

CONSTITUTION OF ST. JOHN THE BAPTIST PARISH PASTORAL COUNCIL

Harrison, Ohio

As of November 2013

PPC MISSION STATEMENT:

As the elected members of the Parish Pastoral Council of St. John the Baptist Catholic Church, we are charged to collaborate with and advise the pastor helping to guide the growth of the parish. Through knowledge of our Catholic faith, we are to discern parish matters of liturgy, spiritual enrichment, education, stewardship, and campus facilities. We undertake our service, guided by the Holy Spirit, for the glory of God and the fulfillment of the mission of Jesus Christ and His Church.

ARTICLE 1 - OFFICIAL NAME

The official title of this organization is **ST. JOHN THE BAPTIST PARISH PASTORAL COUNCIL** (Hereinafter referred to as PPC).

ARTICLE II - PURPOSE AND FUNCTION

The purpose of the PPC is to **promote the spiritual growth of the Parish Community** and to plan ways for the Parish to carry out the mission of the Church. The council assists the Pastor in helping all parishioners participate fully in the life and mission of the Parish.

The Pastor consults with the PPC on pastoral matters, on the development of a pastoral plan and for the identification of pastoral priorities, policies and goals.

The PPC is not a governing board, nor does it make decisions as board of trustees or as civic councils often do.

The PPC should have knowledge of the activities of the various Parish organizations, programs and functions.

The PPC should recommend and evaluate matters of worship, spiritual enrichment, education, building and development.

Those matters, which are handled above the Parish level by one of the Archdiocesan offices or by established Church law, are outside the province of the PPC.
(The above is from Synodal Document Archdiocesan Organization).

ARTICLE III - MEMBERSHIP

Members must be a baptized and confirmed Roman Catholic, must be registered at St. John the Baptist Catholic Church in Harrison, Ohio, and must be in good standing with the Church.

The PPC shall consist of twelve adult members elected from the Parish at large and one youth representative, selected by Youth Ministry. Members-at-large will consist of 12 persons, elected by the entire Parish, four each year for a three-year-term. The appointed Youth Representative will serve a one year term and will function as a liaison to Parish Pastoral Council with no voting privileges.

No active PPC member can serve on another committee whose members are elected by the parish at large.

A member who is currently on PPC who subsequently becomes employed full time, part time, or temporary by St. John the Baptist Parish must relinquish their position from PPC.

ARTICLE IV – ELECTED OFFICERS

- A. Elected officers of the PPC will include the Chairperson, Vice-Chairperson and Recording Secretary who will be elected at the July meeting each year.
- B. The minimum requirement to be nominated for an elected office on PPC is one year as a member of this PPC in the current term. Youth representatives are not eligible for office.

ARTICLE V – EXECUTIVE COMMITTEE ROLES AND REPSONSIBILITIES

The Pastor and the elected officers will constitute the PPC’s “**Executive Committee**”.

Role of the Pastor:

- A. The Pastor confers with the executive committee responsible for the agenda.
- B. The Pastor actively listens and participates in the council's discussions and deliberations.
- C. When appropriate, he will assist the council in its deliberations by sharing relevant information or his own perspective on the issue being discussed.
- D. As pastor, he is the final authorizer of any course of action recommended.

Role of the Council Chairperson:

- A. Consults with the Pastor and vice-chairperson to organize and coordinate the agenda and plans any group processes to be used at the council meeting.
- B. Chairs the meetings of the executive committee meetings.
- C. Normally chairs the regular and any special meetings of the council.
- D. Makes sure that the council meeting agenda is sent out before the meeting.
- E. Is the recipient of any agenda items from council members, staff or other individuals, commissions or organizations within the parish.
- F. Participates as an active member of the council in all its discussions.
- G. Strives to simulate and involve all members in the discussion and facilitates the council in formulating its goals and methods for achieving them.

- H. Leads the council in an annual evaluation of the council's proceedings and effectiveness.
- I. Assists in the transition of the next chairperson to succeed him or her.

Role of the Vice Chairperson:

- A. Confers with the Pastor and the council chairperson to develop the meeting agenda.
- B. Chairs the council meeting if the chairperson is absent; or the chairperson wishes to temporarily assign the chairing of the meeting in order to participate more fully in the discussion.
- C. Assists the chairperson in conducting the council's work.
- D. Assists in the transition of the next vice chairperson to succeed him or her.

