

CONSTITUTION
OF
ST. JOSEPH PARISH PASTORAL COUNCIL
MISSION STATEMENT OF ST. JOSEPH PARISH

We the people of St. Joseph Parish:
must proclaim the Good News of the Kingdom of God,
through celebration of the sacred mysteries,
proclaiming and teaching God's word and
serving the needs of the parish and community.

Adopted May 27, 1968. First revision January 14, 1980. Second revision in accordance with the new code of canon law (1983) February 22, 1990. Adopted March 20, 1990. Third revision October 1992. Fourth revision June 16, 1994. Fifth revision January 25, 1996. Sixth revision January 21, 2010.

ARTICLE I
NAME

Section 1. This organization shall be known as the St. Joseph Parish Pastoral Council of Baraboo, Wisconsin 53913.

ARTICLE II
PURPOSE OF THE PARISH PASTORAL COUNCIL

Section 1. The Pastoral Council is the coordinating and unifying structure of the Parish community. It is a means of achieving full participation by the whole parish in the mission of Jesus as revealed in the Gospels. Through proclamation, community service and celebration, all Council members will have a voice in encouraging, guiding, and directing the various aspects of parish life.

Section 2. The Council is a parish in miniature. Its members gather the thoughts and ideas of the community and discuss them until some general agreement has been reached, and translate this consensus into parish goals. They guide the actions of the parish community in order to reach the desired goals. The Pastoral Council fosters pastoral activity by helping the Pastor identify pastoral needs in the parish, plan pastoral programs and improve pastoral services.

- Section 3. The Council after prayerful deliberation, shall formulate policy and facilitate decision-making processes either within the Council or by referral to the appropriate Commission(s). It shall be involved in the planning, and operation and maintenance of the parish, with a vision for the future and a strong basis in stewardship. It shall provide leadership in fulfilling the mission of the parish: worship, liturgy, education, service, social concerns and outreach.
- Section 4. The Council shall strive to foster good communication. It shall always have a vision toward the future, providing for the needs of the entire parish family. The Council shall cooperate with other parishes and shall be in contact with diocesan agencies, contributing and receiving information that would benefit both the Council and the Diocese.

ARTICLE III SCOPE

- Section 1: The Pastoral Council, after prayerful study and dialogue, shall develop, and maintain, the parish mission statement and formulate policies concerning parish and pastoral matters. The Pastor's presence and active participation in the dialogue is a necessary element in the process of formulating a policy. The Pastoral Council's policy decisions are to be consistent with faith and morals, civil and church law and diocesan policy. The Pastoral Council in this way reflects the working union of the parish with both the Diocese and the Universal Church.
- Section 2: All members of the Pastoral Council, sharing the pastoral responsibility that is theirs from their baptismal commitment, should work together to determine what is best for the parish.

ARTICLE IV CHARACTERISTICS OF THE PARISH PASTORAL COUNCIL

A Pastoral Council is PRAYERFUL-Its members are persons of prayer and the Council spends time in prayer together.

A Pastoral Council is DISCERNING-out of its' spirit of prayer, it discovers the concerns, experiences, needs of the church community in order to bring about appropriate pastoral responses.

A Pastoral Council is VISIONARY-it provides vision and direction by establishing priorities and setting policies on cooperation with the

Pastor/Pastoral Team who are part of the process. Acknowledgment of the Pastor's responsibility in relationship to the Bishop is part of the context of these deliberations.

A Pastoral Council is EMPOWERING-it strives to recognize and acknowledge the gifts found in God's people and to enable each person's gifts to surface, to be shared and organized for the up-building of the faith, and finally, to be celebrated.

A Pastoral Council is RESPONSIBLE-it oversees and mobilizes the time gifts, and energies of the parish for the benefit for all. It recognizes we are stewards, called to manage these gifts for a limited time, responsible to God, who entrusts them to us.

A Pastoral Council is REPRESENTATIVE-it is a representative body rather than a body of representatives. Each Council member is a minister to the entire parish community, rather than a spokesperson for a particular segment of it. Thus, whether a Council member is a member of the Pastoral Staff or has been selected or appointed from the parish community, the needs of all members are of concern.

A Pastoral Council is PROPHETIC-the fullness of God's word opens it to a broader vision of the Church and of issues of justice, peace, reconciliation and charity not only in its own parish community but as part of the worldwide People of God.

ARTICLE V MEMBERSHIP OF THE PARISH PASTORAL COUNCIL

- Section 1: The Parish Pastoral Council shall consist of twelve parish members along with ex-officio members.
- a. At least two-thirds of the Council should be made up of appointed or elected parish members. The remainder may be ex-officio.
 - b. Three members shall be elected annually and the fourth member will be appointed by the Pastor.
 - c. The selection procedure for the new Council members shall be governed by the current council.

- d. The term of office of Parish Council members shall be for three years with one-third being chosen annually.
- e. The term of office shall be for three years with no more than two consecutive terms being held by a parish Pastoral Council member.

Section 2: All registered members of the parish, eighteen years of age or older who are fully initiated members of the Church (Baptism, Eucharist, and Confirmation), shall be eligible to serve on the Parish Pastoral Council. Employees of St. Joseph Catholic Church are ineligible to serve as elected members of the Parish Pastoral Council.

Section 3: The tenure of office of members of the council shall start with the new fiscal year, July 1st.

