

CONSTITUTION
THE PARISH PASTORAL COUNCIL
ST. AUGUSTINE CHURCH
RICHMOND, VIRGINIA

ARTICLE I – THE NAME

Section 1 **This organization shall be known as the Parish Pastoral Council, St. Augustine Catholic Church.**

ARTICLE II – THE PURPOSE

Section 1 **The purpose of the Parish Pastoral Council (PPC) is to be a consultative body to the pastor. With the pastor, it provides vision and direction for the parish, establishes pastoral priorities and implements actions to satisfy these priorities. The PPC is accountable to the entire parish and it is through this structure that the members can participate in the decisions that affect their lives in St. Augustine’s Community.**

Section 2 **The PPC formulates a mission statement in cooperation with the various parish groups and committees. It institutes programs to accomplish the goals and objectives of the statement in accordance with the existing mission and goals of the Diocese of Richmond.**

Section 3 **The PPC as a ministerial body encourages collaborative parish activities calling members of the parish to discover, develop and offer their talents and gifts to the parish community.**

ARTICLE III – THE MEMBERSHIP

Section 1 **The Pastor shall be a member of the Council.**

Section 2 **The Pastor shall appoint pastoral staff persons annually to serve a one (1) year term on the Parish Pastoral Council (PPC).**

Section 3 **The officers of the Council shall be members of the Council.**

Section 4 **The Chairpersons of the standing committees or their designated permanent representatives shall be members of the Council.**

Section 5 **Members of the Parish Pastoral Council (PPC) must meet the requirements set forth in “Called to Serve, Part 2,” and must be fully initiated in the Catholic faith.**

Section 6 **Committee Chairpersons shall not hold dual roles as members-at-large on the Council.**

Section 7 **Pastoral Council decisions shall be arrived at, whenever possible, by consensus as described in “Called to Serve.” All those designated as members under this article shall have voting rights in all decisions. All members of the Council shall have an equal voice through discernment.**

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- Section 8** **The Chairperson or designate, will facilitate any discernment process needed to reach consensus.**
- Section 9** **Members shall read and understand the Constitution, By-Laws and “Called to Serve” prior to beginning their term.**
- Section 10** **Council members must be present to participate in consensus decision making.**

ARTICLE IV – THE COMMITTEES

Section 1 **Executive Committee**

This committee is responsible for directing the PPC and is composed of the Pastor or his representative, Chairperson, Vice Chairperson. The Chairperson of the PPC is also the Chairperson of the Executive Committee.

The duties and area of responsibility of the Executive committee are:

- 1. Act in the name of the Parish Council in all matters of an emergency nature. These matters are not to include non-budgeted capital improvements.**
- 2. Advise Council of any council vacancies to be filled.**
- 3. Develop an efficient and effective agenda for all PPC meetings.**
- 4. Submit a budget to the Finance Council annually.**

Section 2 **Christian Formation Committee**

This committee is responsible for developing, implementing and evaluating the catechetical mission of the parish and ensures conformity with the catechetical policies of the Diocese of Richmond.

The duties and responsibilities shall be, but are not limited to, the following:

- 1. Develop and maintain Christian Formation programs for all the members of the parish in accordance with Diocesan policies.**
- 2. Maintain the records necessary for the proper operation of their mission.**
- 3. Submit a budget to the Finance Council annually.**
- 4. Present a quarterly written report at least two (2) weeks prior to the Council meeting for its review showing the progress of its program and continued goals for the coming year(s) with approval of the Council.**

5. **This committee shall meet at least quarterly. The committee shall consist of a Chairperson and at least three other members. The Pastoral Associate for**

Christian Formation shall act as the committee's resource and attend each of the meetings.

Section 3 Buildings and Grounds Committee

This Committee is responsible for the physical maintenance and operation of the facilities.

The duties and responsibilities shall be, but are not limited to, the following:

1. **Work in conjunction with the business manager on all matters pertaining to the maintenance of buildings, groups, light and sound equipment.**
2. **Assure the instruction of those using the facilities in the operation of lights, hearing/air conditioning and kitchen equipment.**
3. **Coordinate studies of both short and long range capital improvements for recommendation of Council.**
4. **Present written quarterly report at least two (2) weeks prior to the Council meeting for its review showing the progress of the committee and continued goals for the coming year(s) with the approval of Council.**
5. **Submit a budget to the Finance Council annually.**
6. **This committee shall meet at least quarterly. The committee shall consist of a Chairperson, Vice Chairperson and at least three other members from the Parish. The Parish Business Manager shall be the resource member of this committee and attend each of the quarterly meetings.**

Section 4 Worship Committee

This committee is responsible for planning, implementing, and evaluation of parish prayer and worship in accordance with the guidelines and policies of the Diocese of Richmond.

