

Mission Statement

&

Constitution of the Council

Parish Pastoral Council
St. Norbert College Parish
(Old St. Joseph Church)

1996

Revised: March, 2002
Revised: December, 2004
Revised: October, 2012

St. Norbert College Parish (Old St. Joseph Parish)

De Pere, WI

Article I: Name

This organization shall be called the Parish Pastoral Council of St. Norbert College Parish (Old St. Joseph Church).

Article II: Purpose

The proper role of the Parish Pastoral Council is one of consultation with the Pastor. This role of consultation may take shape in the following areas:

- A. To provide opportunities for faith development so the parish community can grow in the knowledge and love of Jesus.
- B. To serve as the major instrument of planning, evaluation, and Pastoral renewal of the parish.
- C. To listen and respond to the needs of the people.
- D. To develop policies for the fair treatment of all.
- E. To recognize and call forth the talents of individuals.
- F. To develop and maintain a mission statement which embraces the total life and mission of the parish: Worship and Spiritual Life; Christian Education and Formation; Christian Service and Social Justice; Community Building, Evangelization and Ecumenism; and Stewardship of Resources.
- G. To support, encourage and work with the Pastor.

Article III: Roles and Responsibilities

The roles of the Parish Pastoral Council emanate from the unity within it; the sharing of the gifts, talents and insights of all; the contribution of its members in dialogue; the honest searching and reflection in prayer. Being a consultative body and working with the Pastor, the Parish Pastoral Council has the following responsibilities:

- A. To establish and coordinate committees in response to the value areas, needs, and goals of the parish community. To evaluate, empower and/or eliminate them as needed.
- B. To recommend and review parish policies, programs and activities.

- C. To continue serving the parish in the absence or change of the Pastor, in collaboration with the Administrator.
- D. To evaluate and revise this Constitution every three or four years.
- E. To prepare an Annual Report for the parish.

Article IV: **Membership**

- A. All the members of the Parish Pastoral Council must be Confirmed, practicing Catholics and members of the parish.
- B. The members of the Parish Pastoral Council shall be:
 - 1. Ex-officio:
 - a. The Pastor
 - b. Chairperson of the Parish Finance Committee if not an elected Pastoral Council member.
 - 2. Ten selected at large; five student members (on campus, not studying abroad) and five non-student members.
 - a. Four shall serve as officers of the Parish Pastoral Council and, along with the Pastor, shall constitute the Executive Committee.
 - i. Two Chairpersons, 1 student and 1 non-student member will share equal responsibility for all duties of the office of Chairperson. The Co-chairs will agree on the assignment of all duties.
 - ii. Two Co-Secretaries, one student and one non-student member will share equal responsibility for all duties of the office of Secretary. The Co-secretaries will agree on the assignment of all duties.
 - b. Members shall serve as liaisons of standing committees, **as approved and/or directed by the Pastor.**
- C. Duties of the membership:
 - 1. All Council members are to participate fully in Council dialogue and consensus decision making.
 - 2. The Council body shall elect officers and appoint committee liaison positions to be held by each member of the Council. This will be done at the first meeting of the new Council before the end of the academic year.
- D. Terms of Office
 - 1. Terms of office begin and end with the first spring meeting following Council elections.

2. Members of the Council will be elected at-large by student and non-student members of the parish.
3. Both student and non-student members will be elected for one-year term, to be renewed for a second year at their discretion.
4. An at-large non-student member of the Parish Pastoral Council who has served two full terms must wait a year before seeking another term.
5. When filling a vacancy, one year or more is considered a full term.

E. Resignations

Any person desiring to resign from the Council shall submit a resignation in writing to the chairperson or the Pastor.

F. Dismissals

A member missing three meetings may be dismissed after discussion by the Council.

Article V: Relationships

- A. The Pastor as Pastoral leader is the administrator and executive of the parish.
- B. Advising the Pastoral leader in the decision-making process is part of the Council's responsibility; however, the administration of the parish affairs remains with the Pastor.
- C. The Council style shall be "consensus forming;" seeking to find a general agreement among its members on major issues through common prayer and open-minded dialogue.
- D. Parish committees are subsidiary to the Pastoral Council. They are to carry out their work in keeping with the guidelines outlined for them by the Council. Committees are required to function within the annual parish budget unless authorized to go beyond the budget by the parish Pastoral Council.

Article VI: Officers

A. Co-Chairperson

1. The duties of the two Co- Chairperson shall be:
 - a. To chair the Parish Pastoral Council and the Executive Committee meetings:
 - i. To set and send agenda to Council members in advance of meetings.

