



# *St. Bartholomew Church*

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## **PARISH PASTORAL COUNCIL**

**MISSION STATEMENT**

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**PARISH PASTORAL COUNCIL STRUCTURE AND ELECTION PROCESS**

*Revised September 2017*

## ***St. Bartholomew Parish Pastoral Council***

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### **Mission Statement**

September 2017

St. Bartholomew's Parish Pastoral Council is a faith-filled leadership body, guided by the Holy Spirit and the Gospel, that works in conjunction with the pastor and parish staff to discern the needs of the parish and, by setting goals and priorities, guides the parish in building a Christ-centered Christian community for the honor and glory of God.

**Faith-filled:** We are a people of faith, a divinely inspired people. We are ultimately responsible to the Lord.

**Leadership body:** The council is to witness to others what a Christian community is all about. Its leadership is the area of ministry to others, not dictating rules.

**Guided by the Holy Spirit:** Jesus gave His Spirit to the community. Our faith helps us to realize the continuing Presence of the Spirit. The council calls upon the Spirit in prayer to guide us.

**And the Gospel:** Jesus proclaimed the coming of the Kingdom. Through the Scripture, especially the Gospel accounts, we can encounter Jesus' message of love and forgiveness. We can begin to become the people God has called us to be.

**Who works in conjunction with the pastor and parish staff:** Through his office given to him by the Bishop, the pastor stands as the primary spiritual leader of the community. The staff shares and supports the pastor in this responsibility. The council is called to assist the pastor in leading the people to form a community of faith and service.

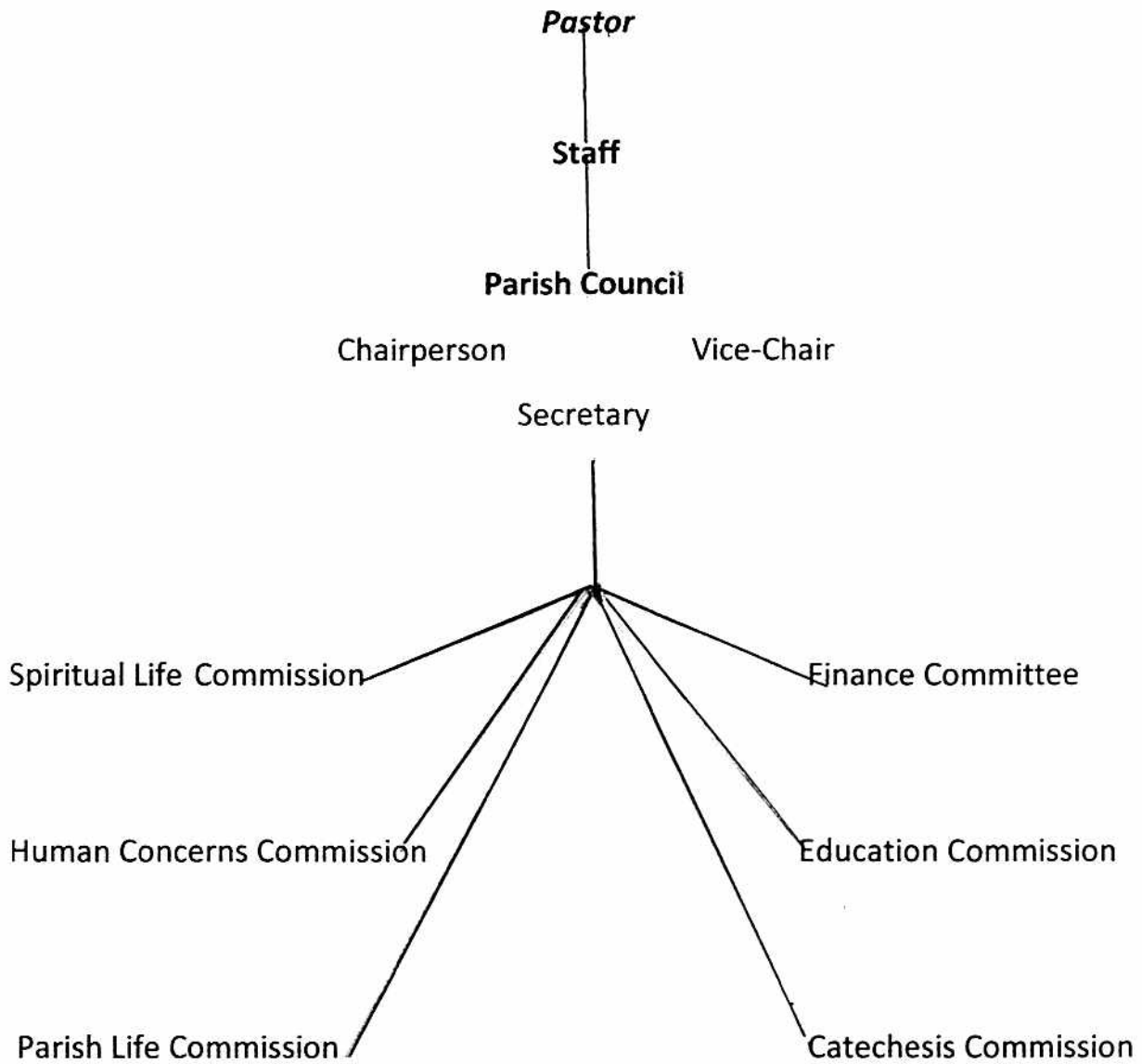
**To discern the needs of the parish:** The council "attune to the parish" exercises its leadership as part of the whole community. With its ear to the ground, the council will listen to the parish members, its strengths and weaknesses.

