

Constitution for St. Mark Parish Pastoral Council

Adopted	July 18, 1998
Updated	October 16, 2009
Effective	October 16, 2009

MISSION STATEMENT

We the members of St. Mark Catholic Church, a Faith Community called as one by Christ, to serve and witness in His name, seek to celebrate our faith through service and evangelization to each other, our families and our community.

ARTICLE I: NAME

The name of this organization shall be the

St. Mark Parish Pastoral Council

ARTICLE II: TERRITORIAL LIMITS

St. Mark Catholic Church is defined as the North Mecklenburg Parish. Its boundaries encompass the planning jurisdictions for the Towns of Davidson, Cornelius, and all but the southern-most portion of the planning jurisdiction for the Town of Huntersville (extending south to Mount Holly-Huntersville Road to the west and Eastfield Road to the East).

ARTICLE III: PURPOSE

The purpose of the Council shall be as follows:

- 3.1 Advise the Pastor by providing an organization sensitive to the needs of the Parish and assist the Pastor in all aspects of the spiritual, pastoral and temporal life of the Parish;
- 3.2 To act as the representative body for the Parish in the decision making process, and to share the accountability for implementing such decisions;
- 3.3 To discover the needs of the Parish and the towns we serve, establish priorities and recommend actions to meet such needs and provide needed resources;
- 3.4 Provide and open channels of communication among all elements of Parish Life;
- 3.5 To develop annual goals for the Parish;

- 3.6 Strive at all times to unite the Parish as a family in Christ and do His work.

ARTICLE IV: MEMBERSHIP

- 4.1 Registered members of St. Mark Parish 18 years of age or older shall be eligible for elected membership on the Council after at least one year of service to the parish in any of its ministries.
- 4.2 The voting membership of the Council shall be:
- A. Nine (9) members of the Parish at large who serve three (3) year terms;
 - B. Three (3) appointed members, appointed by the Pastor, serving three (3) year terms.
- 4.3 Commission Chairpersons, and the representative(s) of the Finance Council are non-voting members of the Council.
- 4.4 Terms of office for at-large members shall be three years with an annual selection of one-third (1/3) of the number of members. An at-large member cannot serve more than 2 consecutive terms without an absence of one (1) year.
- 4.5 Vacancies of the voting members may be filled by the Council, with approval of the pastor, to serve until the expiration of the term.
- 4.6 Terms of office shall commence with the first Pastoral Council meeting in May.
- 4.7 Any council member missing three consecutive meetings for reason other than illness may be replaced at the discretion of the Council with approval of the Pastor.

ARTICLE V: OFFICERS AND THEIR DUTIES

- 5.1 The officers of the Council shall consist of the following: President (Pastor); Chairperson; Vice Chairperson; Secretary.
- 5.2 Officers will hold office for a term of one (1) year with the exception of the Pastor, who will be President as long as he is assigned to St. Mark Parish. Officers may be re-elected.
- 5.3 The Chairperson shall preside at all meetings of the Council and shall be the principal liaison with the Pastor between Council meetings. He/she shall perform all duties as the office may require.
- 5.4 The Vice-Chairperson shall perform all responsibilities of the Chairperson in his/her absence.

- 5.5 In the absence of the Chairperson and Vice-Chairperson, the Council shall elect a Chairperson pro-tem to conduct the meeting.
- 5.6 The Secretary shall:
- A. Keep a record of all minutes of the Council meeting, both regular and special meetings;
 - B. Keep current attendance records of the meetings;
 - C. Notify the Chairperson and the Council when a member has been absent for three consecutive meetings;
 - D. Provide advance notification to Council members for regular and special meetings;
 - E. Distribute information pertinent to the Council meeting;
 - F. Other duties required for the office as established by the Executive Board.
- 5.7 The Executive Board, consisting of the President, Chairperson, Vice-Chairperson and Secretary, will set the agenda prior to each Council meeting.
- 5.8 Meetings: Regular meetings will be held monthly on a weekday established by the Executive Board. Special meetings may be called by the Pastor. Notice of the Council regular meetings shall be given in the Parish bulletin on the Sunday prior to the meeting.
- 5.9 Quorum: A quorum necessary for the conduct of a meeting shall consist of a simple majority that is at least one-half (1/2) plus one (1) of the voting members.
- 5.10 The Council must establish its own rules of order.
- 5.11 The President of the Council has the power to veto any act of the Council.

ARTICLE VI: DISCERNMENT

- 6.1 New members of the Pastoral Council each year will be chosen by a discernment process determined by the existing Council.
- 6.2 Pastoral Council membership discernment will be completed before the May Pastoral Council meeting. New members will attend the May Pastoral Council meeting. Elections for new officers for the coming year will be held at the April meeting of the Pastoral Council.
- 6.3 If a vacancy should occur during a three-year term, it shall be filled by the Council, with approval of the pastor, to serve until the expiration of the term.

- 6.4 The nominating committee will be comprised of Council members, under the direction of the Chairperson or designee. Two other members will serve on the committee.

ARTICLE VII: COMMISSIONS

- 7.1 Commissions will be established by the Parish Council.
- 7.2 Commissions are charged with the planning and coordinating of parish activities within the budgets accepted by the Council and approved by the Pastor.
- 7.3 Commission Chairpersons will attend at least two Pastoral Council meetings per year. The dates will be determined by the Pastoral Council.
- 7.4 The following commissions are recognized by the Council:
- A. Communication Commission
 - B. Community Life Commission
 - C. Education Commission
 - D. Family Life Commission
 - E. Liturgy Commission
 - F. Stewardship Commission
- 7.5 Each Commission shall meet monthly with their committees. Commission chairpersons will meet together monthly as a group. The format of this meeting will be determined by the Commission Heads. Verbal reports should be sent to the Pastoral Council prior the Councils monthly meeting. Budget request should be submitted in March to the Finance Council.

ARTICLE VIII: AMENDMENTS

- 8.1 Any member of the Council may propose an amendment to this constitution.
- 8.2 All proposed amendments are to be presented in writing to the Council (Chairperson or Secretary) for addition to the agenda.
- 8.3 Amendments will be discussed at the meeting introduced but not voted on until the next regular meeting.
- 8.4 A two-thirds (2/3) vote of voting Council members is needed to approve amendments.