

ST. MARY CATHEDRAL



Parish Pastoral Council Charter

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ST. MARY CATHEDRAL PARISH PASTORAL COUNCIL CHARTER

ARTICLE I

NAME - ADDRESS - PURPOSE

Section 1. NAME AND ADDRESS

The name of this organization is the St. Mary Cathedral Parish Pastoral Council hereby referred to as the PPC. The mailing address of the PPC is c/o St. Mary Cathedral Parish Pastoral Council, 606 N. Ohio St., Gaylord, MI 49735.

Section 2. MISSION AND PURPOSE

(2A) The mission of the PPC is to help identify, shape, communicate and sustain the overall vision, objectives, and policy of the Parish as inspired by the Holy Spirit, communicated by the Parish Pastor with input and guidance solicited from the council members.

(2B) The purpose of the PPC is to provide advice and consultation to the Pastor, and the other Councils and Commissions: Finance Council (FC), Stewardship Council (SC), School Advisory Council (SAC), Worship Commission, and all other committees and commissions contained therein.

The primary focus of the Pastoral Council is to promote a Catholic identity of discipleship and stewardship within the St. Mary Cathedral parish and to insure that Jesus Christ is front and center of all church and school activities. Evangelization and the proclamation of the Gospels saving message to the Gaylord Community at large will also remain a concern of high priority.

- A “disciple” in the time of Jesus was not only a pupil, but an adherent; hence they are spoken of as imitators of their teacher. True disciples are called to imitate Jesus Christ in spirit and practice. Discipleship is a way of life totally grounded in Catholic identity and belief. It is more than a job description with a laundry list of things to do, but recognition of Jesus Christ as the true head of His Church on this earth and St. Mary Cathedral Parish in all that we do and who we are. To be a disciple is to place Jesus’ will and desire first and foremost in every decision and every action of our daily lives. PPC members must at all times give good public witness to the kerygma, the true saving message of Jesus Christ, by offering moral clarity and works of charity in words and actions and especially as Council members.
- Stewardship is defined as the business of managing a household or estate. Good disciples are charged with the task of managing the household of the Church with their time, energy, talent and treasure where and when needed for the purpose of proclaiming God’s kingdom here on earth.

As the primary visionary body of the parish, the PPC will assist and be accountable to the Pastor in determining the overall mission of the Parish. The PPC will assist the Pastor in:

1. Soliciting the wisdom of the parish community on pastoral matters.
2. Forming a consensus about pastoral planning, that addresses the needs of the parish.
3. Communicating the pastoral vision to the parish as a whole.
4. Involving the Parish Councils and Commissions in implementing the vision.

The PPC shall provide leadership, development, coordination, and oversight of the Parish mission, vision, and core value statement, which embraces the total life and mission of the Parish.

The PPC must strive to be knowledgeable of all activities and ministries within the parish in order to be able to offer oversight, guidance and advice on how to establish, implement, and carry out the duties of the following Councils, Commissions, Ministries, and Services. This list is not intended to be all-inclusive, but highlights some of the ongoing activities and structures within St. Mary Cathedral Parish.

- Finance Council, Stewardship Council, School Advisory Council
- Worship Commission
- Cemetery Committee and Building and Grounds Committee
- Liturgical Ministers (i.e. altar servers, extraordinary ministers of the Eucharist, liturgical music and choir, cantors, musicians, ushers, etc.)
- Home Visitation
- Bereavement Team
- Pro-life activities (i.e. Circle of Life, Respect Life, 40 Days for Life and all activities that seek to protect the sanctity of life within the activities of St. Mary Cathedral.)
- Fund raising events (i.e. Beginning Anew Campaign, Catholic Service Appeal, Crop Walk, Coffee and Donut sales, Lenten Fish Fry, etc.)
- Evangelization and religious education (i.e. RCIA, Mystagotia, Scripture Sharing, Sacramental Preparation, Faith Formation classes, School Religious Instruction, Lighthouse Media resources, Alpenfest activities and any ministry that is designed for education and enrichment of the Catholic faith within the Parish.)

The PPC actively strives for a clear understanding and appreciation for all points of view to achieve majority understanding in the decision-making process. All recommendations to the Pastor will be made after a majority vote of voting members is reached. A quorum of at least two-thirds of the voting membership shall be present for a vote to take place. All recommendations are subject to the scrutiny

and approval of the Pastor, who has the final say in any matter(s) presented to the Council.