**By setting goals and priorities:** Determining the needs and listening to the Holy Spirit and the Gospel, the council formulates goals and objectives that we can work towards as a parish to live out in a deeper sense our calling as God's people.

**Guides the parish in building a Christ-centered Christian community:** As St. Paul stated, Christ is the head and we are the members.

**For the honor and glory of God:** Ultimately all that is said and done is directed to the praise of God. Do our voices and actions sing God's praises or our own?

### ***Commission Structure and Purpose***



Each of these categories are broken into sub-groups. Please have **any new procedures** presented to the Pastor and PPC to be voted on before implementing any changes.

Commission Structure and Purpose

**Spiritual Life Commission**

**Liturgical Groups**

Eucharistic Ministers \*

Ushers\*

Music Ministry\*

Lector/Commentators\*

Altar Servers\*

Sunday Children’s Liturgy\*

Sanctuary Workers

Art & Environment

**Personal/Spiritual**

Saturday Charismatic Prayer

Saturday Prayer (Spanish)

Wednesday Prayer Group

Legion of Mary

Bible Study\*

Guadalupanos

\*Groups represented at PPC in English & Spanish

Spiritual Life Commission: The commission hopes to foster and promote the spiritual growth experiences for all parishioners, enabling them to grow in understanding of who they are as Christians. It also provides opportunities to develop personal as well as communal spirituality.

**Parish Life Commission**

**Organization Groups**

CWG

Holy Name

Knights of Columbus

Collection Counters

**Socializing Groups**

Hospitality

Carnival

Bingo

**Youth Groups**

Girl Scouts

Parish Life Commission: The commission hopes to build a deeper sense of Christian community for all ages and interest groups in the parish.

**Education Commission**

**School**

EDP

Faculty

Athletic Board

School Board

Parent's Club

Education Commission: The primary purpose of the Educational Commission is to provide for the educational needs of the elementary school parishioners and for the religious educational needs of all other parishioners. Any changes from the above organizations needs to be presented to the Pastor and PPC before implementing.

**Catechesis Commission**

Religious Education

RICA

SPRED

Baptismal Prep.

Catechesis Commission: The religious educational needs of all parishioners. This commission includes both children's and adult formation in the Catholic doctrine. Any changes from the above organizations needs to be presented to the Pastor and PPC before implementing.

