

ST. MATTHEW'S CATHOLIC CHURCH

CONSTITUTION AND BYLAWS

Preamble

Recalling that Christ's work of redemption includes the renewal of the whole secular order, our Council Fathers in the Decree on the Apostolate of the Laity note that; Lay people must take the renewal of the secular order as their own proper task. They must immerse themselves directly and decisively in it, guided by the light of the Gospel and the mind of the Church and motivated by Christian love, and further: Because they are partners in the priestly, prophetic, and regal role of Christ. Lay people share actively in the life and action of His Church. Within the communities of the Church, their cooperation is so much needed that without is the apostolate of the pastors would be largely ineffectual. Therefore, in response to this call from our episcopal fathers, and desiring to structure our parish community so that all of us, with our diverse talents and needs, may be encouraged to exercise our responsibilities and embrace our duties as full-fledged members of our ecclesiastical family, we do ordain and establish this Constitution for the Council of Saint Matthew's Parish, in the Archdiocese of Kansas City in Kansas.

Article I - Name

The name of this Council shall be Saint Matthew's Pastoral Council.

Article II - Mission of the Pastoral Council

The Pastoral Council shall serve as a consultative group to the pastor, to assist him in fostering pastoral activities and in providing for the continued growth of parish life.

Article III - Areas of Pastoral Service

Section 1. Since the Pastoral Council is to assist the pastor to reach out in service to his people, the areas of parish life listed in Canon 528-529 are its special concerns. They are here briefly exemplified by the following:

- A. The spiritual formation and growth of the people of the parish in liturgical celebrations;
- B. The education of adults and youth in the faith;
- C. The fostering and nurturing of "community" in the parish;
- D. The evangelization of the non-participative Catholics in the parish and the unchurched;
- E. Witnessing to the Gospel of social justice in one's community through service;

- F. Provide information and make recommendations, which reflect the spirit of the parish, in order to advise the pastor concerning decisions affecting the life of the parish community;
- G. Be responsible with the pastor for the pastoral planning of the parish, including ecumenical activities;
- H. Review, evaluate, and make recommendation to the pastor and the Parish Finance Council concerning the funding of parish programs;
- I. Provide the communications, coordination, and cooperation among the parish members, its organizations, and committees.
- J. Participate in and cooperate with regional and diocesan decisions pertaining to parish life;

Article IV - Membership
(revised & accepted 2/14/2006)

Section 1. The Pastoral Council shall be composed of ten (10) members of the parish.

Section 2. Nine members of the Council shall represent the parish-at-large, and will be either elected, selected or appointed to those positions, according to Article IV, Section 5 (*see below*). The tenth member of the Council, the youth representative, will be appointed by the Pastor.

Section 3. Nomination of candidates for the at-large positions shall take place the 2nd Sunday of February each year.

Section 4. The election, selection, or appointment of new council members is to take place on the 1st Sunday in March at one or all of the Sunday liturgies. (*See Selection Ritual for details of selection process*)

Section 5. The term of office for the members of the Council shall begin on April 1st and end on March 31st, upon completion of that Council member's term. At-large representatives shall serve on the Council for a three (3) year term, with a rotation of three (3) members being replaced each year. The method for replacement of Council members is on a three year rotation: Year A – parishioners will hold an election for new Council representatives from the pool of nominees; Year B – the pastor will appoint new Council representatives from the pool of nominees; Year C – new Council representatives will be selected by a random drawing of names from the pool of nominees. In all three methods, a first and second alternate will also be chosen each year, in accord with the method set out above. At the end of a representative's initial three (3) year term, they have the option of resubmitting their name as a nominee for a second three (3) year term, if they so desire. With the exception of the Pastor and Parish Administrator, no person shall serve on the Council in any capacity for more than two (2) consecutive terms or six (6) consecutive years. A person who has served on the Council for two (2)

consecutive terms may resubmit their name as a nominee to the Council after a lapse of one term (3 years).

Section 6. All members of the Pastoral Council are expected to attend all duly called meetings of the Council. If any representative misses either two consecutive meetings or one-third of the meetings held annually, then that position on the Council will be declared vacant unless excused by the chairperson. Likewise, if any representative habitually arrives late or departs early from Council meetings, that position on the Council may be declared vacant. The terms of this section may be waived by an affirmative vote of two-thirds of the members of the Council.

Section 7. In the event of a vacancy on the Council, the first and second alternates will be utilized to fill the vacancy as stated in the Election process in Section 5 and will fill the remaining length of the term vacated.

Article V - Officers and Meetings

Section 1. The Pastoral Council shall elect in April of each year a Chairperson who is eligible to succeed himself/herself and who shall preside at all meetings. The Pastor and the Parish Administrator shall not be the Chairperson. The Pastoral Council shall also elect in April of each year a Vice-Chairperson. Both the Chairperson and the Vice-Chairperson shall be elected by a majority of votes by the membership of the Council, cast by secret ballot.

