

1                                    **Diocese of Madison**  
2                                    ***Our Lady of the Lake, Green Lake, WI.***  
3                                    **Parish Pastoral Council**  
4                                    **CONSTITUTION & BYLAWS**

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7                                    **Article I.     NAME**

8 The name of this organization shall be Our Lady of the Lake Parish Pastoral Council, Green Lake,  
9 WI., hereinafter referred to as the "Council."  
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11                                    **Article II.    PURPOSE**

12     **Section II.1**     By offering advice and consultation, the Council assists the pastor in his  
13 decisions concerning matters of parish life.  
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15     **Section II.2**     The Council, through prayerful consultation and dialog, and under the  
16 direction of the pastor, articulates the parish's mission, vision and goals, and assists in overseeing  
17 the programs and organizations designed to pursue them.  
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19     **Section II.3**     The Council engages in a continuous process of pastoral planning based  
20 upon the needs of parishioners, the needs of the diocese, and an authentically Catholic  
21 understanding of the mission of the Church.  
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23                                    **Article III.   SCOPE**

24     **Section III.1**     The pastoral activity of the parish in which the Council assists the pastor  
25 includes but is not limited to the following areas:  
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- 27                                    a) Encouraging active participation in parish prayer and liturgies;  
28                                    b) Promoting catechesis and evangelization for parishioners of all ages;  
29                                    c) Fostering Catholic family life;  
30                                    d) Encouraging community outreach;  
31                                    e) Encouraging the performance of spiritual and corporal works of mercy;  
32                                    f) Strengthening relationships with the diocesan Bishop and Church.  
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34 The responsibilities of the Council under the direction of the pastor and in cooperation with the  
35 parish staff include:  
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- 37 g) Discerning the strengths and needs of the parish community;
- 38 h) Developing and maintaining a parish mission statement;
- 39 i) Engaging in ongoing strategic planning;
- 40 j) Assisting in the establishment of pastoral goals, priorities and action plans for the
- 41 parish;
- 42 k) Assisting in the formation of parish policies concerning pastoral matters;
- 43 l) Fostering communication among different parish entities;
- 44 m) Evaluating programs and processes.
- 45

46 **Section III.2** In any case where any member of the Council interprets an action of the  
47 Council or any of its committees to be outside the limits set forth in Section 1, that member shall  
48 present such interpretation no later than the next meeting of the Council and ask for  
49 reconsideration. Pending consideration, the effect of the action shall be suspended.

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51 **Section III.3** In any case where reconsideration has failed to resolve the matter, any  
52 Council member may then take the matter to the Office of the Bishop or one appointed by him,  
53 for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the  
54 meantime, the effect of the action shall remain suspended.

## 55 56 **Article IV. MEMBERSHIP**

57 **Section IV.1** The Council shall be comprised of 6 members, all of whom must be  
58 baptized, practicing Catholics, at least 18 years old, registered members of the parish, and  
59 participants in the parish worship life, especially Mass and the sacraments.

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61 **Section IV.2** The Council shall have 3 ex-officio members: the pastor and the two lay  
62 trustees from the parish. Ex officio members participate fully in all Council decisions, but do not  
63 vote.

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65 **Section IV.3** The Council shall have 6 at-large members; they shall be selected from and  
66 by the registered membership of each parish 18 years of age or older through discernment /  
67 election.

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69 **Section IV.4** The term for at-large members shall be three years and shall be limited to  
70 two consecutive terms. The new members shall begin their terms with the conclusion of the  
71 annual transition meeting. New terms begin July 1st.

## 72 73 **Article V. NOMINATION AND SELECTION OF NEW MEMBERS**

74 **Section V.1** At each annual selection, one members shall be selected for a term of  
75 three years to fill the vacancy caused by the member whose term is due to expire.

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77 **Section V.2** At least 60 days prior to each annual selection of new members the  
78 chairperson shall ask the parish Secretary Trustee to lead the Selection Committee. The Selection  
79 Committee's responsibility is to manage all aspects of a common selection process in the parish,

80 including: selection of new members should begin in April and elections being held in May, with  
81 new council members taking office by July 1.)