**Human Concerns**

**Pastoral Care Ministry**

**Special Needs Group**

Ministers of Care

St. Vincent DePaul

Bereavement

Blood Drive

Rosary for Peace

Respect Life

Human Concern Commission: The purpose of the Human Concern Commission is to assist the parish staff in ministering to the needs of the parish community.

## **St. Bartholomew Parish Pastoral Council**

### **Constitution**

Revised September 2017

#### **PREAMBLE:**

We, the people of St. Bartholomew Parish in Chicago, Illinois, do hereby establish this Parish Pastoral Council to unite the people into a Christian Community, in accordance with the recommendations of the Second Vatican Council. To achieve this purpose, this Council shall be the primary organization of the laity in the Parish. We do, ordain the following constitution.

#### **Article I: NAME**

The name of this organization shall be St. Bartholomew Parish Pastoral Council.

#### **Article II: PURPOSE**

The purpose of the Parish Pastoral Council (also known as the PPC) shall be to improve our Church and Society; to develop a true spirit of Christianity by promoting love and concern for all parish members; to establish and encourage dialogue in our community and between the parishioners and religious, the school faculty and the archdiocese; to promote and encourage the involvement of the parishioners; individually, and as a parish, in all matters of community concern; to provide advice in management and maintenance of the Parish campus and its properties; to take the initiative in establishing and accomplishing goals in all areas of the parish life.

#### **Article III: ELIGIBILITY**

Those eligible for membership on the PPC shall include all Catholics who are registered members of St. Bartholomew Parish 21 years of age or older.

#### **Article IV: MEMBERSHIP**

The Parish Pastoral Council shall consist of a maximum of nine (9) members elected by their peers or selected by the Pastor (whichever the case may be), plus the Pastor. The meetings are always open to the Associate Pastor, Maintenance engineer and the School Principal.

#### **Article V: OFFICERS**

(a)The officers shall consist of the Chairperson, Vice-Chairperson, the Secretary and a Corresponding Secretary. They are to be elected by members of the Council and shall serve a three (3) year term. The Chair-person may serve only two (2) full terms if re-elected for a second term.

(b) The Executive Committee shall consist of the following: Pastor and/or Associate Pastor, The Chair-person, Vice-Chairperson and Secretary.

#### Article VI: VOTING POWER

The regular council members shall each have the power to cast one vote. Voting takes place at the first meeting of each year, if needed. The Pastor alone shall have the power to veto and/or place the deciding vote.

#### Article VII: CONSTITUTINAL AMENDEMENTS

This constitution may be amended at any meeting by two-thirds (2/3) vote of the total voting membership of the Council. Every member shall be notified of the meeting and amendment two (2) weeks in advance.

#### Article VIII: BT-LAWS

- (a) By-laws shall be initiated into the Parish Pastoral Council and worded by a Constitution Committee, and shall be adopted by majority vote of the total voting membership.
- (b) Amendments of these By-laws shall be accomplished at any regular or special meeting, by a majority vote of those present and voting, provided that all members shall be notified of the intended change, and the meeting at which it will be passed on, at least two (2) weeks in advance of said meeting.

#### Article IX: MEETINGS

Meetings shall be held once a month, except during July and December (see By-laws for recommended time). Any Parish Member is invited to address their concerns at the start of the Parish Pastoral Council meeting. After their view point is fairly heard, the parish member will leave. At this point the PPC will go into a closed/executive session and discuss a solution/answer to the issue. The Pastor and/or Chair will report back to the Parish member with a solution/answer to their concern. The regular meeting will continue.

#### Article X: COMMISSIONS

The Parish Pastoral Council is empowered to establish the following commissions, who's Chair people shall be members of the PPC.