ARTICLE II

FUNCTIONS OF THE PARISH PASTORAL COUNCIL

Section 1. Functions of the Parish Pastoral Council

The function of the Parish Pastoral Council shall include, but not be limited to, the following:

(A) Strategic Planning. The main task of the PPC is to articulate the Parish mission, identify goals flowing from that mission, and then define the objectives reaching those goals:

- At a minimum, the Pastor communicates his vision to the Council, and actively seek the Council's wisdom in defining problems and exploring solutions. The PPC brings experience and a sense of history. Their job is to explore new ideas on how the Pastor's vision is to be carried out with the best chance of success. Any motion of the PPC is consultative only. They are to work in collaboration with the Pastor, and they do not have veto power nor can they enact policy of their own.
- The PPC will provide oversight and may make recommendations to the other Councils, Commissions, and Committees pertaining to actions or policies that fall into that body's realm of responsibility, but are not in compliance with the overall vision or mission of the Parish as defined by the Parish Pastoral Council and articulated by the Pastor.
- When necessary, the PPC may also delegate responsibility for the implementation of established objectives to standing or ad hoc committees. A standing committee is defined as a permanent committee with a single-minded purpose and mission (i.e. Pro-Life, Stewardship, and Praise and Worship.) Ad hoc committees are to have a narrow focus and a single-minded purpose with a short-term end result (i.e. coordinating a guest speaker event, or organizing an annual event such as the annual Alpenfest evangelization community outreach.)
- The PPC will collaborate, when appropriate, with representatives from the other Councils, Commissions, Committees, or Parish Staff for the purpose of sharing information, or providing clarification on policies and objectives within their jurisdiction. There can be non-voting participants whose purpose is to have input and ideas in matters pertaining to their organization, but is under the scrutiny of the Parish Pastoral Council.

(B) Policy Formulating. The goals and objectives of the St. Mary Cathedral Parish will be carried out by the formation of recommendations as follows:

- PPC members will have access to the minutes of the Finance Council, Stewardship Council and the School Advisory Council through the parish

communication tool (currently We Gather). PPC members have discretionary authority to attend meetings of these three councils at any time.

- At the first meeting of the new year, all unfinished business from the previous year will be brought up for discussion and reviewed for future consideration.
- All policies and recommendations from the previous year will be reviewed for discussion for the purpose of bringing new members up to speed, and for consideration to amend, implement or defer for further study.

Upon written request, parishioners will be allowed to attend monthly meetings to address a particular issue or concern. They will be allowed one (1) minute to state their business, which will be addressed by the Council and given a written reply by the PPC Chairperson.

(C) Finances. The Finance Council shall submit a plan to maintain an annual budget and a projection of the anticipated expenditures for the coming year.

- Although the PPC does not have the mandate to plan or maintain a budget, it is the responsibility of the PPC to oversee the budget to insure monies and investments in Parish ministries are proportionately allocated in accordance with the overall parish vision and mission.
- Any questions regarding concerns of the annual budget will be addressed to the Finance Council representative on the PPC or addressed in writing to the FC to be addressed in their next scheduled meeting.

(D) Development and Marketing. The members of the Parish Pastoral Council shall participate in Parish activities that advance the goals and objectives of the Pastoral Council to include, but are not limited to: liturgical celebrations, stewardship initiatives, inclusion in parish life, and activities surrounding special and extracurricular events deemed appropriate by the PPC.

Being members of the primary visioning body, the PPC members must be able to exemplify discipleship and stewardship for the rest of the parishioners. They should provide leadership by example and real-life witness to the calling of all disciples desiring to promote the kingdom of God at St. Mary Cathedral Parish.

(E) Self Evaluation. At the end of the fiscal year, the Parish Pastoral Council will review its own performance by evaluating and measuring the effectiveness of its policies and projects, to discern where their own actions can be improved upon or considered for possible elimination from the Council agenda going into the next year. The PPC will determine for itself whether they accomplished the goal of advancing the Parish vision and mission as set forth at the beginning of the year.

