SAINT AUGUSTINE CATHOLIC CHURCH
MINSTER, OHIO

CONSTITUTION OF THE PASTORAL COUNCIL

Eighth Revised Edition
April 2024

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Must be reviewed and updated every 3 years.

ARTICLE ONE

Section 1 - Name

A. The name of this organization shall be the Pastoral Council of Saint Augustine Catholic Church, Minster, OH hereinafter called "Pastoral Council" or "Council".

ARTICLE TWO

Section 1 - Purpose

A. The Council is a consultative body that assists the pastor in matters of pastoral activity, and it deliberates on matters of importance to St. Augustine catholic church.

B. The purpose of the Pastoral Council is as follows:
   a. To bring about continual renewal as called for by the Second Vatican Council and the Sixth Synod of the Archdiocese of Cincinnati.
   b. The Council works in a spirit of prayer and discernment as a sign and witness to St. Augustine catholic church.
   c. To coordinate the talents and energies of the parishioners and to call forth from them the cooperation required for effective action.
   d. To represent the people of the St. Augustine community in the process of making evaluations and recommendations that will help the pastor and pastoral staff, as the primary administrators of the church.
   e. To make recommendations for the improvement of the quality of the life of the church and the effectiveness of St. Augustine services and policies.
   f. To work in collaboration with the Christ Our Light Unified Pastoral Council.

Section 2 - Function

A. To share in decision making for the church on matters of pastoral importance by evaluating the issues and proposing actions to address them.

B. To assist the pastor in delegating responsibilities to appropriate commissions, committees and various organizations.

C. To provide for communication, coordination and cooperation among the commissions, committees, parishioners and other organizations in St. Augustine.

D. To review priorities periodically and evaluate their relations and relevance to the mission of the parish; to annually set goals and objectives.

ARTICLE THREE

Section 1 - Membership

A. Ex-Officio Members:
   a. All ordained and religious personnel assigned to the church are automatically admitted as Ex-Officio members of the Pastoral Council. Ordained and religious personnel are non-voting members of Council, except that Council shall not act without considering the wishes and input of the Pastor.

B. Parish Staff Members:
   a. All staff members are welcome to attend and participate in Council meetings as non-voting members.

C. Members-at-Large:
   a. The members-at-large shall consist of nine parishioners who represent the voting members of Council. Care will be given to maintain a balance of men and women and to incorporate varying age groups from the adult parishioners of St. Augustine.
   b. Members-at-large shall be nominated by members of St. Augustine and elected by the Pastoral Council for a three-year term. No member-at-large can be elected to serve more than two full consecutive terms without an absence of at least one year.
   c. In the event all members, whose term has expired, decide to continue for another term, the Pastoral Council may decide to not have an election.
   d. Members-at-large may not be related to each other as immediate family members. Immediate family members are defined as siblings, spouse or children of any member-at-large.
   e. A parishioner elected as a member-at-large is responsible for the following:
      i. To chair and/or serve on a standing or special committee of the Pastoral Council as needed.
      ii. Review the reports submitted by the Commissions/Boards and committees prior to the Council meetings.
      iii. To attend Council meetings and maintain communication with the chairperson and other Council members on matters pertaining to the duties and responsibilities of members-at-large.
      iv. To represent members of St. Augustine by giving a voice to the concerns and issues presented by parishioners.
      v. To advance the interests of our faith and church through collaboration and teamwork with the pastor, other members of commissions, committees, church staff and St. Augustine as a whole.
      vi. Provide advice and support to the Pastor after thoughtful deliberation and prayer.

D. Standing Commission/Board and Committee Representatives:
   a. The commissions/boards and committees as set forth in Article Five shall have a representative at each Council meeting and/or submit a report to keep Council advised of their activities and progress.
   b. Commissions/Boards and committees must email a report to the Pastoral Council prior to each Council meeting (preferably a minimum of one week prior).
   c. These representatives are not actual members of the Council and therefore do not have voting rights.

Section 2 - Election

A. The Council chairperson, or election committee shall post a notice of elections, member-at-large job description and qualifications (as described by Council) and make a request for candidates in the church bulletin in January. Mention of the election process should also be included in the announcements at masses and by other means as needed.

B. All candidates must be at least 18 years of age, a registered member of St. Augustine and actively living the faith. Candidates must be informed of the duties and positions that will be expected of them and they must agree to assume these responsibilities as a pre-condition to running for Council.

C. Candidates for members-at-large shall be submitted by members of St. Augustine in February. If the pool of candidates received do not meet the requirements to fill all the open positions the election process will continue weekly until there is a sufficient number of candidates.