Section 2. The Secretary shall be appointed to keep accurate and detailed minutes of all meetings and shall include all Committee reports. These minutes shall be provided seven (7) days prior to the next meeting to all Pastoral Council Members, and are to include the reports from the standing committees. The Secretary shall be a member of the Pastoral Council; however, a Recording Secretary may be appointed to record the minutes. The minutes of each meeting shall be read and approved by the Pastoral Council in session.

Section 3. Notice of all regular and special meetings of the Council shall be delivered or mailed by the Secretary to each member of the Council at least 2 days prior to the date of the meeting; preferably seven days prior to the scheduled meeting.

Section 4. The Secretary shall be responsible for the distribution of a detailed agenda to each Council member at least seven (7) days prior to each Council meeting.

Section 5. The Pastoral Council shall meet once a month, at a predetermined place and time, and at such other times as called by the Pastor. Should members of the Council have concerns of a more urgent nature, they may ask the pastor to call a special meeting.

Section 6. Since the Pastoral Council is consultative to the pastor, a quorum is not necessary.

Section 7. All meetings are open to the parish at-large. However, at the discretion of the Pastor or Chairperson, the Council may move into Executive Session, which is closed to the public.

Section 8. A member unable to attend a Council meeting may convey his vote to any other representative by written proxy. Representatives voting a proxy shall submit the proxy to the Chairman at the beginning of the Council meeting.

Section 9. It is desirable that the discussions lead to a consensus concerning the pastoral activities of the parish. However, the Pastor may request a vote be taken of the members should this seem proper in a particular case.

Article VI - Pastor

Section 1. The Pastor is the representative of the Archbishop. He shall be an ex-officio member of all committees of the Council. He shall have the right to vote on all matters.

Section 2. In any case where the Pastor interprets any action of the Council or Standing or Special Committee to be contrary to the faith and morals of the church, or contrary to diocesan policy, he should point out such interpretation to the Chairperson of the Council and ask for appropriate action to reconsider.

Section 3. In any case where an action to reconsider has failed to resolve the problem or bring about that harmony necessary to good community life, the Pastor and the Chairperson of the Council should take the matter for resolution to the Archdiocesan Council, if one has been formed, or to the Archbishop.

Section 4. The Pastor has the right to veto. The Council has the right, with a two-thirds (2/3) vote of the total council membership, to appeal the veto to the Archdiocesan Council or the Archbishop.

Article VII - Committees

Section 1. Standing Committees shall be: Liturgy Committee, Education Committee, Peace and Justice Committee, Stewardship Committee, Finance Council, Social Activities Committee, and Physical Resource Committee.

Section 2. In addition to the Standing Committees, the Council may from time to time authorize the establishment of Special Committees to handle particular problems, responsibilities or duties.

Section 3. Any member of the parish, except the Chairperson of the Pastoral Council and the Pastor, may serve as chairperson of any committee. Committee chairpersons shall be chosen by the membership of that committee, subject to the approval of the Pastor. The appointment of Standing Committee chairpersons shall be made in April and for no longer a period than one (1) year. They may not serve consecutive terms as

chairperson of that Committee, although they may continue to serve on that Committee until such time that their regular term expires. The chairpersons' term of office shall be from July 1 through June 30.

Section 4. Membership on the Liturgy Committee, Peace and Justice Committee, Stewardship Committee, Social Activities Committee, and Physical Resource Committee shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and at least three other members. (*minimum* on a committee being six) No parish members may serve on more than one standing committee at one time.

Section 5. Membership on the Parish Finance Council is by appointment of the pastor. Terms are staggered to provide for minimal turnover each year. The council membership should number between six (6) to nine (9), with the pastor, the parish administrator and the parish bookkeeper acting as ex-officio , non-voting members.

Section 6. The Education Committee shall consist of eight (8) members. One member representing the Catholic Elementary Grade School, one member representing the Catholic High School (Hayden), one member representing the Religious Education Program, one member representing the Youth Ministry Program, along with the School Principal and the Religious Education Director.

Section 7. Anyone who is selected appointed or volunteers to serve on any of the Standing Committees shall serve a three (3) year term. They may serve a second three (3) year term, if they so desire or are once again selected or appointed to the same Committee. However, at the end of their second term, they MUST resign their position. After an absence of one year (two years for the Finance Council), a parishioner may once again either volunteer or be selected/appointed to the same Committee, whichever applies.

Section 8. Each Standing Committee shall select a Vice-Chairperson and a Secretary.

Section 9. With the exception of the Finance Council, each Committee may invite any member or any number of members to assist in its work and may constitute one or more sub-committees; provided, however, each subcommittee shall have as its Chairperson a member of the Standing Committee. Subcommittees shall report only to the Standing Committee.

Section 10. The Pastor and the Council Chairperson shall serve as ex-officio members of each Committee.

Section 11. Committee reports shall be written and submitted to the secretary. They will be included as part of the Pastoral Council minutes. The minutes of all meetings during the year shall be carefully preserved, and presented by the outgoing Pastoral Council members to the incoming Pastoral Council members during the month of January. A copy of all minutes becomes a part of the permanent records of the Parish.