(F) Communications. All council members shall be provided with a copy of the meeting agenda as provided by the Chairperson and a copy of the last meetings minutes as distributed by the Secretary. All PPC members should arrive prepared to discuss any issue on the agenda for the scheduled meeting in order to provide feedback and consultation to the Pastor.

Being members of the primary visionary body for the parish, PPC members should be able to communicate and articulate any actions taken by the Pastor and recommended by the Council in an informed and positive light to any parishioner desiring to discuss a given policy that impacts the Parish ministries or finances. Council members should be willing and able to support the Pastor and his decisions in an informed and positive light.

ARTICLE III

Membership

Section 1. Number of Members

The Pastoral Council shall be composed of twelve (12) members (Chairperson, Vice Chairperson, and the ten (10) other voting members). The Council shall include five (5) non-voting members (Pastor or his designated representative, Associate Pastor(s), Pastoral Associate, Business Manager and Recording Secretary). The Pastor reserves the right to approve all appointed Parish Council members.

Section 2. Qualifications

The PPC members must be Catholic, over the age of 21, and in good standing with the Church. (See Catechism of the Catholic Church 2041-2043.) The members must be registered, active parishioners of St. Mary Cathedral Parish. An active parishioner is defined as one who participates in a Parish ministry of the church with their time, talent, and treasure. As a minimum, they must attend Mass every Sunday, participate in the prayers and hymns of the celebration and are strongly encouraged to serve the parish in a liturgical ministry (i.e. extraordinary minister of the Eucharist, usher, choir member, greeter, etc.) They must provide financial support to the parish on a weekly or monthly basis as allowed by their financial ability. They must be willing to share their time and talents within the Parish and Church community. The following guidelines will also be followed:

- No paid, regular employee of the parish, or their immediate family, may serve as a voting member of the Pastoral Council.
- Members must possess a high level of integrity and confidentiality and be willing to sign a confidentiality agreement promising not to divulge privileged information that is presented at the meetings.
- Members must be willing to support and participate in developmental activities (i.e. orientation and training opportunities, membership on other councils,

participation on ad hoc committees and commissions as well as retreats, formation seminars, and other activities) deemed appropriate by the Pastor as a means for them to be more productive Council members.

- Members must exhibit demonstrated competence and professionalism in their chosen field of committee work. At a minimum they will be thoroughly knowledgeable in the work of the committee and cooperative with other committee members in accomplishing the assigned objectives.
- Members must participate in stewardship development and faith formation through Parish Pastoral Council education established by the Parish Stewardship Council (i.e. retreats, formation seminars, lectures, and other activities) deemed appropriate by the Pastor and recommended for their spiritual growth as disciples.
- Members should intend to serve for three (3) consecutive years and attend monthly meetings unless unforeseen circumstances arise requiring their resignation. A resignation should be submitted in writing in a timely manner. See Article III, Section 7 that outlines the procedure for filling vacancies.
- Members must have regular computer and internet access allowing them the ability to communicate online and receive all Parish Pastoral Council communications.
- Members must agree to attend orientation and planning meetings, which will be the first and second meetings of each new Pastoral Council term.
- At the beginning of each fiscal year, Council members will be required to take an Oath of Fidelity and a Profession of Faith in front of the congregation gathered for Mass.

Section 3. Term of Office

The terms of the voting members shall be staggered so that each year, three (3) voting members end their term and three (3) members are selected to fill the vacancies using the process cited in section 7 Article III of this document.

Section 4. Expiration of Term

Prior to the expiration of each member's term, the Parish Pastoral Council shall solicit nominations and applications from the registered members of St. Mary Cathedral Parish. Selection will be made by appointment from the Pastor. The members whose terms have expired shall continue to hold membership on the PPC until their respective successors have been selected and attend their first meeting. The general election of PPC members shall occur no later than the regularly scheduled PPC meeting for May of each calendar year.

Section 5. Number of Terms

Any voting-member who has served two (2) consecutive three-year terms must sit out one (1) full fiscal year following the end of his or her last term prior to making application for appointment to the Parish Pastoral Council for another term.

Section 6. Ex Officio Members

The Parish Pastoral Council shall include the following ex officio, non-voting members: the Pastor (or his designated representative), Associate Pastor(s), Pastoral Associate, Parish Business Manager, and a recording Secretary.

