CONSTITUTION OF THE PASTORAL COUNCIL

THE CHURCH OF THE HOLY REDEEMER NEW BREMEN, OHIO

ARTICLE I

Section 1. Name

A. The name of this organization shall be: The Pastoral Council of the Church of the Holy Redeemer, New Bremen, Ohio.

ARTICLE II

Section 1. Purpose and Function

A. To give direction to the parish's efforts to fulfill the mission which Christ gave his Church: to preach the gospel, to help make God's people holy, to serve those in need. This purpose will be accomplished through an ongoing process of study, planning and evaluation.

B. To help set the priorities of the parish. In setting priorities, consideration will be given to the relative urgency of the parish's needs and the means here and now available to meet these needs. This function includes approving the annual parish budget.

C. To provide for communication, coordination, and cooperation among the many ministries in the parish. Much of this function will be accomplished through commissions of the council as set up in the commission/ministry organizational chart. All parish activities and ministry groups will relate to the Pastoral Council through one of these commissions.

D. To act, as a group, as an advisor to the Pastor in parish and community matters.

E. To provide effective communication between the council and general parish membership.

ARTICLE III

Section l. Membership

A. **Ex-officio Members:** These are parishioners who by their very office are automatically members of the Pastoral Council. Except for the Administrative Secretary, they are voting members.
   1. The Pastor and any Deacons assigned to Holy Redeemer Parish
   2. Administrative Secretary, who shall be appointed by the Pastoral Council for whatever term it decides. He/she is responsible for seeing that the minutes of council meetings are accurately recorded and are provided to the bulletin editor, that a copy of each set of minutes is retained in a permanent record of minutes, and that new members of the council receive a copy of this Constitution and minutes from the preceding year.

a) Minutes will be completed and distributed to Pastoral Council members within 7 days following Pastoral Council meetings. Pastoral Council to review and approve via Parish Communication (electronic) prior to next Pastoral Council meeting. Minutes shall be approved by vote of the majority of the voting members of Pastoral Council.

B. **Members-at-Large**: These parishioners represent the general parish membership and are elected by that membership to terms of three years. No member-at-large may serve more than two consecutive terms. Each member-at-large also serves as Commission or Committee Representatives, acting as a liaison between the council and a particular commission or permanent committee established by the council. Two members-at-large shall be elected for each commission; one member-at-large shall be elected for the property committee, and one member-at-large shall be elected by the finance committee from the members that are already currently active in that committee. Approximately one third of the members-at large will be elected each year. A serious effort should be made to keep a balance of ages and genders.

C. **Appointed Members**: The Pastor, after seeking advice from the council, shall appoint one parishioner each year for a term of three years, with the term commencing at the end of the first regular council meeting after the April elections. No appointed member may serve more than two consecutive terms. Appointed members are intended to bring special gifts or demographic balance to the council. They are voting members.

Section 2. Officers

A. The officers of the Pastoral Council will be elected by the council at the end of the first regular council meeting after the April elections. The returning members-at-large and returning appointed members will be eligible for office. Newly elected and appointed members will not be eligible for office until they have served on council for one year. Ex-officio members of council are not eligible for office. The officers will begin serving immediately after the meeting at which they were elected.

B. The following are elected officers of the Pastoral Council:
   1. **Chairperson**: Chairs the Agenda Committee and regular and special meetings of the Pastoral Council. Attends staff meetings when possible. Her/his primary function is to stimulate discussion and help the council formulate goals and methods for achieving its designated functions.
   2. **Vice Chairperson**: Member of the Agenda Committee. Assists the Chairperson, and in the Chairperson's absence assumes her/his duties.

Section 3. Commission Representatives

A. Members-at-large are nominated in the election process to serve as a representative to a particular commission or permanent committee. They are expected to take an active part in their respective commission's activities, to assure the strength of the commission and its ministry groups, and to communicate the commission's needs, attitudes and activities to the council and the council's ideas and plans to the commission.

Section 4. Agenda Committee

A. The Agenda Committee consists of the Chairperson, the Vice Chairperson, and the Pastor and appropriate administrative/office staff. Its primary function is to prepare the agenda for each

meeting. This includes calling for written reports from commissions and committees of the council and distributing agenda materials to the council members at least one week prior to the meeting.