- ii. To provide time for prayer and reflection-setting a climate of faith.
- iii. To appoint ad hoc committees *as* necessary.
- iv. To carry out the directives of this constitution.
- v. To chair the nomination/election committee.
- vi. To carry out other duties as appropriate to the office.
- b. To carry out other duties as appropriate to the office, including:
 - i. To represent and/or sign for the Council when necessary.
 - ii. To be the official representative of the Council to the parish and college community, the Diocese of Green Bay, and the public.

B. Co-Secretaries

- 1. The duties of the Co-Secretaries shall be:
 - a. To be responsible for accurate minutes of all Council meetings and insure a copy is placed in the parish files.
 - b. To respond to all Council correspondence as directed by a chairperson.
 - c. To be a member of the executive committee.
 - d. To write Council announcements for publication.
 - e. To distribute the minutes to each Council member in advance of the next meeting.
 - f. To maintain the official list of Council members, their terms and attendance, as well *as* the list of the committee members.
 - g. To carry out other duties as appropriate to the office.

Article VII: Nomination/Selection/Election

- A. The Vice-Chairperson and the Pastor, in consultation with the Parish Pastoral Council, shall seek two additional parish members as a nominating committee by February of each year. This committee shall initiate and follow through on all nomination/selection/election procedures.
- B. The Parish Pastoral Council shall set a date for a weekend during February or March when all parishioners can freely nominate members, including themselves, for available positions for Parish Pastoral Council.
- C. The Pastor or parish office representative invites the remaining people from the list to an orientation session.
- D. The Pastor or parish office representative shall contact nominees regarding their willingness to serve.
- E. The parish community enters into prayer and reflection asking the guidance of the Spirit in the selection of Council members.
- F. On a weekend in April, the Pastor shall randomly draw names of nominees from the chalice to fill vacant position(s) on the Council.

Article VIII: Meetings

- A. All meetings shall be conducted in a prayerful, reflective mode seeking to join consensus around major recommendations.
- B. Upcoming Parish Council and committee meetings shall be listed in the Parish bulletin.
- C. The Parish Pastoral Council shall hold regularly scheduled monthly meetings, or as needed. Parishioners who wish to speak to the Council need to contact any Council member, prior to the meeting, to be added to the agenda.
- D. Agendas and minutes of Council meetings shall reach the members before the date of the meeting.
- E. The Council has the right to go into a closed session as needed. All members are bound to confidentiality around the subject discussed.
- F. Members are expected to attend all meetings and carry out their duties as assigned. A quorum shall consist of 6 members during the academic year and 3 members during the summer.

Article IX: Committees

The Pastor shall identify which Committees of the Parish Pastoral Council shall be standing committees. A member or members of the Council shall be liaison to the committee and attend their meetings providing a viable communication link to and from the Council. In the event that a committee is not active, the liaison shall be instrumental in the development of an active committee to carry out its given responsibilities. Subcommittees shall be formed as needed. Organizations shall deal with the committee related to their area of concern.

Membership on each committee can also include: staff person responsible for the area(s); and persons with interests and/or experience, skills, and knowledge in this area. These positions shall be open-ended, subject to needs and assignments of committees.

Committees of this Council shall have the authority to make decisions within their approved budgets and programs. These decisions shall be in the spirit of the mission statement and in the context of the goals, policies and priorities established by the Council. In the case of major issues, committees shall work collaboratively with the Council and Pastor.

Committees shall submit minutes of their meetings to the Council secretary.

To be eligible for committee membership one must be a member of the parish.

A. Finance Committee

The Finance Committee shall assist the Pastor in the administrative affairs and direct the resources of the parish, review the parish audit, and carry out the parish plan to call forth all committee plans and budgets to formulate a total parish annual budget. Membership committee shall consist of:

1. The Pastor
2. **Persons** chosen for their expertise are to be appointed to membership on the Finance Committee by the Pastor.

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Article X: Ecclesiastical and Civil Law

- A. Parish Pastoral Council decisions shall be in accord with the Gospel of Jesus Christ, the teaching of the Roman Catholic Church, Ecclesiastical Law and the Civil Statutes of the State of Wisconsin.
- B. All concerns of church life shall be resolved, if possible, within the parish using the skills and talents available of address the difficult issues.
- C. In instances of irreconcilable dispute and after varied attempts at the parish level, the parish shall have recourse to the Abbot of St. Norbert Abbey and/or the Vice President for Mission and Student Affairs at St. Norbert College. Decisions shall be made according to the norms of the Diocese of Green Bay.