82

83 a) **Education of Parishioners:**

84 (i) Education is done through bulletin and pulpit announcements about the  
85 Council and the selection process for at least two weeks. Ask parishioners to give  
86 prayerful consideration to nominating other parishioners or themselves for the  
87 Council.

88

89 b) **Nomination:**

90 (i) Make nomination forms available at all liturgies on one designated  
91 weekend. Parishioners should write down the names of persons they feel have  
92 the essential characteristics of a Council member. Upon receipt of the names of  
93 the nominated persons, the Council will, through a prayerful discernment process  
94 with the pastor, designate those who pass the requirements for the position on  
95 the Council.

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97 c) **Notification:**

98 (i) Selection Committee members inform persons whose names were accepted  
99 by the Council after their discernment, of their nominations and of the required  
100 orientation. At least 30 days before the date of selection, the Selection  
101 Committee publishes in the parish bulletin the names of those who have agreed  
102 to continue in the nomination process. (Notification should include information  
103 about responsibilities of council members and an invitation to attend the next  
104 council meeting.)

105

106 d) **Orientation:**

107 (i) The Selection Committee plans a local orientation session and may require  
108 nominees' attendance at that session.

109

110 e) **Acceptance:**

111 (i) Those who accept nomination as Council members participate on the final  
112 slate of nominees or discernment session. The Selection Committee ensures that  
113 the slate of nominees is representative of the parish community. In no event shall  
114 any persons be deemed nominated unless the Selection Committee receives an  
115 expression of willingness to serve. If a member of the Selection Committee  
116 becomes a nominee, that person ceases to be a Selection Committee member.

117

118 f) **Final Slate of Nominees:**

119 (i) Typically, the names of three nominees should be on the slate. Nominees  
120 submit biographical information and their statement of parish vision to the  
121 Selection Committee of new members.

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**g) Facilitation:**

124 The Selection Committee facilitates the actual selection process and informs the parish of the  
125 results. (The selection of new members for the Council shall be by discernment before the  
126 publication of the names for the nomination.)

127

128 **Section V.3** At the election weekend, the Selection Committee provides ballots for all  
129 parishioners. The Selection Committee administers, supervises, tabulates and keeps records of  
130 the election. A tie vote is resolved by lot. Furthermore: In the context of prayer and with the help  
131 of a facilitator, nominees and council members enter into prayerful dialogue until the nominees  
132 who are best suited to serve on the council at this time are discerned.

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## **Article VI. VACANCIES AND REMOVALS**

135 **Section VI.1** Any member of the Council may resign by filing a written resignation with  
136 the pastor, with a copy to the chairperson.

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138 **Section VI.2** At any meeting of the Council, any at-large member may be removed for  
139 good cause by consensus or by an affirmative vote of three-fourths of the Council. Any member  
140 whose removal has been proposed shall be given an opportunity to be heard at the meeting.  
141 Good cause includes missing two consecutive meetings without good reason, physical or mental  
142 incapacity, or failure to perform duties as a Council member.

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144 **Section VI.3** A vacancy among the at-large members shall be filled by one appointed to  
145 serve the remainder of the term. The pastor will make appointment, after consulting the  
146 particular parish council members. Consideration should be given to previous nominees.

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## **Article VII. OFFICERS**

149 **Section VII.1** The officers of the Council shall be a chairperson, a vice-chairperson and a  
150 secretary. They shall be selected by and from the Council at the annual transition meeting. They  
151 shall serve for a one-year term beginning with the conclusion of the transition meeting. Ex officio  
152 members of the Council are ineligible to serve as Council officers or committee chairpersons.

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154 **Section VII.2** The pastor is the president of the council.

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156 **Section VII.3** Selection of Council officers shall be by discernment/election from and by  
157 the Council members present at the annual transition meeting. Offices shall be filled in the  
158 following order: chairperson, vice-chairperson and secretary.

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160 **Section VII.4** At the annual transition meeting following the annual selection of new  
161 Council members, both newly selected members and existing Councilors meet together for the  
162 purpose of selecting Council officers for the following year.