Section 7. Vacancies

Vacancies on the Pastoral Council caused by any reason other than the expiration of a member's term shall be filled by appointment from the Pastor after receiving recommendations and nominations from members of the PPC and the congregation at large. If the position is to be filled and not left vacant until the next election, the newly appointed member selected shall serve the remainder of the term created by the vacancy. If the PPC decides to leave the position vacant, it shall be filled by a member pursuant to the annual election procedures outlined in this document and such member shall serve for the remainder of the term.

Section 8. Removal of Pastoral Council Members

A member may lose his or her seat on the Pastoral Council by resignation in writing, withdrawing from parish membership, incurring an ecclesiastical censure or penalty, or committing a civil offense which necessitates the loss of membership.

Any member of the Parish Pastoral Council who has three (3) consecutive unexcused absences from the Pastoral Council meetings may be removed upon motion of a PPC member and a concurrence of a majority of the remaining members. An individual who has been removed from his or her position will receive verbal and written notification by the PPC Chair.

Section 9. Selection Process of Parish Pastoral Council Members

Requests for nominations and eligibility requirements for Parish Pastoral Council members shall be posted in St. Mary Cathedral Parish communication channels and on the Parish website for at least three (3) weeks prior to the application deadline. The Pastor will review all applications, and after discernment, will appoint him or her whom he believes to be most qualified for the position.

- In the event there are insufficient applicants to fill all vacancies, the Pastor retains the right to appoint a qualified applicant to the vacant position(s) which appointee(s) shall serve until the next election; or leave the position(s) vacant until the next election at which time the seat(s) shall be filled by member(s) pursuant to the annual election procedures and such member(s) shall serve for the remainder of the term.
- The Pastor shall have final approval of all Parish Pastoral Council members.

- The new term for Parish Pastoral Council members will begin with the July meeting. Members may be appointed to serve as a non-voting member on one of the other three (3) councils as a representative of the Pastoral Council.

Section 10. Dissolution of the Pastoral Council

It remains within the prerogative of the Pastor, after he has exhausted all efforts in working with the existing Parish Pastoral Council, to either disband the Council or remove a member, if in his best judgment it is pastorally necessary for the good of the Council. Further, in the case of an existing Parish Pastoral Council's dissolution, the Pastor shall, within 30 to 45 days, begin the process of reconstituting a Pastoral Council, through the process of discernment and formation, selection/election. The new council shall be reconstituted no later than 90 days after the existing Council has been dissolved.

ARTICLE IV. Officers

Section 1. Designation

The principal officers of the Parish Pastoral Council shall be the Chairperson, the Vice-Chairperson, and a recording Secretary. They will be selected or elected by the Council members and approved by the Pastor. Except for the position of Secretary, no member shall hold more than two (2) consecutive terms. The office may be held for one (1) year, with a maximum renewal of one (1) year. The member must step down and remain so for at least one (1) year before being considered for reinstatement.

Section 2. Selection of Officers

The officers of the Parish Pastoral Council may be nominated by any member of the Pastoral Council before the May meeting. Those nominated for the offices of Chairperson and Vice-Chairperson shall have served at least seven (7) months on the Parish Pastoral Council. The officers shall be renewed or replaced annually by the Parish Pastoral Council members at the May meeting and approved by the Pastor. Terms will begin in July of each fiscal year.

Section 3. Removal of Officers

Upon the vote of a majority of the members of the Parish Pastoral Council or directly by the Pastor, any officer may be removed and a successor may be recommended at any regular or special meeting of the Parish Pastoral Council.

Section 4. Duties of Officers and non-voting Members

- (A) Pastor: The Pastor shall preside over the Council and act as its leader which is consistent with Canon 536, which notes that the Pastor presides over the whole parish by nature of the fact that the parish has been entrusted to him by the bishop. It must be noted that although the Pastor presides, he does not facilitate;

that is the role of the Council Chairperson. A designated representative will be delegated in the event of his absence.

- (B) Associate Pastor:** By virtue of the fact that the Associate Pastor has shared responsibilities although not shared accountability with the Pastor, it is appropriate that his presence on the Council be required for the purpose of receiving counsel and advice from Council members
- (C) Pastoral Associate:** The Pastoral Associate also works in close harmony with the Pastor and Chairperson in setting the agenda for monthly meetings and in parish ministries and duties. His or her presence is required to provide insights and recommendations to the Council, as well as to receive the wisdom and advice on matters pertaining to his or her role in the Parish structure.
- (D) Business Manager:** the Parish Business Manager brings a high degree of knowledge and expertise as a consultant to the Pastor and Council members. He or she will provide valuable reports on Parish Office activities and make recommendations based on his or her business background.

