

**The Parish Pastoral and Finance Council**  
**CONSTITUTION and BYLAWS**  
**Church of St. Mathias, Hampton**

**CONSTITUTION**

**Article I (Name)**

The name of this organization shall be the Parish Pastoral and Finance Council of Church of St. Mathias, Hampton

**Article II (Mission)**

The mission of the Parish Pastoral and Finance Council of Church of St. Mathias, Hampton is to support as one body the Pastor in his proper role and offer counsel on pastoral vision and ministry, as well as to support the pastor and parish trustees in their stewardship of parish financial resources. The Parish Pastoral and Finance Council is also accountable to the parish community and to the Archbishop of Saint Paul and Minneapolis.

**Article III (Purpose)**

The Parish Pastoral Council is a body that has an advisory and consultative role with the Pastor of the parish (1983 Code of Canon Law, c. 536). An active, well-formed Parish Pastoral Council is a key element for promoting the mission of the parish in various forms of service, outreach, and formation, and assisting the Pastor with his responsibilities.

The Parish Finance Council is a mandated body that has an advisory and consultative role with the pastor of the parish (1983 Code of Canon Law, c. 53). An active, well-formed Parish Finance Council is a key element for promoting the financial health of a parish, assuring accountability, and assisting the Pastor with his temporal responsibilities

While the Parish Pastoral Council does not have decision-making authority, consultation is at the heart of the decision making process for the administration and stewardship of both the mission and temporal goods of the parish. Therefore, the Pastor, trustees, and members of the Parish Pastoral and Finance Council must be oriented to sharing information, listening, contributing to the discussion, and promoting consensus among the faithful.

**Article IV (Scope)**

The scope of the Parish Pastoral and Finance Council is the pastoral nature and temporal matters of the parish in serving its mission. The Parish Pastoral and Finance Council must observe canon and civil law in sound management of the parish. The advice of the Parish

Pastoral and Finance Council should be sought for both acts of ordinary administration and acts of extraordinary administration as defined in Archdiocesan Policy.

## **BYLAWS**

### **Article I (Membership and Terms of Office)**

The Parish Pastoral and Finance Council shall be composed of six parishioners who serve a three-year terms with the possibility of one additional consecutive terms. Former Parish Pastoral Council members are eligible for reappointment after a single year off the Council.

The term of office for each appointed member shall commence on July 1 and end on June 30 to coincide with the parish fiscal year.

Members of the Parish Pastoral and Finance Council should be parishioners of the parish who have completed and are current in their Essential Three safe environment training (Virtus training, background check, and signed Code of Conduct for Church Personnel). The Pastor is to use his discretion in the selection of qualified members from among the faith community, noting the following requirements.

Eligibility to serve on the Parish Pastoral and Finance Council is limited to practicing Catholics in full communion with the Roman Catholic Church and its bishops. Specifically eligibility for service on the Council is limited to fully initiated Catholics who are not restricted from full sacramental participation or are otherwise under canonical penalty or censure. Employees of the parish, or members of their immediate family, are not eligible for appointment to the Parish Pastoral and Finance Council. No relative of the Pastor may serve on the Parish Pastoral and Finance Council without proper disclosure.

Members of the Parish Pastoral and Finance Council should be representative of the diversity of the entire community and fulfillment of the parish mission statement and have demonstrable skills or expertise in management and finance. Members should be able to attend the majority of the meetings, be committed to the faith and mission of the Catholic Church and the Parish's particular mission, be concerned for the spiritual growth and well-being of the Parish, and actively participate with their own particular perspective, gifts, and talents.

Names of candidates are solicited by the Vice Chair of the Parish Pastoral and Finance Council in February and March, with names presented to the Pastor for approval and to be published as candidates in April, before election in May. If there are not sufficient candidates, the Pastor may appoint a parishioner to fill an open seat.

### **Article II (Vacancies)**

Vacancies on the Parish Pastoral and Finance Council by reason of resignation, death, disability or other cause shall be filled by appointment of the Pastor.