D. Election Voting
   a. Elections for all open member-at large positions will be done through a vote of the Pastoral Council. The chairperson or election committee shall provide a list of the final candidates' names, along with a brief biography of each candidate, to all council members for their review a minimum of one week prior to the election.
   b. The vote shall take place at the earliest scheduled council meeting after the election process is closed. Vote counts shall be recorded by the secretary and kept on hand in the event of a future vacancy occurring on Council. The secretary will also maintain a record of all current council members' terms to ensure proper tenure is achieved.
   c. The names of the elected candidates will be published to St. Augustine as soon as possible.
   d. Newly elected members shall take office at Council's May meeting following the election.

Section 3 - Vacancies

A. A vacancy arising in Council will be filled by the candidate having the next highest number of votes in the previous election. If all previous election candidates are unwilling to fill the vacancy the Pastor may select, with the advice of Council, a willing adult parishioner who meets the criteria for a member-at-large.

B. A replacement member's term will be the unexpired term of the vacancy being filled.

C. All resignations from Council must be submitted in writing or by email, preferably at least one week in advance of the next meeting.

D. A poor attendance record, e.g. two (2) absences without explanation or submission of a written report to Council, will be regarded by Council as sufficient grounds for replacement of that individual. That individual will be notified by Council of his/her removal and the vacancy will be filled as in Paragraph A of Section 3.

ARTICLE FOUR

Section 1 – Officers

A. The Officers shall be chairperson, vice-chairperson and secretary. All Officers must be a current member of the Pastoral Council.

Section 2 – Election of Officers

A. The Council positions of chairperson, vice-chairperson and secretary shall be elected from the members-at-large at the first meeting after new members-at large are elected.

B. The term of office shall be for one year limited to three one-year terms. A nominee must be willing to serve as chairperson, vice-chairperson or secretary.

C. The vice-chairperson shall receive an automatic nomination to serve as the next chairperson. The automatic nomination does not exclude other nominations for chairperson from the members-at-large.

Section 3 – Duties of Officers

A. The role of the Chairperson:
   a. Chairs the regular, as well as any special meetings, of the Council.
   b. Receives agenda items from Council members, staff, and/or members of commissions or organizations, and members of St. Augustine.
   c. Develop and distribute the Council meeting agenda prior to the Council meeting.
   d. Participates as an active member in all discussions.
   e. Assumes the role of the chairperson to stimulate and to involve all members in the discussion, as well as to facilitate the formulation of the Council's goals and means for achieving them.
   f. Leads the Council in an annual evaluation of the constitution, the council's overall proceeding and its effectiveness.
   g. Assists in preparing the next chairperson to succeed him or her.

B. The role of the Vice-Chairperson:
   a. Meets, or communicates, with the chairperson to develop the meeting agenda as needed.
   b. Facilitate all meetings in the absence of the chairperson.
   c. The vice-chairperson is also required to monitor the Pastoral Council email by checking the email account prior to each Council meeting and reporting any email activity at the Council meeting.
   d. Assists the chairperson in conducting the work of the Council.

C. The role of the Secretary:
   a. Take attendance by silent roll call at each meeting.
   b. Prepare minutes from each meeting.
   c. Minutes will be completed and distributed electronically to Council members within two weeks following the Council meetings. Council to review and approve by electronic reply within seven days. Minutes shall be approved by a majority of the Council members and publicized.
   d. Maintain the roster of the Council.

D. These listed duties are in addition to other tasks and activities that are required of each officer to ensure the timely and effective administration of Council meetings and activities.

ARTICLE FIVE

Section 1 - Commissions/Boards/Committees

A. Commissions/Boards - General Guidelines:

a. Each commission/board will review/update its bylaws every three years, or less if needed, which will serve as a guide for operation of that commission/board. All commission/board bylaws are subject to approval by Council.
b. Each commission/board serves Council in an advisory capacity and no commission/board has authority over Council or the Pastor. All policies and activities of commission/boards are subject to approval of Council and the Pastor.
c. Every effort will be made by each commission/board that membership will be truly representative of the entire parish with regard to age, sex, geographical residence and race.
d. Each commission/board will meet on a regular basis, but not at the same time as the Council meeting. Each commission/board shall make regular reports to Council (per Article Three, Section 1, Paragraph D) and to the members of St. Augustine as needed.
e. The Council may add or subtract from the above listed commission/boards without formal amendment to this constitution by resolution adopted by two-thirds (2/3) of the members present at a meeting where a quorum and the Pastor are present.

