

**CONSTITUTION  
AND  
BY-LAWS**

**ALL SAINTS PARISH  
PASTORAL COUNCIL**

**GLADSTONE, MICHIGAN**

**THE CONSTITUTION AND BY-LAWS  
OF  
ALL SAINTS PARISH PASTORAL COUNCIL  
GLADSTONE, MICHIGAN**

MISSION STATEMENT

We, the members of All Saints Church in Gladstone, Michigan, are a community of disciples of Jesus Christ. The experience of over one hundred years has enriched us and helped us to become God's people. We continue to move toward a deeper sharing of ourselves with Jesus and each other. Through this sharing of prayer and action we foster, nurture, and develop the gifts and talents present in our community.

Empowered by God's spirit through baptism to act in his name, formed by his holy word, and strengthened by our Roman Catholic heritage, we strive for holiness through service to each other, to the Church, and to the community at large. In this striving we reach out:

- to celebrate in worship and praise, and
- to provide religious education and formation for all age groups.

We witness to God's peace and justice in the world as we reach out:

- in mutual and ecumenical collaboration,
- in caring service,
- in building parish community, and
- in responsible stewardship of all God's gifts.

With the guidance of the Holy Spirit, we of All Saints commit ourselves to grow by seeking, inviting, and welcoming others into our community of faith.

ARTICLE I - NAME

The name of this organization shall be All Saints Parish Pastoral Council of Gladstone, Michigan.

ARTICLE II - POWER, PURPOSE, FUNCTION

Section 1 - Power and Purpose

All Saints Parish Pastoral Council is a consultative body which develops, coordinates and recommends all policy of the parish "within the boundaries of the doctrine, liturgy and laws of the Roman Catholic Church."

This council, which is representative of all areas of parish life, is to:

- foster a climate of mutual support and accountability,
- be a sign of unity and equality of all baptized in Christ, and
- assist the Church in its apostolic work of evangelization, sanctification, works of charity and social relations.

## Section 2 - Function

All Saints Pastoral Council is to:

- A - Be responsible for the development of a mission statement, its periodic review, and its update when needed;
- B - Gather thoughts, feelings and ideas from the parish at large and its commissions concerning its responsibility for promoting the parish mission;
- C - Set goals and priorities to develop and/or implement programs and actions aimed at fulfilling the parish mission;
- D - Coordinate dialogue and activities within the parish, with the vicariate and diocesan councils, and with the wider community of which we are a part;
- E - Work jointly with its commissions and the parish staff to make the parish a true community of faith;
- F - Promote dialogue between parishes, the diocese, and the universal church.

## ARTICLE III - COUNCIL

### Section 1 - Qualifications for Pastoral Council Membership:

- A - 18 years of age
- B - active, registered members
- C - knowledge about the parish and its tasks
- D - willing to offer skills, gifts and talents
- E - able to participate in initial orientation period and ongoing leadership formation
- F - able to devote time as needed beyond designated meetings
- G - able to relate to other members of the council as a team.

### Section 2 - Non-eligible persons

Employees and members of their immediate families (spouses, parents, siblings and children) if the position on the council could potentially involve a conflict of interests.

### Section 3 - Pastoral Council Executive Board Membership

- A - Non-selected/appointed members:
  - Pastor
  - Associate Pastor and/or Pastoral Associate
  - Religious Staff Representative

B - Selected/Appointed Members:

- Four Members-at-Large
- The chairpersons of the six standing commissions:
  - Liturgy/Spiritual Life; Religious Education/Formation, Parish Service, Community Service, Finance/Administration and Parish Social Life
- Officers of the Executive Board; i.e., President, Vice-President and Secretary

Section 4 - Terms of Office

- A - Pastoral Council members shall be selected or appointed no later than the month of April.
- B - The term of office for Pastoral Council members shall be from the date of the annual Pastoral Council re-organizational meeting in June to the expiration of their term.
- C - A member may be selected or appointed to any position not to exceed six (6) years of consecutive service, in which case the member must wait one (1) year before seeking the same position.
- D - Vacancies shall be filled by selection (drawing or lottery) from the list of candidates gathered during the selection/appointment procedure. This selection shall take place during a Pastoral Council Executive Board meeting. Vacancies held by appointed members shall be filled by appointment, by the council executive board from the gathered list of candidates or the parish at large.
- E - Members-at-Large are selected for a two (2) year term. All other members are selected for a three (3) year term.
- F - Terms for Pastoral Council president, vice-president and secretary shall be for one (1) Year. Terms of "C" above will also apply to officers.

