

# **Constitution**

## **St. John the Baptist Catholic Church**

### **Education Commission**

#### **I. Mission**

“Go therefore, and make disciples of all the nations. Baptize them in the name of the Father, and of the Son, and of the Holy Spirit. Teach them to carry out everything I have commanded you.” [Matthew 28:19-20] In our Catholic tradition, this mission, given to the Apostles, is the heart of the Bishop’s office. The Archbishop of Cincinnati has assigned a Pastor to carry out the Archbishop’s Pastoral duties to the people of St. John the Baptist Church. In this capacity, he calls us to celebrate our faith and teachings. The role of the St. John’s Education Commission (the “Commission”) is to assist him in his educational ministry by discerning needs for educational activity, developing goals, policies, strategies and programs to fulfill those needs, and to help in any other ways deemed by him to be part of the educational ministry.

#### **II. Definitions**

**Pastor:** That person, or persons, given such title by reason of Canonical appointment to St. John the Baptist Church of Harrison by the Archbishop of Cincinnati.

**Parish Community:** Those Catholic persons residing within the territory delineated by the Archbishop as being in the pastoral care of St. John the Baptist Church and also those persons claiming such membership by reason of registration and participation in the liturgical celebrations of the community.

**Pastoral Administrators:** Those persons hired by the Pastor to assist him in the administration of the Pastoral ministry. These persons include all persons who meet each of the following criteria:

- They are selected for the position by the pastor
- They report to the pastor
- They are paid for their services
- Their duties are administrative by nature
- Professional training is required for the position

\*\* These persons do not include elementary school teachers, clerical personnel, or maintenance personnel.

**Pastoral Team:** The pastor, other canonically assigned priests and deacons, and pastoral administrators.

**Parish Employee:** Any person who receives regular remuneration from the parish for services performed to the parish.

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**Seat:** The position held by a member of the Commission. Seats can be *ex-officio* or elected.

**Chairperson:** The person elected by the Commission to preside at meetings. This person shall have the powers expressly given by the constitution.

### **III. Purpose**

The Commission shall have as its primary purpose the intellectual and spiritual development of members of the parish community. This shall include the development and definition of policies which shall govern the operation of St. John the Baptist education programs and to promote the implementation of such policies. It shall also provide counsel and advice in the operation of educational programs.

### **IV. Membership**

The Commission shall consist of six (6) elected members and the members of the pastoral team (*ex-officio*.) The elected members must be registered members of the parish community. Any full-time salaried employee of the parish cannot run for election or re-election.

### **V. Elections**

The election/selection process is designed to model and invite the influence of the Holy Spirit in guiding those who wish to participate in the Commission.

Election/selection of members shall follow the procedure described below:

- a. The nominating committee will seek nominations from the parish community as least one month prior to election date for open seats based on membership criteria as stated in Section IV (candidates may self-nominate or be nominated by another parish member.)
- b. At least 2 candidates for each open seat will be sought.
- c. All candidates will submit a "Candidate Profile" to the nominating committee to be reviewed by the Commission and forwarded to the pastor for final approval.
- d. A list of all approved candidates will then be made available to all parishioners.
- e. On Pentecost Sunday, at a designated mass the pastor will blindly draw from the candidate pool the names of the new Commission members.
- f. Seats will be filled in the order in which names are drawn with an alternate name drawn for each open seat until all names have been drawn.
  - a. Example:
    - i. Seat 1 – First name drawn
    - ii. Seat 2 – Second name drawn
    - iii. Alternate 1 – Third name drawn
    - iv. Alternate 2 – Fourth name drawn
    - v. Alternate 3 – Fifth name drawn

- g. All future seat openings that may occur during the calendar year will then be filled in order by Alternate 1, Alternate 2, etc.
- h. Persons chosen will begin their term of office the first day of the following month.

## **VI. Term of Office**

Each member shall serve a term that shall not exceed three years.

- The terms of seats 1 and 2 shall expire after the May meeting in 1992, and every third year thereafter.
- The terms of seats 3 and 4 shall expire after the May meeting in 1993, and every third year thereafter.
- The terms of seats 5 and 6 shall expire after the May meeting in 1994, and every third year thereafter.