Article VIII - Powers, Duties and Responsibilities of Standing Committees

Section 1. LITURGY COMMITTEE: The Liturgy Committee in cooperation with the Pastor shall be responsible for the inspiration and initiation of programs so that all members of the parish community may participate intelligently and actively in the liturgical celebration of the community.

Section 2. EDUCATION COMMITTEE: The Education Committee shall be responsible for the religious education programs for both youth and the adults of the Parish. The Education Committee shall be responsible for matters pertaining to primary and secondary education and the operation of the parish or inter-parochial school.

Section 3. PEACE AND JUSTICE COMMITTEE: The Peace and Justice Committee shall be responsible for the development and formation of programs to provide leadership and assistance to the members of the parish family in fulfilling their responsibilities to their fellow man.

Section 4. STEWARDSHIP COMMITTEE: The Stewardship committee shall carry out the stewardship efforts of time, talent, and treasure on an annual basis. They will prepare a time and talent list of parish activities and organizations. They will keep that list current and insure that those who volunteered are contacted and asked to be involved.

Section 5. FINANCE COUNCIL: The Finance Council shall consider and make recommendations to the pastor concerning all aspects of the financing and administration of the Parish. It shall operate in accord with the Procedures and Guidelines for Parish Finance Councils as established by the Archdiocese of Kansas City in Kansas. (*see Article X*)

Section 6. PHYSICAL RESOURCE COMMITTEE: The Physical Resource Committee shall be responsible for initiating and maintaining all buildings and properties of the Parish.

Section 7. SOCIAL ACTIVITIES COMMITTEE. The Social Activities Committee shall concern itself with fostering and developing those activities which provide fulfillment of the Christian life among the members of the parish family and with others. It will cultivate activities that strengthen fellowship and integrating all facets of the parish life. In addition to other things, such activities include social events for the parishioners and activities to promote their participation in the social life of the larger civic community.

Article IX - Amendment

This method of operation and these guidelines may be amended by the Council. Any amendment proposed shall be submitted in writing and read at a regular Council meeting. The vote on said amendment shall be at the next regular Council meeting and in order to be adopted, it shall require a two-thirds (2/3) vote of the total Council membership. Confirmation of the Ordinary is required for validity.

Article X - Powers and Duties of the Parish Finance Council

Section 1 The powers and duties of the Parish Finance Council shall include but not be limited to the following:

- A. Oversee the financial stewardship of the parish and recommend to the pastor appropriate action in the areas of finance and administration of immaterialities in accordance with Archdiocesan Policies and Procedures.
- B. Prepare and approve the annual parish budget in consultation with the Pastoral Council.
- C. Review on a periodic basis current parish finances in order to maintain budget and make adjustments as needed.
- D. Report annually to the parishioners the financial status of the parish (income/expense report and annual budget).
- E. Assist the pastor in promoting stewardship and increased giving with the parish so that the financial needs of the parish will be adequately met.
- F. Ensure the establishment and maintenance of a system of internal controls for the proper handling of funds.

Section 2 The Parish Finance Council shall operate as follows:

- A. The Finance Council is consultative to the pastor. A Chairperson is annually selected by the council to conduct the meetings. Decisions are made by consensus. Minutes of all meetings are to be kept in the permanent records of the parish with a copy submitted to the Archdiocese with the annual report.
- B. The Finance Council meets on a monthly basis, at a predetermined place and time.
- C. The pastor is required to seek the prudent judgment of the council in areas of parish administration especially in matters designated by the Code as ‘acts of extraordinary administration’ which are actions that do not occur regularly or routinely, are of major importance, and are not covered within the meaning of ‘ordinary administration’ (i.e. payment of bills, routine purchasing, ongoing care of facilities, items approved in the budget).
- D. All acts of extraordinary administration require the pastor to consult with the Archbishop and to obtain his approval. These include new construction, major renovation, expenditures of funds in excess of \$50,000, fund drives/financial campaigns and all legal matters of whatever kind.
- E. Each year the parish is required to submit to the Diocesan Finance Office an annual Parish Financial Report by July 31st of that year. The report is to be reviewed and approved by the Parish Finance Council, and signed by the pastor, the chairperson of the Finance Council and the chairperson of the Pastoral Council.
- F. The Finance Council is required to publish to the parishioners a clear and adequate presentation of the fiscal year results, including an income/expense report and budget report, not more than ninety (90) days after the close of the fiscal year.

- G. In order to provide accountability, assure proper management and confirm confidence among parishioners, the Finance Council will provide for and make the necessary arrangements for an annual audit and/or review of financial reports and procedures, to be conducted by a licensed accounting firm. A copy of this audit is to be submitted to the Archdiocesan Finance Office by November 30 of the subsequent fiscal year.
- H. In all matters the pastor and the Finance Council are subject to the norms of Canon Law, Archdiocesan Policies, and the specific norms of the Archbishop.