Council shall consist of the Pastor, Associate Pastors, Parish Deacons, Pastoral Staff, Representatives from the Consultative Bodies, Ministry Advisory Groups, the Archdiocesan Pastoral Council Representative, four (4) elected At-Large Parishioners and ~~four (4)~~ Apostles discerned **by the Executive Committee** and affirmed by the Council.

Section C OFFICERS: The ~~Council~~ **Executive Committee**, with consent of the Pastor, shall discern **and the Council shall affirm** a Vice-Chairperson to serve for a one (1) year term. The Vice-Chairperson, upon completing a one (1) year term will assume the Chairperson position for a second one (1) year term. The Election Chairperson shall serve in their respective position for a two (2) year term. The Pastor, at his discretion, may ask the current Officers to serve additional terms as necessary. Clergy and Pastoral Staff members are not eligible to hold these offices. The Secretary will be a Pastoral Staff member appointed by the Pastor. **The Chairperson, Vice-Chairperson, Secretary and Pastor shall comprise the Executive Committee.**

Section D COUNCIL VOTING: The preferred method for board decisions is by consensus. If after prayer and discernment an agreement cannot be reached and a vote is needed, the majority vote of members present will carry in its advice to the Pastor. Clergy and Parish Deacons are not eligible to vote.

Section E TERMS: Tenure of each At-Large Council Member shall be two (2) years to begin the June following the election. At-Large Members may not serve for more than three (3) consecutive terms without the consensus of the Council. Tenure of each Apostle shall be two (2) years **to begin the June following the election of the At-Large Members** ~~winter Council meeting~~. Apostles may serve more than one two (2) year term as determined by the Council.

### **ARTICLE III ELECTION and APPOINTMENT OF MEMBERS**

Section A Election Chairperson will plan, coordinate and execute May elections each year for the School Advisory Board, YC Advisory Council and At-Large Members. The Election Chairperson, with the consent of the Council, shall adopt such rules and procedures as may be necessary to administer the election.

Section B Council members will ~~elect~~ **affirm** ~~four (4)~~ Parishioners to serve as Apostles as needed. Nominations will be submitted by council members in writing to the ~~Pastor, Chairperson and Secretary~~ **Executive Committee** as needed.

### **ARTICLE IV COMMITTEES**

Section A AD HOC COMMITTEES: Ad Hoc Committees, Executive or Non-Executive, may be established as the need arises and will be disbanded when no longer needed. Such committees shall have whatever powers the Council or Pastor confers upon them to accomplish their task. These committees may be convened from time to time as necessary.

**ARTICLE V  
AMENDMENTS OF THE CONSTITUTION**

This Constitution may be amended or repealed by the consensus of the members of the Council with final approval by the Pastor. Changes must be proposed in writing at one Council meeting prior to approval.

**BY LAWS**

Article 1      MEETINGS

Parish Advisory Council will meet three (3) times each year, for evaluating, planning and sharing in the Fall, Winter and Spring, dates determined by the Pastor. Ad Hoc Committees may be convened as necessary.

- A. All Council meetings will be posted on the St. John of the Cross calendar and be open to any parishioner to attend.
- B. Parishioners may submit a written request to be on the agenda, submitted to the Council Chairperson to be approved by the Council Chair and Pastor, no less than fourteen (14) days in advance of the meeting.
- C. Pre-read materials and Agendas will be mailed electronically or sent via standard mail, if preferred, to Parish Advisory Council members one (1) week prior to the meeting. Members are expected to review such materials prior to the meeting.
- D. Chairperson will facilitate or appoint a facilitator for meetings.