The choice of the chairperson, vice-chairperson and secretary is to be done in a spirit of prayer so as to discern the persons with the gifts needed to carry out the responsibilities of each role. Positions can be changed annually as new membership is established. The principal officers of the Parish Pastoral Council shall perform the following duties:

(E) *Chairperson.* The Chairperson of the Parish Pastoral Council tends to the organizational aspects of the council and facilitates all meetings of the council. The chairperson must work in cooperation with the Pastor, have an understanding of group process, and have facilitation skills. The duties of the chairperson may include the following:

- Set the annual meeting schedule and reserve a meeting space
- Set the agenda for each meeting
- Provide significant time for prayer and reflection
- Preside/facilitate at all meetings
- Monitor the time frame for each agenda item
- Encourage all council members to participate actively and express ideas freely
- Assist discussion by restating, summarizing, contrasting ideas and sentiments expressed by council members
- Clarify council procedures
- Act as the primary Parish Pastoral Council point of contact for the Pastor, council members, and parishioners

(F) *Vice-Chairperson.* The Vice-Chairperson shall act in the Chairpersons absence, and shall have all the powers and duties of the Chairperson when so acting. In the event the Chairperson and Vice-Chairperson are unable to act, the Pastoral Council shall appoint some other member of the Council to do so on an interim

basis.

(G) Secretary. For smooth functioning of the council as a group, a secretary will be appointed by the Pastor and be a non-voting member of the Council. Their duties are as follows:

- Provide a record of the minutes of the regular and special meetings
- Provide a copy of the minutes to each council member no less than two weeks prior to the next scheduled meeting of the council
- Maintain a roster of the members and records of attendance
- Notify the chairperson of those members with chronic absenteeism (having three (3) consecutive unexcused absences during the fiscal year – July 1 through June 30).
- Arrange for the necessary physical requirements (tables, chairs, etc.) for the regular and special meetings, and activities of the council
- Update council documents
- Distribute information and correspondence to council members as directed and care for the necessary correspondence in the following manner:
 1. Receive and file council business correspondence
 2. Make known all council correspondence under the proper meeting procedure
 3. Attend to correspondence as delegated by the council chairperson.
- Keep on file careful records of the council's history, development, minutes, decisions, and names of leaders
- Post the minutes of scheduled meetings to the parish communication web site or its equivalent

Section 5. Compensation

Parish Pastoral Council members shall not be compensated for serving on the Parish Pastoral Council, but may be reimbursed by the Parish for reasonable out of pocket expenses incurred on behalf of the Pastoral Council.

ARTICLE V. Meetings

Section 1. Organizational Meeting

The first meeting of a newly formed Pastoral Council shall be held in August, at such time and at such place as shall be fixed by the Pastoral Council Chairperson.

Section 2. Regular Meetings

Regular meetings of the Parish Pastoral Council shall be held no less than once per month during the months of August, September, October, November, December,

January, February, March, April, May and June, at such place and time as determined by the Chairperson. Any Parish Pastoral Council member may propose new business agenda matters in writing to the Chairperson at least one week prior to the next scheduled meeting. Regular meetings of the Parish Pastoral Council will be held at the Cathedral Parish meeting rooms.

Section 3. Notice of Regular Meetings

Notice of all regular meetings of the Parish Pastoral Council, including the distribution of the meeting agenda and materials shall be provided by the Secretary to each Pastoral Council member via electronic mail at least five (5) days prior to the date of the meeting.

Section 4. Special Meetings

Special Meetings of the Pastoral Council may be called by the Chairperson or the Pastor when deemed necessary to conduct business that cannot wait for the next regularly scheduled Parish Pastoral Council Meeting.

Section 5. Notice of Special Meetings

Notice of all special meetings shall be given to all Pastoral Council members via electronic mail, in person or by telephone no less than two (2) days prior to such meetings by the Chairperson or the Pastor.