B. Committee - General Guidelines:
a. Committees can be established by commissions/boards, with consent of the Pastor, to help their respective commission/board develop and carry out programs that promote church goals. Committees are generally short-term to fill a specific need.
b. Committees can also be established by the Pastor, chairperson or by a quorum vote of Council for special projects or needs of Council.
c. Each duly elected or appointed member-at-large is expected to serve, as needed, on a committee as determined by the Pastor or chairperson.
d. Each committee shall elect or appoint a chairperson to schedule and facilitate all committee meetings.
e. The chairperson, or designee, of all active committees established by the Pastor or Council shall report at each Council meeting as needed.
f. Some committees may be asked to serve Council on a long-term basis. Such committees may be asked to take on different projects and rotate chairpersons and committee members as needed.

C. Commissions/Boards of Pastoral Council:
a. Eucharist Commission:
i. The Mass is the source and summit of the whole Christian life. Accordingly, the Eucharist is the essential moment for building up and strengthening the parish community, along with the sacraments and other celebrations of the paschal mystery — the passion, death, and resurrection of Jesus Christ.
ii. The Eucharist Commission assures that St. Augustine is a Eucharist-centered worshiping assembly focused on celebrating the liturgy with full, active, and conscious participation. The commission is to assure that the liturgies (sacraments, sacramental, and other prayer services) are properly prepared, celebrated with dignity, and meet the needs of the people. The commission is also focused on catechesis, formation, training, and enrichment opportunities.
b. Church Administration/Leadership/Communication – Family Leadership Team:
i. Pastors, in collaboration with parochial vicars, deacons and lay ministers, according to their proper roles and charisms, share responsibility for pastoral leadership. The

spiritual, physical and mental health and ongoing support of ordained and lay leaders is vital for Families of Parishes.

ii. The St. Augustine family leadership team assists with the administration of the church, identifying and developing efficiencies in conjunction with other parish administrations, while preserving the unique identities of each parish. The family leadership team is committed to open and transparent communication, maintaining consistencies among parishes in the pursuit of the common good for all parishioners, and fostering an inclusive and unified environment for all.

iii. The family leadership team develops pastoral leaders, leadership structures and best practices that are sustainable by virtue of resources and well-established policies and procedures.

c. Stewardship Commission:

i. St. Augustine is a community of grateful disciples, sharing our time talent and treasure. We are called to use our gifts to live as Christ commands by loving and serving God, Church, and our neighbors. We cultivate the joy of ministry and faith by making stewardship our daily way of life. With the help of the Holy Spirit, Christ's light shines through us.

ii. The Stewardship Commission assists the pastor in developing Stewardship as a way of life in St. Augustine, not as a temporary fundraising program to satisfy Church needs, but rather as an ongoing way of applying faith to everyday life experiences. It seeks to infuse a sense of stewardship into life of the church: in liturgy, ministry, programs, councils, commissions and committees. It assists the pastor in discerning and leading all aspects of the ongoing Stewardship process: education, formation, facilitation, communication, implementation, follow-up and evaluation.

iii. A vocation committee is established to help individuals hear and respond to God's call in their lives and to foster vocations especially to the priesthood and religious life.

d. Evangelization Commission:

i. In the spirit of the Apostles, St. Augustine meets people of all ages, where they are, to share the joy of the Gospel. We help form a relationship with God to feel His unconditional love and continue to build Christ's church. Through fellowship and formation, we empower families to go out and radiate Christ's love through works, actions and prayer. This will cultivate a strong foundation to share the light of Christ with others.

ii. The evangelization commission creates and implements a simple and clear process for all ages that ultimately equips and commissions missionary disciples for personal apostolate and vocation. They prioritize prayer, formation, and discernment, in order to allow the Holy Spirit to inspire evangelization efforts. The commission assures opportunities for all parishioners to grow in their knowledge of the Catholic faith and in their desire to know, love and serve the Lord Jesus, including pre-school, K-12 religious education, young adults, adult faith formation and Christian initiation. The commission supports the domestic church as the primary place of evangelization of young people.

iii. The evangelization commission seeks to develop a culture of vocation, preparing individuals to discern and embrace their vocation and supporting parents as they cultivate vocations within the family, help single young people actively discern their vocation, and accompany couples through marriage preparation.

iv. The Education Commission is a part of Evangelization, focusing on the youth. Their role is to advise and assist the Pastor, the Pastoral Council and CRE/DRE/Youth Minister pertaining to K-12 Religious Education and Youth Ministry.

