
**ST. ROBERT
PARISH COUNCIL CONSTITUTION**
Shorewood, Wisconsin

ARTICLE I: NAME

The name of this organization shall be St. Robert Parish Council, hereinafter referred to as the "Council."

ARTICLE II: PURPOSE

Section 1: The Council shall be a vehicle for fulfilling the pastoral mission of the parish. It does this by fostering growth within the parish family and the sharing of spiritual gifts and talents; by encouraging positive relationships among all members of the parish, and by collaborating with other parishes and the wider community.

Section 2: The Council shall be involved in planning to meet the needs of parish, the archdiocese and the broader community, with a vision for the future and a strong basis in stewardship.

Section 3: The Council, after prayerful discernment, shall advise the pastor and develop policies to support those activities and programs which foster the spiritual, intellectual, moral and temporal well-being of the parish, and shall make a contribution to archdiocesan goals and policies.

ARTICLE III: SCOPE

Section 1: The Council shall be the planning, consultative and policy formulating body in all matters of parish life, including but not limited to spiritual, educational, social and financial concerns, except to the extent limited by faith and morals, church or civil law or archdiocesan policy/norms.

Section 2: 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 1, 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 shall be suspended.

Section 3: In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, 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 1: The Council shall be comprised of fourteen members, all of whom must be baptized, practicing Catholics, registered members of the parish, and participants in the parish worship life, especially Mass and the sacraments.

Section 2: The Council shall have the following *ex officio* members: the pastor, the associate pastor, and the two lay trustees. *Ex officio* members participate fully and equally in all Council decisions.

Section 3: Nine at-large members, 18 years of age and older, shall be selected from and by the membership of the parish 18 years of age or older.

Section 4: The term for at-large members shall be three years and shall be limited to two consecutive terms. The new members shall begin their terms with the conclusion of the annual transition meeting.

Section 5: One youth representative who is at least 14 years of age but not yet 18, whose parents are registered members, shall be selected annually from and by the youth members of the parish.

ARTICLE V: OFFICERS

Section 1: The officers of the Council shall be a chairperson, a vice-chairperson and a secretary. They shall be selected by and from the Council at the annual transition meeting. They shall serve for a one-year term beginning with the conclusion of the transition meeting. *Ex officio* members of the Council are ineligible to serve as Council officers or committee chairpersons.

Section 2: The council chairperson shall serve as the parish representative to the Archdiocesan Pastoral Council district assembly. The Council vice-chairperson or secretary may be delegated to perform this function.

Article VI: MEETINGS

Section 1: Regular Parish Council meetings shall be held monthly except for the month of July. A quorum consists of seven members and the pastor or associate pastor.

Section 2: Special meetings may be called by the chairperson, pastor or a quorum.

Section 3: A transition meeting shall be held at the June meeting following the annual selection of Parish Council members. At this meeting the newly selected members shall join the existing Council for the purpose of selecting Council officers for the following year and determining committee liaison assignments.

ARTICLE VII: RELATIONSHIP OF PASTOR TO COUNCIL

Section 1: The pastor is the parish council president. 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 parish council members have adequate training;
- E. Assisting in formulating the Council agenda;
- F. Sharing in the dialogue that leads to the formulation of policy;
- G. Serving as chief administrative officer of the parish; and
- H. Executing the policies formulated by the Council.

If the pastor judges that the decision is contrary to Church teaching or discipline, or violates a diocesan norm, the pastor may withhold implementation, giving to the Council the reasons. In such case the Council may appeal to the Office of the Archbishop or one appointed by him 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.

Section 2: The pastor does not chair Council meetings.

Section 3: Before requesting a proxy from the archbishop, the pastor will consult with the council. The consensus of the council shall be represented in the request for proxy.

ARTICLE VIII: MANNER OF OPERATION

The Council's manner of decision-making 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 1: The Council shall have the following Standing Committees:

- Prayer and Worship Committee
- Lifelong Faith Formation Commission
- Human Concerns Committee
- Finance/Administrative Services Committee
- School Advisory Committee

Section 2: Council Committee Liaison

The Council shall select from its at-large members a liaison to each of its standing committees at the annual transition meeting following the selection of new officers. Liaisons shall serve for a one-year term beginning with the conclusion of the transition meeting. *Ex officio* members of the Council are ineligible to serve as liaisons.

ARTICLE X: AMENDMENTS

This constitution may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and thereafter by approval of a majority of the parishioners participating in the parish approval process.

Date of Approval by the Parish Council: December 20, 2011

Date of Approval by the Archdiocese: January 13, 2012

Date of Next Full Review: _____