ARTICLE IV

Section 1. Commissions

A. Commissions are permanent boards which are responsible for large areas of parish life and ministry. Each commission is to plan, coordinate and oversee the activities of the ministry groups connected with it, in cooperation with the Pastoral Council and the Pastor. Only the Pastoral Council, with the approval of the Pastor, may establish a commission. A commission consists of a representative from each ministry group connected with the commission, plus the two designated Pastoral Council members-at-large. Other interested parishioners may also be invited to belong to the commission. All commission members must be registered Holy Redeemer parishioners who are actively living the faith. Membership on the commission shall rotate over a period of time, with no member serving longer than six years. Each commission shall select a chairperson, a vice-chairperson and a secretary. Through its Pastoral Council members-at-large, a commission shall submit regular, written reports to the council concerning its discussions and activities.

B. These commissions are hereby established:

1. **Eucharist Commission (Worship and Liturgy):** This commission is to assure that the liturgies (sacraments, sacramentals, and other prayer services) are properly prepared and celebrated with dignity, and that they meet the needs of the people. It shall assure that the various liturgical ministries are functioning and coordinated properly. It shall also assure that the parish's spiritual renewal is promoted.

2. **Evangelization & Education Commission:** This commission is to assure opportunities for all parishioners to grow in their knowledge of the Catholic Christian faith and in their desire to be disciples of Jesus. It shall give guidance to the formal education programs, including pre-school, K-12 religious education and faith formation, adult faith formation, young adults, and RCIA.

3. **Love in Action Commission:** This commission is responsible for shaping the parish's ministry to its own members in need and its outreach into the larger community and world. Among its concerns shall be: care for the sick, poor, divorced, bereaved, and other parishioners with personal needs; outreach to inactive or minimally active Catholics within the parish territory; support for the Catholic Church's domestic and foreign missionary efforts; development of ecumenical relations both in the local community and beyond; promotion of social justice issues; cooperation with local social service agencies; provision of public relations.

4. **Stewardship Commission:** This commission is responsible to support the operation of our parish by providing a number of important services. These ministries provide opportunities for parish members to become active, while creating a parish culture of gratitude and service.

Section 2. Ministry Groups

A. A ministry group consists of parishioners who are committed to carrying out a specific apostolate or ministry. Only the appropriate commission, with the approval of the Pastoral Council and the

Pastor, may establish a ministry group. Each group shall define its purpose, organize itself, and select its leadership. Each group shall be responsible for recruiting and training its members. Every effort should be made to solicit appropriately gifted individuals both for membership and consultation. Decisions are to be arrived at collectively and through spiritual discernment. Each group shall maintain close contact with its respective commission, regularly reporting on its activities. Policy issues and major internal problems shall be referred to the commission.

Section 3. Commission/Ministry Group Organizational Chart

A. The Pastoral Council shall develop a written organizational chart which lists all the ministry groups which relate to each commission. Each year, at a regular meeting in the fall, the Pastoral Council shall revise the organizational chart and then publish it. The organizational chart can serve as a resource to the council as it evaluates the completeness and effectiveness of the parish's ministry.

Section 4. Permanent Committees

A. Permanent committees are responsible for important, ongoing aspects of parish life which exist in support of the parish's core ministry. Only the Pastoral Council, with the approval of the Pastor, may establish a permanent committee. A permanent committee consists of interested, qualified persons, plus the designated Pastoral Council member-at-large. All committee members must be registered Holy Redeemer parishioners who are actively living the faith. Membership on the committee shall rotate over a period of time, with no member serving longer than six years. Each committee shall select a chairperson, a vice-chairperson and a secretary. Through its Pastoral Council member-at-large, a committee shall submit regular, written reports to the council concerning its discussions and activities.

B. These permanent committees are hereby established:
   1. **Finance Committee**. This committee shall monitor the fiscal condition of the parish and advise the Pastoral Council and the Pastor about financial matters, always with a view to assisting the parish to fulfill its spiritual purpose and to reach its ministerial objectives. This committee shall oversee the annual budget process, including the preparation of a budget for approval by the Pastoral Council and a published financial statement. It shall also provide guidance on personnel matters.