e. Love in Action Commission:
   i. St. Augustine is a community of charity and justice formed by Catholic social teaching, providing outreach opportunities that serve the vulnerable and marginalized and working to change systems that oppress and marginalize.
   ii. The commission seeks ways to recognize the human dignity of each person, who is created in the "image of God." This demands special attention to the poor and vulnerable, including the unborn and their parents; the stranger; persons who are elderly, sick, poor, imprisoned, and marginalized; persons with disabilities; and persons of all ethnicities and cultures. This also entails urgently protecting the integrity of Creation, which has its own intrinsic value and is humanity's common home. The commission facilitates the ministries of justice and charity with parishioners engaging in activities of both direct service to the vulnerable and public advocacy to protect human life and dignity from conception to natural death. The commission inspires all community members to go beyond regular Mass-goers and their buildings to be the light of Christ and to encounter Christ in all, both locally and across the globe. It encourages parishioners to practice a firm and preserving determination to commit themselves to the common good.
   iii. The Mission Commission is a part of Love in Action. They reach out to our community through volunteers who have been faithful to God's call to look past themselves in sharing of their time and talents with those who need it most. The Mission Commission assists many people and organizations through various programs.

Section 2 – Affiliated Councils/Commissions/Boards

A. Finance Council
   a. Per Canon 537, the Finance Council is an affiliated body that assists the pastor and Council in the administration of the goods of St. Augustine
B. Building and Maintenance (Property Management) Commission
   a. The Building and Maintenance (Property Management) Commission is a consultative body that works collaboratively and collectively to assess the physical resources of St. Augustine and offer advice, when appropriate, for the overall well-being of St. Augustine.
C. Cemetery Board
   a. Is responsible for the administration of St. Augustine's Cemetery grounds, monuments, and structures.
   b. Have the authority to make the rules of the cemetery, set the prices for lots, dues, and burials.
   c. Direct the superintendent of his or her duties.
   d. Set budgets, direct funds, prepare reports to the Council and handle any business brought before them per the by-laws of the Cemetery Board.

ARTICLE SIX

SECTION 1 - Meetings

A. Pastoral Council meetings will generally be held five times a year, (January, March, May, August, October), usually on the third Tuesday of each month, at 7:00 p.m.
    a. These meetings are scheduled during the months the Christ Our Light Council is not meeting.
    b. Regularly scheduled Pastoral Council meeting times will be publicized.

B. Voting members on Council will consist of the members-at-large.

C. Decision Making
    a. The majority of the entire Council needs to be in attendance in order to form a quorum.
    b. Once a quorum is formed, a majority vote of the quorum is necessary for approval.
    c. No regular or special meeting shall conduct any business without a quorum.
    d. The Pastor will be informed of any decisions made during Council meetings.

D. The pastor has veto power, but Council has the right to appeal to archdiocesan authority through the procedure of due process.

E. Special meetings may be called by the Pastor, the chairperson, or three other members-at-large of Council.
    a. Special meetings may be conducted through email in situations where time is of the essence.
    b. Any business conducted during these meetings must have approval of the majority of Council (5 members).
    c. Any business conducted during a special meeting must be included in the minutes of the next regularly scheduled Council meeting.

F. Regular meetings of the council shall be open to all members of St. Augustine. It shall be left to the discretion of the chairperson and pastor as to whether special meetings shall be open. Any parishioner may address the Council when they have been placed on the agenda, one week prior to the meeting, and recognized by the chairperson/vice-chairperson during the meeting.

ARTICLE SEVEN

SECTION 1 - Constitution

A. Amendments/Revisions
    a. This constitution may be amended by a majority vote of the entire Council (minimum of 5 votes). All members do not need to be present for the vote provided a notice of any proposed amendment shall be given to each member of the Council at least seven days prior to the meeting on which said amendment is to be presented for approval.
    b. Amendments shall be duly noted by the secretary, who shall at all meetings have a current copy of the constitution with all amendments noted therein.

B. Ratification
    a. This constitution has been ratified and amended by the following members of the Pastoral Council:

Byron Albers, Chairperson

Stacie Enneking, Vice-Chairperson

Emilie Winner, Secretary

Ted Beckman, Member-at-Large

Amy Bergman, Member-at-Large

Steve Gruber, Member-at-Large

Kate Hemmelgarn, Member-at-Large

Derek Spieles, Member-at-Large

Jeff Stammen, Member-at-Large

Rev. Ken Schnipke, C. PP. S.

Parish Seal:

Date: April 16, 2024