

**THE CONSTITUTION OF
SACRED HEART CHURCH
PASTORAL COUNCIL**

Last revised Feb 19, 2009

MISSION STATEMENT

We are a people of God, guided by Sacred Scripture, Traditions, and the teachings of the Roman Catholic Church to live and share the gospel message of Christ.

We will accomplish the mission through:

WORSHIP

Enhancing liturgical worship, sacramental life and encouraging traditional devotions.

EVANGELIZATION

Inviting everyone to a new or deeper conversion experience to Christ.

EDUCATION

Expanding opportunities for everyone to learn more about the faith.

COMMUNITY

Building the parish community by encouraging all parishioners to actively participate in parish life by sharing their time, talent and treasure.

PREAMBLE

The people of God of Sacred Heart Church, located in Klamath Falls, in the state of Oregon, aware that the pastors were not meant by Christ to shoulder alone the entire saving mission of the Church toward the world, and that the pastors and the other faithful are bound to each other by a mutual need, and that the laity can also be called in various ways to a more direct form of cooperation in the Apostolate of the Hierarchy, and that it is the will of Vatican Council II that every opportunity be given the laity according to their abilities and the needs of the times, so that they may zealously participate in the saving work of the Church, we do hereby unite to form a Pastoral Council, recognizing and affirming our communion with the Vicar of Christ; our Holy Father, the Bishop of our Diocese, and his representative, our Pastor:

- a. to assure the transmission of the teachings of Christ necessary for salvation;
- b. to work together in the building up of the Mystical Body of Christ; and
- c. to provide channels of communication between clergy , laity, the Christian and secular community.

Article I

The Purpose of this Pastoral Council

Section I: The Council shall act and serve in an advisory capacity to and with the Pastor and members of the clergy of the parish in all matters pertaining to the spiritual, educational and social life and workings of the parish.

Section II: The Pastor shall give due consideration to the advice and recommendations of the Pastoral Council and shall not disregard same without reasonable cause.

Article II Membership

Section I: The voting membership shall consist of Sacred Heart parishioners as follows:

- a) Three members-at-large elected by the Parish, three members-at-large appointed by the Pastor, the immediate Past President of the Council, one member-at-large elected by the Hispanic Community, one member-at-large from the Hispanic Community appointed by the Pastor and a representative from each of the active Commissions (see by-laws).
- b) The Pastor, Associate Pastor(s) and the Deacon Associate(s).

Section II: Qualifications:

- a) Only members of the parish who are spiritually in good standing with the Church shall be eligible for membership to the council.
- b) Those eligible for membership shall be of legal voting age.

Section III: Election of Members:

- a) Each year the Vice President of the Council will accept nominees for the position of members-at-large and will conduct the election within the parish. Two or three names should be submitted and the person receiving the highest number of votes will be elected with ties broken by chance.
- b) The annual election for the members-at-large elected by the parish will be held on the first Sunday of May, or as close to that time as convenient.
- c) The names of members-at-large appointed by the Pastor will be announced as soon as possible after the above election is completed.
- d) The Hispanic Community will follow a similar procedure for the selection of members-at-large.

Section IV: Terms of Office:

- a) Terms of office shall be for a period of three years and will begin at the first regular meeting of the Council after the election or appointment.
- b) Each at-large Council member may serve for two consecutive terms only. Eligibility for reelection or reappointment is established after one year of ineligibility.
- c) In the event of an unfinished year of office, the vacancy shall be filled by the Council with the approval of the Pastor.

Section V: Removal or Resignation:

- a) Any Council member may resign by filing a written letter of resignation with the secretary of the Council.
- b) Any Council member will forfeit his/her office when it is determined by a vote of two-thirds of the voting members present that said member's attitude or behavior is detrimental to the purpose of the Council.
- c) Any voting member who is determined by the Council to have two unexcused absences annually from the regular monthly meetings will be replaced.

Article III
Amendments

- a) Formal written notice of a proposed amendment shall be given to all members one month in advance of the meeting at which the amendment will be considered.
- b) Amendments may be made to this Constitution at any regular or special meeting of the Council.
- c) Adoption of an amendment requires a two-thirds majority of the total voting members present.

By-Laws of Sacred Heart Pastoral Council

Article I Officers

After the annual election of a member at large and the announcement of the Pastor's appointment, an election of Council officers will be held. The officers will be chosen from the members-at-large for the positions of President, Vice President, and Secretary.