Role of the Recording Secretary:

- A. Is responsible for recording the minutes of regular and special meetings. The minutes will focus on:
 - a) discussion summaries
 - b) resolutions and recommendations
 - c) action steps to be taken
- B. Is responsible for any motion made and seconded to be published. The result of each motion with the vote tally and any action decided by the Pastor will be published.
- C. Maintains roster and attendance records of council members.
- D. Is responsible to see that the minutes are placed in the Church monthly after being approved.
- E. Keeps on file records of the council's history, development, minutes, resolutions, and names of members.
- F. Serves as directed by the council in the administration of council matters.
- G. Assists in the transition of the next recording secretary to succeed him or her.

The executive committee works to ensure that prayer and study are part of the council's deliberations. This committee also determines what meeting processes will be utilized (small group work, brainstorming, advance work sheets, the consensus method, etc).

ARTICLE VI - MEETINGS

- A. Meetings will take place at 7:00 p.m. on the third Tuesday of each month excluding the month of June. (No PPC meeting is held in June due to the preparation and set-up of the Parish Festival). At the Pastor's request, meetings can be rescheduled or cancelled at his discretion. An emergency meeting may be called by the Chairperson of PPC, the Pastor of the Parish or by four members of Council in writing to the Chairperson or the Pastor, stating the reason for the meeting. This emergency meeting is to take place within seven days after the letter is received.
- B. The year begins July 1st and ends the following June 30th.
- C. In order to have an official meeting a quorum shall consist of seven or more elected members of Council and the Pastor or Pastor's designate.
- D. In the event that the Parish is without a Pastor, the officiating Parish administrator will have final decisions and action of all motions.
- E. Meetings are open to all members of the Parish and discussion is limited to the meeting order of agenda. Visitors will be given five minutes to speak when recognized by the presiding chairperson.
- F. Robert's Rules of Order will be followed in the meetings unless otherwise specifically stated in this constitution.

ARTICLE VII - MEETING ATTENDANCE

- A. All elected members are expected to attend every meeting.
 - a. A member of the PPC may have an excused absence if he or she notifies another PPC member that he or she will not be in attendance. The notified person will inform the recording secretary to enter excused absence in the meeting minutes.
 - b. Any member who has two unexcused absences of regularly scheduled meetings within one year will be removed from PPC, unless otherwise decided by PPC in executive session. The recording Secretary will inform the Council Chairperson when a member has two unexcused meetings in one year.
- B. All organizations, committees and commissions, which report to the PPC, are requested to submit a written report for monthly Council meeting.

ARTICLE VIII - VOTING

All elected members (including the presiding Chairperson) are entitled to one vote. The Youth Representative does not have voting privileges.

ARTICLE IX - NOMINATIONS AND ELECTIONS

- A. Elections shall take place the third Saturday and Sunday of May. Newly elected members will be welcomed into office the first meeting in July. Notice of elections will appear in the Parish bulletin two months before the elections.
- B. An election committee shall be formed and composed of the four most recently elected PPC representatives. They will begin their work at least two months prior to the election. This committee shall encourage self-nominations.
- C. All candidates, including current council members wishing to run, shall submit a brief resume to the election committee no later than the third Sunday of April. It will be the responsibility of the election committee to coordinate and publish all such information for the members of the Parish prior to the voting.
- D. The election committee shall be responsible for placing ballots at each Mass.
- E. Nominees must be at least 18 years of age. They must be interested and willing to assume the responsibilities of office as stated herein
- F. Any parishioner who is a permanent, full time, part time, or temporary employee of St. John's will not be eligible to run for PPC.
- G. Any member of the Parish 18 years or older is eligible to vote.
- H. Vote count shall take place within 24 hours of the election supervised by the election committee. In case of a tie, the election committee will pray and then select a name from the tying candidates by blind draw.
- I. All candidates and the Pastor shall be notified of the results of the election by the election committee within 24 hours of completion of the count.
- J. The election committee shall be responsible for keeping vote placement for each candidate in the event that an elected candidate is not able to fulfill his/her term and a replacement needs to be selected. The order of vote placement will be made permanent record of the PPC.
- K. Any vacancy will be filled by appointment of the PPC according to the candidate that received the next highest number of votes. However, if no other candidates remain, the appointment will remain unfilled until the next election.
- L. The youth representative who is selected by the Youth Ministry must be a junior or senior in high school and will serve a one year term.

ARTICLE X - AMENDMENT PROCEDURE:

Any council member may propose an amendment to this constitution in writing at any meeting. All members shall be presented a copy of the proposed amendment. The amendment is subject to approval by a two-thirds majority of those present and voting at the following regularly scheduled council meeting, and shall become effective when approved by the Pastor.