**\*\* No member shall ever serve more than six consecutive years.**

The term of an elected member can be ended by any of the following reasons:

- Completion of term by reason on chronological expiration
- Withdrawal from the parish community by reason of a change in residence
- Death
- Removal by the Pastor
- Resignation
- Failure to attend any official meeting of the Commission for three (3) consecutive months. In this event, a motion may be made to declare the seat vacant. Such motion must be approved by the Pastor before a vote is called.

Seats that would remain open for a period of three (3) months or more must be filled by appointment of a person to complete the term of office. The remaining members of the Commission shall make the appointment from the list of Alternates.

## **VII. Nominating Committee**

Three elected members of the Commission shall be appointed by the Chairperson during the January meeting to propose to the Commission a slate of candidates for election to the Commission. The slate of candidates should provide at least two nominees for each seat. This committee shall report a preliminary slate of candidates at the April meeting. It shall be the responsibility of the nominating committee to obtain the resumes (Candidate Profiles) of candidates in time for review by the full Commission in the May meeting. The committee will be responsible for making the Candidate Profiles available to the parish for review, being present at the designated mass to record member selection and order of selection. It shall be the responsible for reporting the results of the selection at the meeting which immediately follows the selection and for disseminating the selection results to the parish at large.

## VIII. Officers

The officers of the Commission shall be:

- Chairperson
- Vice-Chairperson
- Secretary

The six voting members shall select the three officers by majority vote at the June meeting. The term of office is one year.

The duties of the officers shall be:

- The **Chairperson** shall preside at all meetings (regular and special) of the Commission. With the pastoral team, the chairperson shall determine the agenda for meetings. The chairperson appoints all committees and designates the person or persons to carry out actions approved by the Commission.
- The **Vice-Chairperson**, in the absence of the chairperson, shall perform all the duties of the chairperson.
- The **Secretary** shall:
  - Maintain a written record of all acts of the Commission
  - Receive and preserve all reports and documents committed to his/her care
  - Notify members of the date and time of meetings
  - Distribute the agenda to the members of the Commission at least one week in advance of the meeting.

## IX. Acts

No resolution can be voted on unless a quorum of members is present. A quorum shall exist when four (4) elected members are present. Their being a quorum, a simple majority of the votes cast shall determine the outcome. The chairperson does not cast a vote unless there is a tied vote. *Ex-officio* members do not vote. All resolutions are subject to pastoral concurrence.

## X. Amendments

Since the role of the Commission is advisory and its scope is policy rather than rule, the Commission should change its view of itself only after a lengthy period of consultation and reflection. To this end, an amendment to this constitution requires the approval of five (5) voting members at three (3) consecutive meetings before it is considered ratified.

## By-Laws

By-laws by which the Commission regulates its own proceedings shall require a simple majority of the full Commission for acceptance. The following are the by-laws:

1. The Commission shall meet regularly each month on a day to be determined by the members of the Commission. Special meetings may be called by the chairperson.
2. All regular meetings of the Commission shall be conducted in public. The dates and times of meetings will be announced at least one month in advance.
3. The rules of parliamentary procedure as contained in the newly revised edition of Roberts *Rules of Order* shall govern meetings of the Commission.
4. The Order of Business shall be:
  - a. Call to Order
  - b. Invocation
  - c. Approval of Minutes
  - d. Committee Reports
  - e. Pastoral Team Reports
  - f. Old Business
  - g. New Business
  - h. A maximum of 15 minutes total open discussion/questions limited to current agenda items directed to the chairperson. A simple majority vote of present members is required to change from the established order.
5. Persons who are not members of the Commission may be permitted to speak only with the consensus of the Commission, **for a time period of no more than 5 minutes**. This would normally require being placed on the agenda at least one week in advance of a meeting. Such requests should be in writing and must indicate the subject of the address.
6. A policy book containing all policies approved by the Commission shall be kept by the Secretary.

**The above constitution was approved and voted on by the Education Commission, April 10, 2006.**