ARTICLE IV - SELECTION/APPOINTMENT PROCESS

Section 1 - Selection Committee

- Selection Committee shall be appointed by the president of the council by the first meeting of the new calendar year.

Section 2 - Responsibilities of the Selection Committee

- A - To survey eligible council members to find those who wish to submit their name for re-selection.
- B - To survey parishioners who are willing to have their names submitted for selection.
- C - Invite all parishioners 18 years of age or older to submit their own names and/or names of others as possible candidates (via bulletin or weekend Masses in February or March).
- D - Invite all candidates to a time of orientation/discernment with selection to take place at a later time.
- E - Obtain consent to serve from those selected during the orientation/discernment selection process.

F - Set up a procedure by which all members selected or appointed to the council are introduced to the parish.

G - This process is to be completed by the end of April.

### Section 3 - Orientation/Discernment/Selection Process

A - Present to all candidates at an orientation/discernment session careful outlines of the role, responsibilities and relationships of council members.

B - Candidates, selection committee and current members of the council are introduced and welcomed.

C - The discernment process begins with prayer, scripture reading and reflection. The needs of the community and the responsibility of leadership are shared by representatives from the executive board and each commission. A time for questions and answers follows. Prayer to the Holy Spirit for the gifts needed to lead is then prayed. After a time of reflection, each candidate is invited to place his/her name into a container representative of their position of choice. This session concludes with a prayer of thanksgiving and song.

D - A lottery type drawing is used for selection of council members at the Masses of a subsequent weekend. After selection is completed, all candidates are thanked for offering their services to the church. Those who were not selected are encouraged to become active on committees. With their permission, their names will remain on a list of candidates willing to serve.

### Section 4 - Role of the Pastor

A - Selection of candidates will be done with his collaboration and leadership.

B - If the normal selection process does not provide the needed representative membership or members needed to fulfill special functions, the pastor will appoint those needed.

## ARTICLE V - MEETINGS

### Section 1 - Annual Meeting

An annual meeting of all members of the Parish Pastoral Council shall be held during the first week of June. Executive Board officers and commission chairpersons, vice-chairpersons and secretaries are to be selected at this time, using the orientation/discernment process for candidates for council membership.

### Section 2 - Monthly Meetings

The Parish Pastoral Council Executive Board and each commission shall meet monthly. Changes in the number of meetings held will be the decision of the executive board or an individual commission. All meetings, except those requiring an executive session, are open to any member of the parish who may desire to attend.

## Section 3 - Consensus Process

All efforts will be made to reach major decisions by the process of consensus. If a consensus decision cannot be immediately reached, further time will be taken for deliberation, prayer and discernment before a decision is finalized. Consensus will be achieved when everyone can live with the decision reached.

## ARTICLE VI - COMMISSIONS, COMMITTEES, SUB-COMMITTEES

### Section 1 - Definitions

- A - Commissions are the six (6) member core groups whose membership has been selected by the parish through its selection/appointment procedure.
- B - Committees are the groups of commission or non-commission members selected to perform a particular portion of the commission tasks.
- C - Ad Hoc committees are groups set up on a temporary basis to perform a specific task or fulfill a specific purpose.
- D - Sub-committees are groups formed by committees of particular commissions.
- E - Chairpersons of committees and ad hoc committees may be members of their particular commission, the full council or from the parish at large.
- F - Commissions are responsible to the council executive board, committees to their parent commission, ad hoc committees to their parent commission or council executive board or their parent committee, sub-committees to their parent committee.
- G - Chairpersons of sub-committees may be members of the parent committee or commission, the executive board or the parish community at large.
- H - Committees, ad hoc committees, and sub-committees shall have at least one (1) liaison to their parent body.