- (a) Finance (to report quarterly)
- (b) Property and Maintenance (to report quarterly)

- (c) Parish Life Commission
- (d) Spiritual Life Commission
- (e) Human Concern Commission
- (f) Catholic Education Commission
- (g) Catechesis Commission
- (h) All other committees/commissions that the Council deems necessary



**Parish Pastoral Council**

**By-Laws**

Revised September 2017

**SECTION 1 – NAME, PURPOSE AND MEMBERSHIP**

- (a) The name, purpose and membership of St. Bartholomew's Parish Pastoral Council shall be as outlined in Articles I thru X of the Constitution of St. Bartholomew's Parish Pastoral Council.

**SECTION 2 - MEETINGS**

- (a) The monthly meetings of the Parish Pastoral Council as outlined in Article I of the Constitution will be held on the fourth (4) Monday of every month at 7 P.M. Special meetings, open or closed, shall be held as deemed necessary.
- (b) The meetings of the St. Bartholomew Parish Pastoral Council are to be conducted in accordance with Robert's Rules and Regulations.

**SECTION 3 – QUORUM**

- (a) No meeting shall be valid unless attended by a quorum
- (b) A quorum shall consist of five (5) voting members, the Pastor and at least one (1) officer.

**SECTION 4 – AMENDMENTS**

See Constitution – Article VIII-B

**SECTION 5 - DUTIES OF THE OFFICERS**

- (a) Chairperson: Shall conduct the meeting, make sure notices of meetings are made in proper manner, check with various committee chair-persons to make sure commissions are operating and assist them as needed, and consult with the Pastor on other matters which should be brought before the Council, including the agenda for meetings.
- (b) Vice-Chairperson: Shall assist the chair in every possible way, and to assume their duties whenever the Chair is absent for any reason. Shall be responsible to write and give the Parish Secretary/Bulletin administrator articles to be published in the bulletin. The main goal of this office is to keep ALL the parish members informed.
- (c) Secretary: Shall be responsible for notification to all members of the Council of both the regular and special meetings. These notices are to be sent to all the members for any reason as called in these By-Laws, or the Constitution. The Secretary will be responsible for recording the minutes in such a way as to afford the Parish Pastoral Council with a permanent record of all business conducted.

**Section 6 – COMMISSIONS**

- (a) The Commissions shall be outlined in Article X of the Constitution.
- (b) The commission chair people shall be members of the Parish Pastoral Council, and they are to be appointed by the Pastor, with the approval of the Parish Pastoral Council.

- (c) Commission reports are to be given in October, January, April and at the last meeting of the year.
- (d) Commission Chair people shall have the right to select additional parishioners who are not necessarily Council members to assist them in their work.

**Section 7 – TERMS OF MEMBERS**

The term of membership shall be three (3) years, with at least one new parish member each year.

**Section 8 – ELECTION OF COUNCIL MEMBERS**

- (a) At a closed meeting in May of each year and/or at the end of an officer's tenure, the Council members shall determine the nominees for Chair, Vice-chair, Secretary and Corresponding Secretary. The election shall be held at the open meeting during the last meeting of the year, with nominations from the Council members, with a proper second. Voting for each office shall be by written ballot, with the candidate receiving the highest number of votes being elected.
- (b) If a vacancy occurs during the year, the Council shall determine at the next meeting if such vacancy shall be permitted to remain open until the next election, at which time such vacancy shall take precedence over seniority. If the Council determines that it cannot wait until the next election the Council may fill the vacancy with a quorum.

September 2017

### **Parish Pastoral Council Structure and Election Process**

The Parish Pastoral Council will consist of a maximum of 9 parish members, the pastor and the principal. Each commission, Spiritual Life, Human Concerns, Education and Parish Life will be represented on the Council by one member.

The nominations for the council will come from within each commission and the pastor. The criteria for being nominated to run for PPC are:

- 1) 21 years or older
- 2) A registered parish member
- 3) Currently not on the School Board or Finance Committee.
- 4) Is not an employee of the parish?
- 5) Can live up and fully accept the "Mission Statement" of the Parish Pastoral Council.
- 6) Has a willingness to serve and to attend all council meetings regularly.

Elections will take place each year, when there is a vacancy at the first meeting of the year (usually in August). It is our hope for more participation, more communication and a stronger parish community.