Focus of Meeting:    The focus of each meeting will be:

- A. Fall meeting - reporting of Council committees' goals and action plans
- B. Winter meeting - assessment of Council Committees' goals and action plans, reporting of Consultative Bodies' and Ministry Advisory Groups' goals
- C. Spring meeting - ~~discernment and~~ Council Committee goal setting

Article 2      MEMBERSHIP

- A. Pastor of St. John of the Cross
- B. Associate Pastors
- C. Parish Deacons
- D. Pastoral Staff, may include, but is not limited to: School Principal, Directors of Crossroads Teen Ministry, Youth Catechesis, Worship,

Spirituality and Care, Outreach, Operations and Music, as designated by the Pastor.

- E. Existing Ministry Advisory Groups and Consultative Bodies will appoint a member to the Council. Members will be appointed or elected by the ministry board or staff they serve no later than June 30<sup>th</sup> of each year. Ministry Advisory Groups may include but are not limited to: Crossroads, Spirituality and Care, Operations and Outreach, as designated by the Pastor. Consultative Bodies may include but are not limited to: School Advisory Board, Youth Catechesis Advisory Council, and Finance Council.
- F. Current Archdiocesan Pastoral Council Representative
- G. Four (4) At-Large Parishioners, elected from assembly.
- H. ~~Four (4)~~ Apostles, elected **affirmed** by the Council.

### Article 3 MEMBER RESPONSIBILITIES

#### A. Chairperson Responsibilities:

- 1. Communicate with the Parish Advisory Council members for agenda items.
- 2. Create with **Executive Committee** ~~Vice-Chairperson, Secretary and Pastor~~ an Agenda for meetings.
- 3. Facilitate (or assign Facilitator) meetings.
- 4. Communicate with Parish on work of Parish Advisory Council.

#### B. Vice-Chairperson Responsibilities:

- 1. Assist Chairperson in all assigned responsibilities.

#### B. Secretary Responsibilities:

- 1. Electronically distribute any pre-read material and Agenda one (1) week prior to the meeting.
- 2. Electronically distribute meeting minutes within two (2) weeks of completion of meeting, requesting corrections, modifications, and approval of minutes to be sent within one (1) week of receipt of minutes.
- 3. Post approved minutes to the website within one (1) week of approval.
- 4. Distribute all electronic correspondences to keep the Council operating effectively between meetings as needed.

C. Election Chairperson Responsibilities:

1. Plan, coordinate and execute May elections each year for the School Advisory Board, YC Advisory Council and At-Large members.

D. Member Responsibilities:

1. All members are expected to attend Council meetings and participate fully in Council work.

Article 4 ELECTION PROCEDURES

To the extent practical, the parish Elections for Parish Advisory Council At-Large positions shall be held after the selected weekend Masses in May and simultaneously with the School Advisory Board and Youth Catechesis Advisory Council elections.

Candidates should be announced in the parish bulletin and web site at least once prior to the day of elections. Candidate photographs, if available, and biographies shall also be posted in the church vestibule and entryways.

Ballots shall be counted the Sunday evening of the Election weekend or such other time that the Council determines appropriate. Candidates will be notified of the results by a Council member. Election winners' names will be printed in the Bulletin and on the parish website without vote totals.

In the event of a tie vote for any At-Large candidate, the membership of the Council shall be automatically expanded and all candidates so tied in election count shall be seated for a full two (2) year term. The membership shall automatically readjust at the conclusion of the first of the tied member's terms; whether by expiration of the term, resignation or other reason. Each member shall enjoy full rights and authority of the office. At the expiration of the term, the original single seat will be open.

All newly elected At-Large Members shall be seated in June after the elections.

Article 5 OFFICER DISCERNMENT

Prior to the Winter Meeting, the Executive Committee ~~At the Winter Meeting, the Council~~ shall discern a Vice-Chairperson to serve for a one year (1) term and then serve as a Chairperson for a second one (1) year term and an Election Chairperson to serve for a two (2) year term, beginning in the following June. The Council will affirm these positions at the Winter Meeting.

Article 6 BOARD ACTION

- A. All present members are duly required to participate in the decision making process.
- B. Motions that shall require a vote will be determined by the majority vote of members present.

Adopted: October 2011

Amended: ~~January, 2012~~ January, 2013