The duties and responsibilities shall be, but are not limited to, the following:

1. **Plan, develop, execute and evaluate of parish prayer and worship experiences.**
2. **Recruit, prepare, train and schedule all people necessary for the proper celebration of parish liturgical services. This shall include lectors, ushers, Eucharistic ministers, altar servers and mass coordinators.**
3. **Coordinate activities with the Choir Director to see that musician and/or cantors are scheduled for liturgies when appropriate.**
4. **Present written quarterly report at least two (2) weeks prior to the Council meeting for its review showing the progress of the committee and continued goals**

for the coming year(s) with the approval of the council.

5. Submit a budget to the Finance Council annually.
6. This committee shall meet at least quarterly. The committee shall consist of a Chairperson, Vice Chairperson, Choir Director and at least three other members from the parish community. The Pastor, or other clergy, shall be the resource member of this committee and attend each of the meetings.

Section 5 **Justice and Peace Committee**

This committee is responsible for assessing and responding to the needs of the deprived, disabled, neglected, poor and oppressed in the parish, the civic community and the world at large.

The duties and responsibilities shall be, but are not limited to, the following:

1. Identify and respond to those in need within the parish and the larger community.
2. Develop, plan and execute service for those in need.
3. Develop and execute programs to raise the parishioner's awareness of the social dimensions of the Gospel, thus enabling them to witness to their faith by serving their church and community.
4. Develop and execute programs to promote legislative advocacy, peace making, economic justice, and other efforts to improve social and political structures.
5. Present a written quarterly report to the Council at least two (2) weeks prior to the Council meeting for its review showing the progress in the committee and continued goals for the coming year(s) with approval of the Council.
6. Submit a budget to the Finance Council annually.
7. This committee shall meet at least quarterly. The committee shall consist of a Chairperson, Vice Chairperson and at least three members from the parish community. The Coordinator for Human Outreach and Justice and Peace shall be the resource member for this committee and attend each of the quarterly meetings.

Section 6 **Parish Life Committee**

This committee is responsible for promoting Christian community and fostering a hospitable atmosphere within the parish. This committee serves as an umbrella for organized groups that do not fall under other standing committees, i.e., Boy Scouts, Bingo, Women's Guild, Parish Picnic Committee, Men's Auxiliary, Knights of Columbus, etc.

The duties and responsibilities shall be, but are not limited to, the following:

- 1. Serve as liaison between sub-groups of the Parish Life Committee and staff, councils and parish at large.**
- 2. Present a written quarterly report to the Council at least two (2) weeks prior to the Council meeting for its review showing the progress of the committee and continued goals for the coming year(s) with the approval of the Council.**
- 3. Submit a budget to the Finance Committee annually.**
- 4. This committee shall meet at least quarterly. The committee shall consist of a Chairperson, Vice Chairperson and at least three members from the parish community. The Parish Business Manager shall be the resource member for this committee and attend each of the meetings.**

Section 7 **Youth Ministry Committee**

This committee shall be responsible for developing and implementing a total Youth Ministry program for the parish.

The duties and responsibilities shall be, but are not limited to, the following:

- 1. Develop and maintain Youth Ministry programs in coordination with the Christian Formation Committee for the junior high, high school and young adult aged members of the parish that include the following dimensions: religious education, outreach, fellowship and spiritual development.**
- 2. Maintain liaison with the other standing committees.**
- 3. Submit a budget to the Finance Council annually.**
- 4. Present a quarterly written report to the Council at least two (2) weeks prior to the Council Meeting for its review showing the progress of the programs and continued goals for the coming year(s) with the approval of the Council.**
- 5. This committee shall meet at least quarterly. The committee shall consist of a youth Chairperson, the Pastoral Associate for Youth Ministry, at least three additional youth members and two adult members, all of whom attend each of the meetings.**

Section 8 **Stewardship Committee**

This committee is responsible for the establishment and maintenance of a consistent program designed to create an atmosphere of Gospel stewardship through example, education, co-ordination and evangelization in which Christ's message of love can become an integral part of the lives of all members of St. Augustine's Parish.

The duties and responsibilities shall be, but are not limited to, the following:

1. To provide education, evangelization and example to the parish community on the message of Gospel stewardship.
2. Identify time and talent resources of the community and convey the information to the appropriate PPC committee.
3. Conduct an annual stewardship of time, talent and treasure commitment directed to the entire parish community, report the collective results of financial commitments to the Parish Finance Council and, protecting the confidential nature of financial giving information, make such additional reports as the committee shall deem proper and advisable.
4. Monitor fund raising activities to assure compatibility with principles of Gospel stewardship.
5. Submit a budget to the Financial Council annually.
6. Present a quarterly written report to the Council at least two (2) weeks prior to the Council meeting for its review showing the progress of the committee and continued goals for the coming year(s) with the approval of the Council.
7. The committee shall meet at least quarterly. The committee shall consist of a Chairperson and Vice Chairperson and at least three other members from the parish. Parish Volunteer Coordinator for Stewardship shall be the resource member of this committee and attend each of the quarterly meetings.