   2. **Property Committee**. This committee shall monitor the condition of the parish's physical facilities and advise the Pastoral Council and the Pastor about property matters, so that the ministerial activities of the parish can be conducted properly. This committee shall conduct an annual survey of the buildings, grounds and equipment and develop both short-term and long-term plans for upkeep, replacement, and expansion. It shall respond to immediate property concerns and provide guidance to maintenance personnel.

ARTICLE V

Section l. Nomination and Election of Council Members-at-Large

A. The Nominations Committee shall consist of the council members-at-large who are in the last or second last year of their term.

B. In order to allow parishioners time to pray about potential nominees and to suggest names, the Nominations Committee shall post a notice in the parish bulletin about the nominations process at least one month before it meets to draw up a slate of candidates.

C. The Nominations Committee shall prayerfully select two candidates for each open at-large seat. A nominee must be at least 18 years of age, be willing to serve in office, be a fully initiated Catholic in good standing who is actively living the faith, and be a registered member of Holy Redeemer Parish. The committee shall present the slate of candidates to the Pastoral Council at the March meeting for approval, and the council shall set the date for elections.

D. The slate of candidates, accompanied by brief biographical sketches, will be published at least two weeks before the election.

E. Election of new council members will ordinarily take place on a weekend in April by ballot. All parishioners 16 years and older are eligible to vote. Vote counting shall take place on the Sunday of the election weekend and is to be supervised by the Nominations Committee. Results will be given to the candidates on the day the votes are counted and will be published in the bulletin the following week.

F. Newly elected members shall be installed at the end of the first regular council meeting after the elections and will be provided with a current copy of the council constitution, parish council communication flowchart, and any information pertinent to that particular commission or committee.

ARTICLE VI

Section 1. Meetings

A. Regular Meetings: The Pastoral Council shall meet in regular session at such time and place determined by the voting members, with the approval of the Pastor. At least three regular meetings shall be held each calendar year.

B. Special Meetings: Special meetings of the Pastoral Council shall be held on the call of the Pastor and the Chairperson.

C. Quorum: No regular or special meeting shall conduct any business without a quorum. **Sixty percent (60%)** of the voting members shall constitute a quorum.

D. Order of Business: Every council meeting shall begin with prayer and approval of the minutes from the preceding meeting. Thereafter, meetings shall proceed according to the prepared agenda except as modified by the Chairperson.

E. Council Action: Members are expected to seek out the views of parishioners prior to meetings, to contribute constructively to discussions at meetings, and to keep the effectiveness of the parish's mission as the highest priority. Ordinarily decisions of the council shall be made by consensus, with reliance upon the guidance of the Holy Spirit. Votes, oral or written, shall be taken only when ecclesiastical law requires them, when consensus cannot be reached, or when, in the judgment of the Pastor, the welfare of the parish requires them. The outcome of votes is determined by the majority of voting members present; a tie vote shall be considered a negative vote.

F. Guests: Anyone is welcome to attend regular meetings of the council. Guests may address the council only if they have been placed on the agenda by the Agenda Committee.

G. Council Attendance: Members are expected to attend all regular meetings and to attempt sincerely to attend all special meetings. Unexcused absence from three regular meetings per year shall be considered sufficient cause for replacement of such member.

H. Member Replacement: Replacement of members, either for cause, resignation, or death, shall be made by the Pastor with the recommendation of the council. Those candidates not elected by the parish at the election prior to the vacancy shall be given priority in filling such vacancy.

ARTICLE VII

Section 1. Amendment of the Constitution

A. This Constitution may be amended by a two-thirds vote of the voting members present at any regular meeting, provided notice of each proposed amendment appears on the agenda and such agenda has been provided to the members prior to the date of the regular meeting.

B. Amendments shall be duly noted by the Administrative Secretary, who shall at all meetings of the council have a current and complete copy of the Constitution.

Voted and approved on March 12, 1985
Voted and amended on June 2, 1986
Voted and amended on September 8, 1987
Voted and amended on May 4, 1999
Voted and amended on April 9, 2018
Voted and amended on May 18, 2023