Section 6. Open Meetings

All meetings of the Parish Pastoral Council shall be open to attendance by any parishioner upon receiving written request and granted permission either by the Pastor or the Chairperson. The Parish Pastoral Council may go into closed, executive session when discussing matters it deems necessary and appropriate to keep confidential when such parties are in attendance. An executive session will be attended only by members of the Pastoral Council to include a recording secretary.

Section 7. Non-Members Addressing the Pastoral Council

Parishioners must submit a request for any agenda item to the Chairperson at least ten (10) days prior to the next Parish Pastoral Council meeting for placement on the meeting agenda. Additionally, at the end of the meeting, the Chairperson, at his or her discretion, may designate a one-minute time period to hear individual comments from parishioners attending the meeting.

Section 8. Quorum

At all meetings of the Pastoral Council, two-thirds of the voting members shall constitute a quorum for the purpose of transacting Parish Pastoral Council business.

Section 9. Conduct of Meetings

The Chairperson shall preside as the facilitator over all regular and special meetings of the Parish Pastoral Council at which they are present. The Secretary shall keep the minutes of the Parish Pastoral Council in a Book of Minutes. The Secretary shall provide each Pastoral Council member with an agenda for each meeting prior to the meeting.

The ordinary order of the meetings shall be as follows:

1. Opening Prayer

2. Calling of Roll
3. Review and approval of minutes of the last meeting
4. Reports from members assigned to represent the PPC at other meetings to include but are not limited to the Finance, Stewardship, and School Advisory Councils.
5. Old Business
6. New Business
7. Adjournment
8. Closing Prayer

Section 10. Pastoral Council Vote

The council should conduct business in a collaborative manner. All recommendations to the Pastor shall be formed by a majority vote. Pastoral council members need to be keenly aware that their function is consultative only. They are expected to act collaboratively with the Pastor, but they do not have veto power nor can they enact policy on their own. Their value to the parish resides in the collective wisdom of their members to understand and respect the Pastors right to make the final decision.

ARTICLE VI. Committees

Section 1. Ad Hoc Committees

The Parish Pastoral Council may from time to time establish Ad Hoc committees (such as the Committee to research and develop a draft for the new charter for the Parish Pastoral Council) with the duties and responsibilities that the Chairperson shall authorize. Committee members shall be appointed by the Chairperson upon the recommendation of the Pastor and the Pastoral Council members. The Committee members shall report their activities to the Council in the manner prescribed in Section 2 below, and shall serve at the discretion of the Pastoral Council.

Section 2. Standing Committees

The Pastoral Council may establish the following Standing Committees with oversight responsibility of other Parish committees and ministries. Some examples are given below.

- Worship Commission
- Respect Life and Right to Life activities
- Faith Formation and Evangelization
- Fundraising

Committee members shall be appointed by the Pastor at the August meeting each year. Standing Committees shall report their activities to the Pastoral Council as part of the meeting agenda as deemed appropriate by the Chairperson. The Committees shall be responsible for planning and implementing the Pastoral Council's goals and objectives for the new year. The Pastor reserves the right to appoint Council officers.

ARTICLE VII.

Amendments

Section 1. This Charter may be amended by the Pastor, or at a regular or special meeting of the Parish Pastoral Council by a vote of two thirds of all the Council members. The proposed amendment must be distributed, in writing, to each Pastoral Council member and to the Pastor at least thirty (30) days prior to the meeting at which it is to be recommended to the Pastor for his consideration.

Section 2. Adopted amendments will be dated, properly noted in the article amended, and attached to the original charter.

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IN WITNESS WHEREOF the undersigned Pastor of the Parish and School has reviewed and hereby approves this Constitution.

Date:

Rev. James M. Bearss, Pastor
St. Mary Cathedral Parish & School

IN WITNESS WHEREOF the undersigned members of the St. Mary Cathedral School Advisory Council certify and hereby adopt this Constitution this _____ day of 20____.

1. _____ Name (Please Print)	_____ Signature
2. _____ Name (Please Print)	_____ Signature
3. _____ Name (Please Print)	_____ Signature
4. _____ Name (Please Print)	_____ Signature
5. _____ Name (Please Print)	_____ Signature
6. _____ Name (Please Print)	_____ Signature
7. _____ Name (Please Print)	_____ Signature
8. _____ Name (Please Print)	_____ Signature
9. _____ Name (Please Print)	_____ Signature