Section 4: The filling of a vacancy on the Council shall be determined by the Council.

Section 5: At least one (1) member from the Parish Pastoral Council shall serve on each of the following commissions. Parish Pastoral Council members shall not serve as commission chairpersons.

- (1) Liturgy Commission
- (2) Parish Lifelong Faith Formation Commission
- (3) Social Justice Commission
- (4) Parish Life Commission

ARTICLE VI MEETINGS

Section 1: Meetings of the Council shall be held at such a place convenient to the members as may be designated by the Convener and/or Pastor.

Section 2: Regular meetings of the Council shall be held monthly. Monthly meetings may be skipped by Council consensus. All regular meetings of the Council shall be open to all members of the parish, and notice of such meetings shall be published in the parish bulletin the Sunday prior to the Council meeting.

Section 3: Special meetings of the Council may be called by the Pastor, or Convener on seven days notice to each council member. In case of emergency, a meeting can be called as soon as possible.

Section 4: The Council minutes shall be posted or published on or before the Sunday prior to the next regular meeting.

ARTICLE VII OFFICERS

The officers of the Parish Pastoral Council shall be a Convener and a Secretary. These officers and the Pastor shall comprise the Parish Pastoral Council Executive Committee. They shall be chosen by the Council after the annual selection process and shall serve for a one year term, being eligible to succeed themselves. The ex-officio members of the council are ineligible to serve as Council officers.

ARTICLE VIII TRUSTEES

- Section 1: There will be two lay “trustees” who are to be practical communicants of the congregation and chosen from the congregation as such “Trustees”.
- Section 2: The roles of the Trustees of the parish corporation shall be that of Secretary and Treasurer of the parish corporation.

ARTICLE IX RELATIONSHIP OF PASTOR TO PARISH PASTORAL COUNCIL

- Section 1: The Pastor of the parish presides over the Council and serves as chief administrative officer of the parish. The Pastor is to maintain an openness to the guidance of the Holy Spirit at all Council meetings. He shall aid the Council in building a community of faith and shall foster an atmosphere of trust among Council members. The Pastor is to provide the necessary communication between the Parish Pastoral Council and its committees or commissions. The Pastor shall assist in formulating the Council agenda and shall share in the dialogue that leads to the formation of policy.
- Section 2: The Pastor is responsible for approving and/or executing the policies formulated by the Council. If the Pastor judges that a decision is contrary to Church teaching or discipline, or violates a diocesan norm, the Pastor may withhold execution, giving to the Council the reasons. Since the Pastor is accountable to the Diocesan Bishop for the parish, and in this sense is responsible for the spiritual life of each parishioner, Council members must be open to reconsideration of a decision in light of this responsibility. If a mutually satisfactory agreement cannot be reached, the Pastor or the Council may refer the matter to the Conciliation and Arbitration Board of the Diocese.

Section 3: For acts of extraordinary administration involving finances, a proxy must be obtained from the Bishop according to a formula specified by him.

ARTICLE X MANNER OF OPERATION

Section 1: The Council's manner of operation shall be communal discernment, that is, determining whether a decision is in accordance with God's will of the majority. Discernment shall be achieved through prayerful reflection, gathering of information and shared wisdom.

Section 2: The usual method through which the Council implements discernment shall be consensus. Consensus is a group process in which each Council member expresses his/her opinion on a matter proposed for a decision. Each member shall listen carefully to all other members with an attitude of openness to each person's unique perspective. No actual vote shall be taken if consensus has been achieved and each Council member can gracefully accept and support a decision, even though not in complete agreement with it.

Section 3: If consensus is not reached, then the convener shall call for a majority vote.

Section 4: The Council is a consultative body, and all major concerns and issues shall be brought before it for consideration. The Council may act upon the concern, or it may refer the concern to the proper commission for study and a returned response or a delegated action.

Section 5: If as a result of physical or mental incapacity, the pastor is unable to fulfill his obligations to the parish, the Convener shall contact the Offices of the Diocese of Madison.

ARTICLE XI COMMISSIONS

Section 1: The Council shall have Commissions which shall be established to address the following areas of parish life: Liturgy, Parish Lifelong Faith Formation, Social Justice, and Parish Life. Other Commissions may be formed as deemed necessary.

Section 2: All of the Commissions are responsible to and interact with the Council by making recommendations consistent with the overall parish mission. The

Commissions are the working bodies of the council which implement the Council's priorities.

- Section 3: All Commissions shall have a liaison chosen from the Parish Council, who will not be the Commission Chairperson. A Commission Chairperson will be elected from commission membership. A Secretary shall be selected by the members of each Commission. Records shall be kept of all Commission meetings and a copy kept on file at the Parish Office. All Commission reports will be delivered to the Parish Office for distribution.
- Section 4: The Council shall evaluate and encourage each Commission on an ongoing basis.
- Section 5: The principle of subsidiarity shall prevail in the Commission structure so that decisions are made on the most appropriate level. A quorum for Commission meetings shall be two-thirds(2/3) of the membership of that Commission. The usual method through which the Commissions implement discernment shall be consensus, as described in ARTICLE X, SECTION 2 above.

ARTICLE XII PARISH ORGANIZATIONS

In order to coordinate and unify the parish, all parish organizations will report annually, in writing, to the Parish Pastoral Council through the appropriate Commission. This report shall summarize accomplishments and goals and shall be submitted by June 30th of each year.