The officer's term of office shall be one year. Officers may be reelected for one additional term if their remaining tenure as members-at-large is sufficiently long. Officers' terms of office will begin on July 1.

In the event an officer needs to be replaced, the Council will, with the approval of the Pastor, appoint a new officer from the members-at-large currently on the Council. The new officers will serve the remainder of the replaced officer's term.

Article II

Executive Committee

- a) The Executive Committee shall be the general administrative body within the Pastoral Council. It shall be responsible for the establishment of Commissions, receiving reports of the Commissions and other committees, coordinating the work of the Commissions and preparing the agenda for Pastoral Council meetings.

- b) The Executive Committee shall consist of the Pastor, the Associate(s), the three Council officers, the immediate Past President of the Council, a Parish staff representative appointed by the Pastor, and the coordinator of the Hispanic Community.

- c) The Executive Committee shall meet monthly prior to a Pastoral Council meeting. Additional meetings may be called at the discretion of the Pastor.

Article III

Commissions

The Council shall establish commissions as it deems necessary. These commissions will be charged with the identification of goals and plans for implementation of those goals which will be presented to the Pastoral Council. Each commission is also charged with sending a representative to all Pastoral Council meetings.

The following Commissions are hereby established:

- a) Community Life: To encourage collaboration, interaction and fellowship between groups and the parish at large through special activities.

b) Education: To coordinate all levels of educational programming in the parish (children through adults). To foster cooperation, coordination and communication between groups and individuals involved in parish education ministries. To promote and support parish involvement in educational activities, to network with other commissions as needed and evaluate ongoing parish educational efforts.

c) Evangelization: To provide opportunities for deeper conversion to Christ, in conjunction with the Pastor, the staff and Pastoral Council. Responsible for strategy and planning of evangelization activities (ie. plan retreats).

d) Hispanic: To work for the unity of the whole parish community by encouraging the participation of the Hispanic community in the life of the parish through service, worship, sacrament and leadership.

e) Outreach: Will coordinate the ministry related to human needs, both for parishioners and for community beyond the parish. Groups associated with this commission are usually centered around two areas: pastoral care and social awareness.

f) Vocation Awareness: Will provide information and visibility in an ongoing effort to promote vocations in our parish. Information, prayer and encouragement are offered to those who may consider a vocation as well as to parents who encourage children to consider a vocation in the church.

g) Worship: To enrich the worshipping part of parish life by: active listening to the voices of all parishioners providing opportunities for liturgical ministers to deepen their own understanding and awareness of their ministry and spirituality; getting more parishioners involved in, and preparing for, liturgical celebrations; becoming increasingly aware of the Church's growing understanding of liturgy; and coordinating and facilitating communication between the commission's task forces to accomplish the practicalities of effective liturgy.

OTHER ORGANIZATIONS AT LARGE:

Catholic Daughters: This is a national organization of Catholic women dedicated to strengthening their spiritual life through Christ and His Church: encouraged to support national, state and local social and charitable activities.

Covenant: Is composed of representatives from the three Covenant churches, St. Paul's Episcopal, Klamath Lutheran and Sacred Heart. Will further educational and social opportunities and activities between the three churches.

Knights of Columbus: This is a Catholic men's fraternal benefit society that was formed to render financial aid to its families and members along with active participation in educational, charitable, religious, social welfare, and public relief works.

Newman Group: This is a gathering of OIT, Klamath Community College students and other young adults for communal, social, educational and service oriented activities, with retreats once or twice a year.

Respect Life: To fulfill the Pastoral Plan for pro-life activities at the parish and diocesan levels by fostering respect for human life at every stage of its existence in our society.

Altar Society: Members display altar decorations and foster appropriate environment of the Church throughout the Liturgical year.

Article IV Amendments

Amendments to the by-laws shall follow the same guidelines as the amendments to the constitution.

- a) Formal written notice of a proposed amendment shall be given to all members one month in advance of the meeting at which the amendment will be considered.
- b) Amendments may be made to this Constitution at any regular or special meeting of the Council.
- c) Adoption of an amendment requires a two-thirds majority of the total voting members present.

Article V Meetings

Section 1: Regular monthly meetings shall be held on a day determined by the Council.

Section II: Interim meetings may be called by the President or the Pastor. A quorum must be present to hold a meeting.

Section III: A quorum shall consist of seven voting members.

Section IV: A simple majority vote is required for each proposal before the Council.

Section V: The meeting will be conducted to comply with the Revised Robert's Rules of Order.