

**By-Laws
For The Pastoral Council
Church of St. Michael
Farmington, MN**

ARTICLE I

Purpose

The Pastoral Council, composed of representatives of the parish community shall work with the pastor in all matters that affect the spiritual and material well being of the parish so that the members of the parish, through representatives on the Pastoral Council, will share in making these decisions which will best serve the parish community.

ARTICLE II

Candidate Solicitation and Discernment

Part 1 Candidate Solicitation and Discernment of Members

1. Solicitation Process
 - A. Solicitation should begin with the February meeting, which identifies the vacancies that will occur.
 - B. Manner of Solicitation
 - 1). The pastor will make an announcement at the Masses on the first weekend in March and notices will be listed in the weekly bulletins through the second Sunday in March.
 - 2). Applications are required and will be returned to the parish office no latter than April 15th.
2. Discernment process of members
 - A. Interviews of all candidates will take place on the Monday following April 15th.
 - B. Interview time may vary but should be limited to 15 minutes per candidate.
 - C. All council members need to be present at this meeting.
 - D. At the May council meeting the candidates will again be reviewed by the council. The council members will use the discernment process in selecting their top to bottom candidate. Ballots will be tabulated and the final selections will be made. If a council member cannot attend this meeting they will need to provide an absentee ballot. The pastor has final ruling on the selection of the new parish council Members.
 - E. After the selections have been made, the elected and non-elected Candidates will be telephoned with the results. Thank you letters will be sent to non-elected candidates by the pastor.

Part 2 Council Vacancies

All council vacancies shall be filled by the Council from the pool of un-selected candidates beginning with the candidate who received the largest number of votes in the last election.

If the candidates are not available or decline the vacancy, the council may appoint a member of the parish to the vacancy.

Date: _____

Approved By: _____

Pastor

Trustee

Parish Council President

Approved By-Laws

**Constitution
For
The Pastoral Council
The Church of St. Michael
Farmington, Minnesota**

Preamble

Fully aware that, as the people of God, we are the Church, we of St. Michael's of Farmington, unite to form a Pastoral Council; whereby, through mutual work and effort our parish will be more effectively responsive to the Word of God.

ARTICLE I

The name of this body shall be "The Pastoral Council of the Church of St. Michael, Farmington."

ARTICLE II

Statement of Objectives

- A To create and inspire leadership in, and enthusiasm for, all matters relating to the spiritual and temporal needs of St. Michael's.
- B To assist as needed in the management of the parish finances and properties.
- C To ensure that an effective education program exists for all parishioners, and that all available resources are utilized.
- D To foster an atmosphere of open communication within the parish and between the parish and the community.
- E To continuously work to develop a deeper understanding of our mission, our faith, fellowship and needs of our church's extended Farmington community.
- F To develop awareness in the parish of community needs and construct programs to confront them.
- G To establish, empower and coordinate parish groups and committees as needed to accomplish the Council's objectives.

ARTICLE III

Membership

Membership of the Pastoral Council shall consist of 9 adult members at least 18 years of age.

ARTICLE IV

Terms of Office

- A Council members shall serve a term of three consecutive years.
- B No elected adult members shall be eligible to serve more than two consecutive terms.
- C Each elected adult shall become an active member at the first meeting of the new calendar year.

ARTICLE V

Nominations and Elections

The nominations and election process of the Pastoral Council as expressed in the by-laws shall be the governing procedure for nomination and election of the Council.

ARTICLE VI

Meetings and Procedures

- A Open meetings – Council meetings shall be open to all members of the parish.
- B Regular meetings – Regular meetings of the Council will be held monthly; day, time and place to be specified by the Council.
- C Special meetings – special meetings may be held at any time at the call of the president or at the request of any three Council members.

- D Notice of meeting – When time permits, notice of all meetings shall be published on the preceding Sunday.
- E Quorum at meetings – A quorum for conducting Parish Council business shall require the attendance of at least five Council members.
- F Voting at meetings – All questions and matters proposed for the consideration of the Council at a meeting of the Council shall be determined by a majority vote of the votes cast.
- G Minutes of all meetings will be shared with council members and posted to the parish web site at least one week prior to the next meeting.
- H Absence from meetings – The absence of an elected Council member from any three consecutive regular meetings shall constitute sufficient reason for dismissal subject to a majority vote of the remaining members.
- I Conduct of meetings – The rules of parliamentary procedure as contained in Robert’s Rules of Order shall govern the meetings of the Council.

ARTICLE VII

Officers of Pastoral Council

- A The officers of the council shall consist of a president, vice-president and secretary.
- B All officers shall be elected by the council for a term of one (1) year, at the first meeting of the council in the new calendar year following the annual election.
- C No Council member will be eligible for election as president if he has served the prior (2) two years in such office.
- D The duties of the officers shall be as follows:
 - 1 President – the president shall be the chief executive officer of the Council and shall preside at all meetings of the Pastoral Council. He shall have the powers and perform the duties usually vested in the office of president.
 - 2 Vice-President – The vice-president shall perform all the duties of the president when the president is absent or unable to attend
 - 3 Secretary – The secretary shall issue or cause to be issued notices of all meetings of the Council, record the minutes of all meetings; and perform such other duties as the Council may require.

ARTICLE VIII

Committees

- A Standing Committees
 - 1 Liturgical – This committee, stimulated by the expressed will of the people and in cooperation with the clergy shall initiate programs so that members of the parish community might participate more deeply in the liturgical celebration.
 - 2 Education – This committee shall direct education at every level toward developing an adult Religious mentality; a mentality that enables persons to make decisions on the basis of trust in their faith, and allows them to think and act openly, honestly and critically, and with a concern for people.
 - 3 Social – the purpose of this committee is to coordinate and promote social activities for the parish.
 - 4 Christian Action – The goals of this committee are to promote family ministries and social services, and to provide Christian outreach opportunities for St.Michael’s parish family and the Farmington community.
- B Special Committees
Special committees may be formed by the Council as the need arises. Such committees will be dissolved upon completion of the purpose for which they were established.
- C Liaison
To foster communication between Council and committees, one or more council members will serve on each standing committee or special committee.
- D Approval of Council
All committee action requires Council approval.

ARTICLE IX

By-laws

By-laws governing conduct of business of the Pastoral Council, rules governing nominations and elections of the Pastoral Council and specifics of its committees may be adopted by a 2/3 vote of the full membership of the Parish council at any regular meeting.

ARTICLE X

Constitutional Amendments

Constitutional Amendments may be initiated by action of the council or upon petition of fifty (50) or more members of the parish. A proposed amendment shall be published in the parish bulletin for two (2) successive Sunday immediately preceding the day on which the vote on such amendment occurs. Such proposed amendment shall be submitted to the members of the parish in the form in which it would be incorporated in the constitution and the members shall vote for or against the amendment. A two-thirds (2/3) affirmative vote cast shall be sufficient to adopt an amendment.

Date: _____

Approved By: _____

Pastor

Trustee

Pastoral Council President

Approved Constitution Date: _____