Article XI: Adoption

After Parish Pastoral Council study, this document shall be made available to the parish membership for study. Following the opportunity for input, this constitution shall be in effect when approved by a consensus of the members of the current Council.

Article XII: Review, Evaluation, Revision, and Re-Adoption

Review, evaluation, revision, and re-adoption of the constitution shall be the main agenda item at a regularly scheduled Parish Pastoral Council meeting every three to five years.

Article XIII: Amendments to the Constitution

- A. All amendments to be considered shall be presented to the Parish Pastoral Council in writing.
- B. Proposed amendments shall be published in the bulletin for parishioners' study and input to Council members.
- C. Proposed amendments shall be decided upon by a consensus of the Council.

Dated: _____

Chairperson: _____

Pastor: _____
Rev. John M. Tourangeau, O. Praem.

Committee:

Daniel Haggerty

Nancy Jakups

Katie Jensen

Martha Kralovec

Janelle Krummen

Kaitlyn Miller

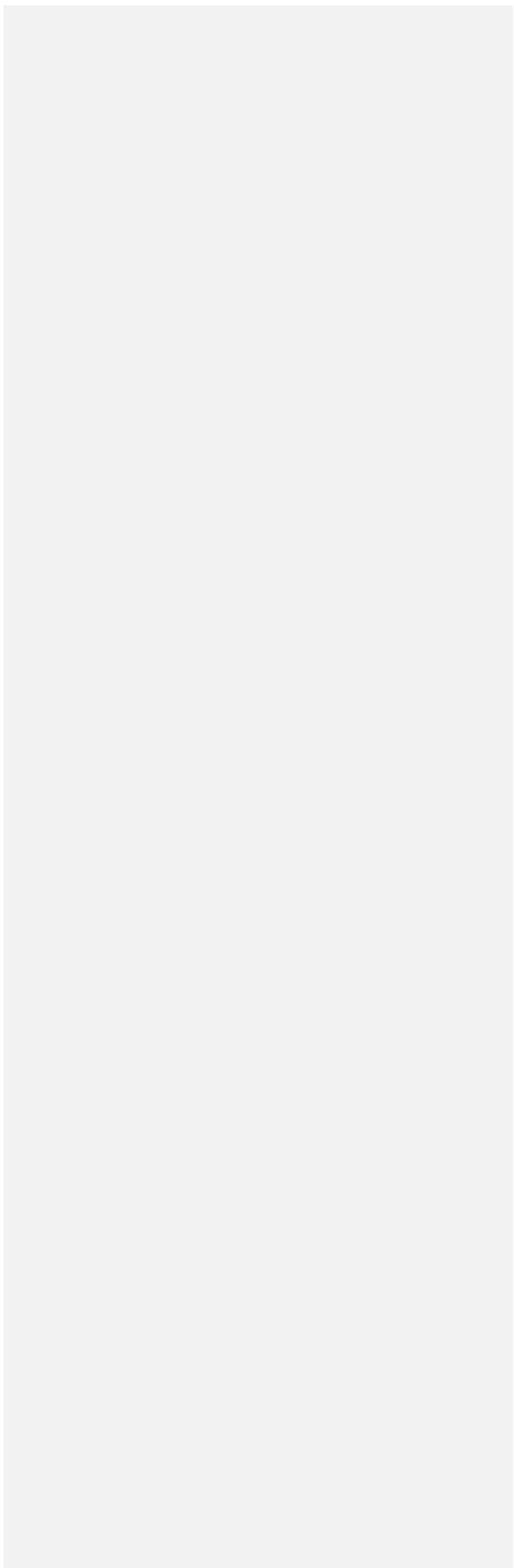
Alexis Redig

Kevin Ress

Tom Tengowski

Sharon Zuleger

Revised: February, 2002
Revised: December, 2005
Revised: October, 2012



**MISSION STATEMENT FOR
SAINT NORBERT COLLEGE PARISH (Old Saint Joseph Church)**

Guided by the Holy Spirit, the Sacred Scriptures, the Roman Catholic tradition, and the Norbertine ideal of *communio*, St. Norbert College Parish is dedicated to maintaining a welcoming, caring, and nurturing faith community grounded in the Gospel of Jesus Christ.

**VISION STATEMENT FOR
SAINT NORBERT COLLEGE PARISH (Old Saint Joseph Church)**

St. Norbert College Parish provides opportunities for growing and maturing in our Catholic faith through liturgy, prayer, education and faith formation, and social justice ministries; respecting the religious traditions of other faiths, as well as the dignity of all God's people regardless of gender, race, or way of life.