

# **CONSTITUTION**

## **Annunciation Parish Pastoral Council California**

### **OBJECTIVE**

To assist the parish in fulfilling the four-fold mission of the Church:

- To proclaim the Gospel
- To form Community
- To serve the Poor
- To celebrate through the sacramental life of the Church

### **ARTICLE I – NAME**

The name of the organization is Annunciation Parish Pastoral Council California

### **ARTICLE II – PURPOSE**

To work in cooperation with and offer advice to the Pastor with respect to matters relating to the pastoral and spiritual well-being of the parish; investigate the needs, ideas, goals, and hopes of the faith community; encourage and support existing ministries; evaluate the parish's success in carrying out the Church's mission; coordinate and support the parish commissions; and communicate with the parish faith community regarding all of its work.

### **ARTICLE III – MEMBERSHIP**

Membership of this council shall consist of five elected members from the parish with two Hispanic Community representation. The Coordinator of Religious Education and Youth will be a non-voting member. Any Deacons (active) assigned to the Parish shall be ex-officio members whose role will be as resource and consultative. In addition, one representative from the Ladies Altar and Rosary Sodality/Society, one from Knights of Columbus, one from Finance Council and one from Building and Ground Committee will be invited to present a report to the Council once in every quarter.

### **ARTICLE IV – NOMINATIONS AND ELECTIONS**

All practicing members of the parish who are 21 years old and older and who have been confirmed are eligible to vote and be nominated to the parish pastoral council. Term of office of elected council members shall be three years. In the month of January, or as soon as possible thereafter, successors will be elected for the council members whose term expires that year. The president of the parish pastoral council shall appoint a nominating committee (ordinarily consisting of those members in their second year of service) to obtain a slate of candidates consisting of at least two candidates for each position to be filled in the election, and with the approval of the Pastor, carry out the necessary election procedures.

Elected council members shall serve no more than two consecutive three (3) year terms on the Parish Council.

A vacancy on the Council shall be filled by appointment of the council until the next regular election.

## **ARTICLE V – OFFICES**

The Parish Pastoral Council shall elect a President, Vice President and a Secretary at the first meeting after election of new council members. Each officer shall serve for three years. No officer shall serve more than two consecutive terms in any office.

- **President:** Shall conduct all meetings of the Council.
- **Vice President:** Shall perform the duties of the Chairperson in the absence or incapacity of the President.
- **Secretary:** Shall keep a true record of attendance and minutes of all Parish Pastoral Council meetings and prepare a summary of the minutes to be presented in the meetings upon approval/review by the Pastor. Minutes shall be shared with the Parish and a copy will be filed in the Parish Office.
- One member will be appointed by the council to serve on other related organizations: currently the Parish Finance Council.
- One member will be appointed to each commission and in turn that person will co-opt those interested from the parish to the commission she/he leads.
- Each commission shall consist of 3 - 5 members – not less than three or more than five members.

## **ARTICLE VI – MEETINGS**

The Parish Pastoral Council shall meet every month. The date and time of the meeting shall be decided at every meeting. The commissions will meet once in three months. Special meetings may be called by the Pastor in consultation with the President.

A majority of the elected members of the council shall constitute a quorum for the transaction of official business. Decision making shall be done by consensus unless specific voting is required by diocesan policy.

## **ARTICLE VII – COMMISSIONS**

The Parish Pastoral Council shall have three standing Commissions:

1. Christian Education Commission
2. Worship and Spiritual Commission
3. Social Concerns Commission

Each commission shall be coordinated by an elected member of the Pastoral Council who will select more members from the parish interested in the ministry in consultation with the Pastor. Each Commission will have 3 -5 members – not less than three or more than five members. Each Commission will meet on a regular basis to discuss and transact business. Once in three months, the coordinators of different commissions will present a report in the Pastoral council.

- **Christian Education Commission -- Coordinates:**
  1. Youth Ministry
  2. Religious Education,
  3. Adult Religious Education – RCIA
  4. Mustard Seed
  5. Bible study group
  
- **Worship & Spiritual Development Commission -- Coordinates:**
  1. Liturgy Planning, Training, Seasonal Decoration
  2. Music Ministry
  3. Parish Mission/Lenten program/conferences
  4. Spiritual ministry to the elderly and sick
  
- **Social Concerns Commission -- Coordinates:**
  1. Social Services to the Community
  2. Hospitality toward Newcomers
  3. Funeral Luncheons
  4. Parish Social Events – Parish Picnic, Santa Workshop, Giving Tree
  5. Ministerial Alliance Program

## **ARTICLE VIII – POWERS & FUNCTIONS**

The Parish Pastoral Council is an advisory/consultative body called to share with the Pastor in determining all important matters that affect the life of the community of faith. The Council shares with the Pastor its experience of the parish, identifies needs, studies problems and solutions to them and finally recommends to the Pastor a particular solution or course of action. The Pastor ratifies the recommendation, holds the recommendation for further consideration, or vetoes the recommendation.

## **ARTICLE IX – POWER TO CHANGE THE CONSTITUTION**

The Parish Pastoral Council, by consensus of the members of the Council, has the power to amend or change this Constitution, subject to the approval of the Pastor.

## **ARTICLE X – ABSENCES FROM COUNCIL MEETINGS**

If a member of the Council cannot be present for a meeting, he/she is to notify the Council President that he/she will not be there. If a member misses three (3) meetings in the council year, the Council has the right to ask for his/her resignation.

## **ARTICLE XI – GENERAL DUTIES OF PASTORAL COUNCIL**

The parish pastoral council has three roles – visioning, communication and monitoring. The Council is to be a visioning body – it watches the big picture of pastoral planning and goal setting. Communication means painting that picture in the minds and hearts of parishioners, seeing that appropriate staff, committees and organizations are aware of the goals and taking action to implement them. The Council is a monitoring body that sees that goals are being implemented and that there is one vision for the parish – one vision that permeates all parish ministries.

Approved on October 13, 2020



Pastor: Fr. Alex Gabriel



Interim President: Eric Schroeder