Parish Pastoral and Finance Council members who seek to resign their position should submit a written letter of resignation with signature to the Pastor.

Parish Pastoral and Finance Council members with three (3) unacceptable absences during the course of a fiscal year shall forfeit their position and therefore create a vacancy. An example of an acceptable absence might include sickness and short-term disability.

Any member of the Parish Pastoral and Finance Council is subject to removal by the Pastor with approval of the Parish Trustees whenever the conduct or action of that individual violates the teachings, principals, and beliefs of the Roman Catholic Church or the Archdiocesan Code of Conduct.

### **Article III (Officers)**

The Pastor presides over the Parish Pastoral and Finance Council as an *ex officio*, non-voting member (c. 536 §1).

The officers of the Parish Pastoral and Finance Council shall be the Chairperson, Vice Chairperson, and Secretary. The officers of the Parish Pastoral and Finance Council shall be elected annually by members of the Council at the first meeting of the fiscal year. The term of office shall be one year, or until the successor is duly elected and qualified. All officers shall be voting members of the Parish Pastoral and Finance Council.

The Chairperson will preside in a parliamentary manner at all meeting which require a formal vote and, in consultation with the Pastor, will prepare the agenda, select the hour and location of the meetings, and perform any other duties assigned by the Pastor. The Vice Chair performs these duties when the Chair is unable to do so, as well as coordinates the selection process for new members. The Secretary will record and distribute the minutes of each meeting at least three days prior to the next scheduled meeting.

The Chairperson may appoint a Recording Secretary, who is not a member of the Parish Pastoral and Finance Council, to take minutes of all regular and special Parish Pastoral and Finance Council meetings.

### **Article IV (Meetings)**

The Parish Pastoral and Finance Council will meet at least once quarterly, and more frequently as required. Notice of the regular meeting of the Parish Pastoral and Finance Council shall appear in the parish bulletin prior to the actual meeting. Special meetings may be called by the Pastor, the Chairperson, or upon request of the majority of Parish Pastoral and Finance Council members.

A quorum for the conducting of business at any meeting of the Parish Pastoral and Finance Council shall be a majority of voting members of the Parish Pastoral and Finance Council. No recommendation, voting or formal action of the Parish Pastoral and Finance Council may be conducted without the presence of the Pastor, or designee of the Archbishop.

The Pastor, in consultation with the Chairperson may determine that Parish Trustees or employees of the Parish may attend meetings, but always in a consultative, non-voting capacity.

All regular meetings of the Parish Pastoral and Finance Council shall be open to the public. The Parish Pastoral and Finance Council may, by consensus of the members present, or if called by the Pastor or designee of the Archbishop, hold an executive session closed to the public when confidentiality of the subject takes precedence over the interest of public attendance.

The Parish Business Administrator should attend Parish Pastoral and Finance Council meetings in a consultative, non-voting capacity, unless the Pastor, in consultation with the Chair, determines otherwise.

Members of the Parish Pastoral and Finance Council should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

The parish should retain meeting minutes, agenda, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties in accord with the Archdiocesan Records Retention Policy.

## **Article V (Commissions and Committees)**

The Parish Pastoral and Finance Council shall establish such commissions or committees as it shall deem appropriate to meet the needs of the parish. Commissions are specific bodies establish to further the mission of the parish. Any commission may establish additional committees to support the work of the commission. Committees may be permanent or temporary.

The Chairperson or Secretary of each commission shall submit a written report of all approved minutes of all meeting to the Parish Pastoral and Finance Council.

## **Article VI (Amendments)**

This Constitution and By-Laws may be amended by a two-thirds majority vote of attending Parish Pastoral Council and Finance members. Prior to adoption, any amendments must be approved by the Pastor and the Archbishop of Saint Paul and Minneapolis or his designee.

Pastor

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Very Reverend Michael Tix

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Date

Chair of Parish Pastoral and Finance Council

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Greg Endres

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Date

Archbishop of Saint Paul and Minneapolis

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Most Reverend Bernard A. Hebda

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Date