### Section 2 - Common Functions of Commissions

- A - Provide consultation to the executive board in the development of policies, goals and objectives.
- B - Make recommendations to the executive board and implement the policies for which they are responsible.
- C - Identify the needs of the parish concerning the tasks for which they are responsible and submit them to the executive board for review and discernment.
- D - Prioritize needs which are to be addressed and formulate long range goals and objectives from them.
- E - Develop means (programs) to implement goals and submit them to the executive board for approval and support.

F - Maintain communications with:

- the pastoral staff for input on implementation of approved programs,
- the parish for support and involvement in the programs,
- the diocesan offices for guidelines and resources.

G - Provide ongoing formation for commission and non-commission members involved in their particular areas of concern.

H - Designate which portions of their assigned tasks are to be performed by committees and set them up as needed at the beginning of each new council year.

I - Participate in annual budget planning.

J - Set up other committees, not designated at the beginning of the council year as the need arises.

### Section 3 - Commission Vision Statements

#### Liturgy and Spiritual Life Commission

It is in the liturgy that we celebrate who we are and what we believe as a Christian Community. (taken from Vatican II's Constitution on the Sacred Liturgy)

This commission is to be concerned with the worship and prayer life of the parish community. Its overall purpose is to plan and provide for the spiritual development of each member of the parish through liturgical celebrations, significant experiences and spiritual growth programs.

The members of this commission shall be a people of vision who develop a sensitivity and reverence for ritual and tradition.

#### Christian Education and Formation Commission

The mission of this commission is to oversee the religious education and formation of All Saints parishioners in union with the educational leadership of the Church.

The mission encompasses all religious education efforts of the parish for the growth of a living and active faith for its members.

The major areas of the commission's responsibilities are to provide leadership, guidance, personnel, resources and intergenerational programs for families, children, youth, young adults and adults of our parish at all stages of their development.

#### Parish Service Commission

All Saints is a community of people with a variety of God-given gifts and talents. The ministry of this commission is to affirm these abilities and to empower and encourage all parish members to share their gifts and talents by serving people in need. In this way, we continue our commitment to be a living Christian community.

#### Parish Social Life Commission

The work of this commission is to promote a sense of Christian community, to foster a sense of belonging by coordinating a variety of social activities within the parish.

### Administration and Finance Commission

The mission of the All Saints Parish Finance Commission is to aid in the management of the parish's financial resources. This includes annual budgeting, review and approval of expenditures and assisting the pastor and the executive council in material decisions affecting the financial position of the parish. The commission is responsible for providing timely feedback to the executive council on all matters affecting the finances of the parish.

### Community Service Commission

Responding to the Church's long tradition of teaching on human dignity and justice in her encyclicals and pastoral letters, this commission helps the people of God on the parish level to carry out its mission of service and its Christian ministry of charity and justice in the local and world communities. It collaborates with other Christian churches ecumenically through regular meetings in social action and ministry in human needs as those to the sick, alienated, imprisoned, homebound and in social issues as those of world hunger, human rights, those of life, family and environmental issues and of legislation in these areas.

## ARTICLE VII - DUTIES OF EXECUTIVE BOARD OFFICERS

### Section 1 - President

- A - Chair the full pastoral council meetings and the executive board meetings.
- B - Provide time for prayer and reflection.
- C - Carry out the directives of this constitution.
- D - Appoint ad hoc committees as needed.
- E - Help prepare the agenda in collaboration with the pastor and other executive board members.
- F - Maintain order and attention, regulate who will speak when and for how long.
- G - Carry out other duties as appropriate to the office.

### Section 2 - Vice-president

- A - Assume the role of president when necessary.
- B - Help prepare the agenda in collaboration with the pastor and other executive board officers.
- C - Carry out other duties as appropriate to the office.