Section 9

Hispanic Committee

This committee is the voice of our Hispanic community, and together with the Pastor, pastoral staff, and the Parish Council and committees, helps with the organization and development of ministries in the Hispanic Community.

The duties and responsibilities shall be, but are not limited to, the following:

1. Each member of the committee must be actively involved in a ministry that lives and promotes the Catholic faith.
2. The committee shall work in conjunction with the other parish committees to serve the Hispanic community.
3. Present a quarterly report to the Council at least two (2) weeks prior to the Council meeting for its review showing the progress of the committee and continued goals for the coming year(s) with the approval of the Council.
4. Develop a budget request to be submitted to the Finance Council annually.
5. This committee shall meet at least quarterly. The committee shall consist of a Chairperson, Vice Chairperson and at least three other members from the parish community. The Pastoral Associate for Hispanic Ministries shall be the resource member of this committee and attend each of the quarterly meetings.

Section 10 **Safe Environment Committee**

This committee is responsible for working with pastoral staff to assure the parish building complex is safe and accessible to all parishioners and especially to those of any handicap, as well as, it works to assure that all volunteers working with children are conforming to diocesan policies regarding “Protecting God’s Children for Adults” (VIRTUS).

The duties and responsibilities shall be, but are not limited to, the following:

- 1. Define, implement and maintain a plan to inform the parish (Pastoral Council, standing committees, parishioners) of the available services.**
- 2. Present an annual written report to the Council at least two weeks prior to the Council meeting for its review showing the progress of the committee and continued goals for the coming year(s) with the approval of the Council.**
- 6. Develop a budget request to be submitted to the Finance Council annually.**
- 5. The committee shall meet at least quarterly. The committee shall consist of a Chairperson, Vice Chairperson and at least three other members from the parish community. The Parish Business Manager shall be the resource member of this committee and attend each of the quarterly meetings.**

ARTICLE V – THE PARISH PASTORAL STAFF

Section 1 **The Parish Staff consists of the Pastor, Parochial Vicar, Deacon(s) and the Pastoral Coordinators of all ministries. The duties relative to the Parish Pastoral Council are outlined under the various committee descriptions. The Pastor is the resource person for the Parish Staff.**

ARTICLE VI – THE OFFICERS

Section 1 **The officers of the Council shall consist of a Chairperson and a Vice Chairperson.**

Section 2 **The Chairperson and Vice Chairperson shall be discerned by Council.**

Section 3 **The Chairperson of the Council shall not serve simultaneously as a Committee Chairperson.**

Section 4 **The Secretary, a non-voting member, shall be appointed by the Chairperson and approved by the Parish Council. The Secretary shall keep the minutes of each meeting and provide the Executive Committee of the Council with a copy for its approval prior to the next regular meeting.**

Section 5 **The Chairperson shall call meetings of the Council and the Executive Committee and shall preside and maintain parliamentary order at these meetings. As Chairperson he/she will maintain close contact with the Pastor concerning Parish affairs between Council meetings.**

Section 6 **The Vice Chairperson shall preside at meetings in the absence of the Chairperson. He/she shall also perform duties as appointed by the Chairperson. The Vice Chairperson shall succeed the Chairperson in the event the Chairperson is unable to serve, on a temporary or permanent basis.**

ARTICLE VII – MEMBERS-AT-LARGE

Section 1 **The Members-at-Large are discerned from and by the general parish membership. Their responsibilities shall be, but are not limited to, the following:**

- 1. Represent the general parish membership at all Council functions.**
- 2. Actively solicit the opinions and concerns of the parish community. They should not, however, represent any one facet of the parish.**
- 3. Serve on Ad Hoc Committees and special task forces as appointed by the Council.**

ARTICLE VIII – INTERACTION WITH THE PARISH FINANCIAL COUNCIL

Section 1 **The Parish Finance Council is a separate and distinct body from the PPC, but does communicate to the PPC on a regular basis.**

Section 2 **The Parish Finance Council recommends fiscal policy for the Parish. It does not set pastoral direction, which is the responsibility of the Parish Pastoral Council.**

Section 3 **The Finance Council will develop the parish budget for each year according to the priorities and the goals set by the PPC in cooperation with the Pastor. The PPC and the Finance Council shall meet at least once yearly in joint session.**

ARTICLE IX – AMENDMENTS

Section 1 **The Constitution may be amended at any regular meeting of the Council upon consensus of all members present provided that the proposed amendment has been presented in its final form, in writing, at the meeting prior to the meeting at which consensus is taken.**

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1 **Business of this Council shall be conducted by consensus, as described in “Called to Serve”, whenever possible.**

Section 2 **Roberts’ Rules of Order, Newly Revised, shall govern this body in all cases to which those rules are applicable and when they are not inconsistent with this constitution. The rules will not be applied so rigidly as to prevent meaningful expression of concerns.**

