

**CONSTITUTION
AND
BY-LAWS**

OUR LADY QUEEN OF PEACE PARISH
MADISON, WISCONSIN

PASTORAL COUNCIL

OCTOBER 2020

ARTICLE I: NAME

The name of this organization shall be Our Lady Queen of Peace Pastoral Council, hereinafter referred to as the Council.

ARTICLE II: PARISH MISSION STATEMENT

Our Lady Queen of Peace Parish is a large, vital community of believers challenged by Christ's call to help build the Kingdom of God. To accomplish this we will:

Worship and pray together in the name of Our Lord Jesus Christ.

Learn and understand our Roman Catholic Faith more fully.

Live our Faith by sharing and teaching the Word and providing service to each other and people in the broader community.

ARTICLE III: PURPOSE

Section 1: The Council shall be a vehicle by which each parishioner gives expression to those gifts of the Holy Spirit, uniquely granted at Baptism, and necessary to accomplish the Mission of the Parish.

Section 2: The Council recommends parish policy to the Pastor, fosters good communication, and provides leadership by clarifying parish vision, establishing goals and witnessing the gospel message in the larger community and the world.

Section 3: The Council shall cooperate with other parishes and with the Diocesan offices and agencies to carry out its work. The Council shall contribute to the formulation of Diocesan goals and policies.

ARTICLE IV: SCOPE

Section 1: The Council, after prayerful study and dialogue, recommends policies to the Pastor concerning spiritual, educational, and social matters of the Parish. The Pastor's presence and actual participation in the dialogue is a necessary element in the process of developing policy. The Council's policy decisions are to be consistent with faith and morals, civil and church law and diocesan policy. The 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 Council, sharing the pastoral responsibility that is theirs from their Baptismal commitment, should work together to determine what is best for the parish.

ARTICLE V: CHARACTERISTICS OF A PASTORAL COUNCIL:

In order to be faithful to its ministry in the Church, the Council is to be:

Prayerful - that is, its members are persons of prayer and the Council spends time in prayer together.

Discerning - Out of its spirit of prayer, it discovers the concerns, experiences and needs of the parish community in order to bring about appropriate pastoral responses.

Visionary - It provides vision and direction by recommending priorities and policies in cooperation with the Pastor/Pastoral Team who are part of the process. Acknowledgement of the Pastor's responsibility in relationship to the Bishop is part of the context of these deliberations.

Enabling - 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 building-up of the faith and finally to be celebrated.

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

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 from the parish community, the needs of all members are of concern.

Prophetic - The fullness of God's word opens it to a broader vision of the Church and of issues of justice, peace, reconciliation and practical love not only in its own parish community, but a part of the worldwide People of God.

ARTICLE VI: MEMBERSHIP

Section 1: The Council shall be composed of up to 15 members. An Administrative Assistant will be present at Council meetings, but is not counted among the 15 members. Additional members may be added by the Pastor according to the needs of the Council and Parish.

Section 2: The Council shall have the following ex officio members: the Pastor, the Parochial Vicar(s), and the Parish Administrator. Ex officio members participate fully and equally in all Council decisions. An Administrative Assistant shall attend all meetings but shall not be considered an ex officio member.

Section 3: Nine (9) members shall be elected at large from and by the membership of the Parish, 18 years of age or older. Three (3) or more additional members may be appointed by the Pastor based upon the needs of the Council and Parish. Current contracted Parish and School Staff members shall not be eligible for council membership.

Section 4: The term for elected members shall be three (3) years and shall be limited to two consecutive terms. Former elected members may be appointed to the Council at the discretion of the Pastor based upon the needs of the Council and the parish community. Appointed members shall serve a one to three (1-3) year term as designated by the Pastor and may be re-appointed as needed. Appointed members are eligible to run for an elected position on the Council.

ARTICLE VII: OFFICERS AND COMMISSIONS

The Council chairperson, vice chairperson and secretary shall be selected annually by and from the Council at the annual transition meeting. During the transition meeting, each council member shall be assigned to serve as a liaison to one of the parish commissions. Officers and commission liaisons shall serve a one year term to take effect at the next meeting. Officers and commission liaisons may serve more than one consecutive term. Ex officio members of the Council are ineligible to serve as Council officers or committee chairpersons.

ARTICLE VIII: MEETINGS

Section 1: Regular Council meetings shall be held monthly, September through May, unless decided differently by the Council.

Section 2: Special meetings may be called, with sufficient notice, by the chairperson, pastor or a quorum. A quorum consists of a majority of the members.

Section 3: The last meeting of each year will be a transition meeting, which shall be held within a month following the annual election. Incoming Council members as well as continuing and outgoing Council members will attend

the transition meeting. At this meeting, incoming and continuing Council members will select officers and commission liaisons for the next year.

ARTICLE IX. RELATIONSHIP OF PASTOR TO COUNCIL

Section 1. The Pastor (or his representative) presides at the Council by:

- a. making certain that the scope of the Council's concerns reflects the entire mission of the Parish;
- b. enabling the Council to build a community of faith and an atmosphere of trust among Council members;
- c. making certain that Council members have adequate training;
- d. assisting in formulating the Council agenda;
- e. sharing in the dialogue that leads to the formulation of policy;
- f. serving as chief administrative officer of the parish;
- g. approving and 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 the Council the reasons. In such cases the Council may appeal to the Office of the Bishop or one appointed by him for clarification or arbitration. Before any appeal can be made to the office of the Bishop, the Council must have taken two roll call votes on the issue. These votes must be taken at two, separate, regularly scheduled meetings of the Council and must be approved by a two thirds majority of the members present at each meeting. 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 (or his representative) presides, but does not chair the Council meetings.

Section 3. Prior to requesting a proxy from the Bishop, the Pastor will consult with the Council. The decision of the Council shall be represented in the request for proxy.

ARTICLE X: MANNER OF OPERATION

The Council's manner of operation shall include prayerful reflection, gathering of information and dialogue. The usual method of reaching decisions shall be consensus.

ARTICLE XI: RELATIONSHIP OF FINANCE COUNCIL TO PASTORAL COUNCIL

The Pastoral Council shall primarily focus on the study and recommendation of policy and programs in support of the Parish Mission.

The Finance Council shall primarily focus on the responsible stewardship and utilization of the Parish's financial resources in support of the Parish Mission as established by the Pastor and Pastoral Council.

ARTICLE XII: COMMISSIONS/COMMITTEES

Section 1: The Council shall establish commissions/committees to address all aspects of parish life, as the Council deems necessary.

Section 2: All commissions/ committees are responsible to and interact with the Council by making recommendations consistent with the overall Parish Mission. The commissions/committees are working bodies of the Council.

Section 3: The Council shall evaluate and encourage each commission/committee on a timely basis.

Section 4: No quorum or vote requirements are prescribed for commission/committee meetings, but there may be majority and minority opinions presented to the Council if consensus cannot be achieved.

ARTICLE XIII: AMENDMENTS

This Constitution may be amended upon approval of the Council, and then approved by a majority of the members present at any regular meeting of the Parish.

ARTICLE XIV: IMPLEMENTATION

This constitution will take effect immediately upon approval by the parish members.