### Section 3 - Secretary

- A - Responsible for council minutes, communications, correspondence, an official record of proceedings and the attendance of members.
- B - Help prepare the agenda with the pastor and other executive board officers.
- C - See to the distribution of the minutes and agenda to each council member in advance of the meetings.
- D - Carry out other duties as appropriate to the office.

### Section 4 - Pastor - Associate Pastor - Pastoral Associate

- A - Serve as ex-officio members of the executive board.
- B - Help prepare the agenda in collaboration with the other executive board officers.

ARTICLE VIII - RESIGNATIONS

Any person wishing to resign from the council shall submit a resignation in writing to the council; further discussion with the president or pastor is recommended.

ARTICLE IX - PROCEDURE FOR REMOVAL

- A - The subject of removal from the council shall be discussed with the affected person by either the pastor or the president of the council.
- B - An attempt shall be made, and a committee established, to either rectify the situation or to effect a voluntary resignation. If this has not occurred to the satisfaction of the council, a resolution for removal shall be brought to the council by the president or pastor, and the council shall consider the matter.
- C - The remaining members seek to arrive at a recommendation by consensus to aid the pastor in resolving the matter.

ARTICLE X - AMENDMENTS TO THIS CONSTITUTION

- A - All amendments to be considered shall be presented to the parish pastoral council in writing.
- B - Proposed amendments shall be made available at the rectory to council members or any parishioners who might wish to review them.
- C - At a following meeting, proposed amendments shall be decided upon by a consensus of the council executive board.

Adopted - December 10, 1990  
Amended - February 1, 1993  
Amended - January 8, 1996  
Amended - December 2, 1996  
Amended -

## ADDENDUM

IN LIGHT OF THE ONGOING PROCESS OF EVANGELIZATION AND STEWARDSHIP, SPONSORED BY OUR DIOCESE, ALL SAINTS PARISH PASTORAL COUNCIL INCLUDES THESE COMMITTEES AS PART OF ITS STRUCTURE:

EVANGELIZATION COMMITTEE - BECAUSE EVANGELIZATION IS THE ESSENTIAL MISSION OF THE CHURCH, THIS COMMITTEE HAS BEEN MANDATED TO HELP "CATHOLICS GROW IN ENTHUSIASM FOR THEIR FAITH AND FREELY SHARE IT WITH OTHERS WHO UPON EXPERIENCING THE GOOD NEWS ARE CONVERTED TO JESUS AND JOIN IN PROMOTING THE DIGNITY OF THE HUMAN PERSONA AND TRANSFORMING SOCIETY." (GO AND MAKE DISCIPLES, BISHOPS' COMMITTEE ON EVANGELIZATION). THE FOCUS OF THE EVANGELIZATION COMMITTEE IS, THEREFORE, TO MAKE AND NOURISH DISCIPLES. IT ASSISTS THE PARISH AND THE COUNCIL TO INCLUDE EVANGELIZATION AS A DIMENSION OF EVERY PARISH ACTIVITY AND MINISTRY.

STEWARDSHIP COMMITTEE - THE FOCUS OF THIS COMMITTEE IS TO ENCOURAGE STEWARDSHIP AS A DISCIPLE'S RESPONSE. (STEWARDSHIP: A DISCIPLE'S RESPONSE, BISHOPS' COMMITTEE ON STEWARDSHIP). THIS COMMITTEE NOT ONLY PROMOTES THE USE OF THE COMMUNITY'S TIME, TALENT AND TREASURE TO SERVE THE PARISH BUT ALSO ENCOURAGES THE PARISH COUNCIL TO PRACTICE STEWARDSHIP AS A PART OF THE PARISH MISSION. IT HELPS OTHERS TO RECOGNIZE STEWARDSHIP AS A MODEL FOR CHRISTIAN LIVING RATHER THAN A PROGRAM SOLELY TO SERVE THE NEEDS OF THE CHURCH. THIS COMMITTEE MAY BE MADE UP OF MEMBERS REPRESENTING THE COMMISSIONS.