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164 **Section VII.5** No Council officer may serve more than three consecutive one-year terms  
165 in any one office.

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167 **Section VII.6 The chairperson:**

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a) Is aware of the tasks and responsibilities of the Council and communicates these to the Council, committees and parish community.

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b) Organizes/coordinates activities and processes of the Council. Develops and maintains an annual Council calendar consistent with the parish calendar.

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c) Prepares the meeting agendas with the Executive Committee for publication in the parish bulletin the weekend before the meeting or posted for parishioners to review.

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Submits the agenda to Council members at least 3 days before the meeting.

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d) Provides formation/education for Council members, utilizing the parish staff and offerings at the Diocesan levels.

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e) Conducts meetings by assisting the Council members to work together effectively and arrive at appropriate decisions through consensus.

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f) Monitors implementation of all Council decisions.

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g) Ensures that a Council budget is established and communicates budget information to the Finance Council.

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h) Assists the next chairperson in understanding the Council's history, responsibilities and resources. Transfers all Council materials to the new chairperson.

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i) Performs duties consistent with the office as the Council may direct.

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j) Represents the council at any special designated diocesan meetings.

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(The chairperson must be skilled at leading meetings or choose some member to facilitate council meetings in such a way that all members are heard and allowed to give their input. The chairperson is also responsible for maintaining order and attention at council meetings, and makes sure time is spent in prayer and faith formation. The positions of chair and vice-chairperson are time-consuming. These persons should not be asked to assume other duties on the council or in the parish.)

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195 **Section VII.7 The vice-chairperson:**

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a) Conducts meetings in the absence of the chairperson.

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b) Becomes chairperson in the event of vacancy.

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c) Performs duties consistent with the office as the chairperson or the Council may direct.

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d) (The vice-chairperson can serve the parish in other capacities, especially in any areas of collaboration.)

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204 **Section VII.8 The secretary:**

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Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the Council members, committee chairpersons, and the parish. Provides a condensed report of the meeting for publication in the parish bulletin.

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- 209 a) Takes attendance at meetings and records absences.  
210 b) Maintains the official list of all Council and standing committee officers and  
211 members and their terms, the list of all ad hoc committee chairpersons and members and  
212 keeps these lists current with regard to addresses and phone numbers.  
213 c) Works with the parish web administrator to keep the diocesan registry current.  
214 Completes the diocesan registry form following each annual selection and keeps this list  
215 current by informing the diocese of all changes. The diocesan parish council registry form  
216 is updated whenever a change in membership on council occurs.  
217 d) Reports to the Council all communication; handles correspondence for the Council,  
218 including agendas, minutes, notification of regular and special meetings, notes of thanks,  
219 etc.  
220 e) Performs such duties consistent with office as the chairperson or Council may  
221 direct.  
222 f) A recorder may be called upon to keep a written record of the meetings. However,  
223 the responsibility rests with the council's secretary. The "recorder" has no rights of  
224 membership or voting.  
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## 226 **Article VIII. MEETINGS**

227 **Section VIII.1** Regular Council meetings shall be held every other month. (January, March,  
228 May, July, September and November)  
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230 **Section VIII.2** A quorum consists of two-thirds of the total membership and the pastor's  
231 presence.  
232

233 **Section VIII.3** A transition meeting shall be held at the July Council meeting after the  
234 annual selection of new Council members. At this meeting the newly selected members join the  
235 existing Council for the purpose of selecting Council officers for the following year.  
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237 **Section VIII.4** Regular meetings of the Council shall be held at such time, place and date  
238 as the Council may designate. Prayer shall be an integral part of the meeting.  
239

240 **Section VIII.5** The agenda shall be developed in advance of the meeting based upon the  
241 proposals from committees, liaison reports, the Council annual calendar, strategic/mission goals,  
242 ongoing needs and concerns of the parish. Parishioners may submit items for consideration to  
243 the parish office one week before the meeting. They will be considered by the executive  
244 committee as it prepares the agenda.  
245

246 **Section VIII.6** Advance notice of the time and place of the meetings of the Council shall  
247 be published in the parish bulletin, and all members of the parish shall be entitled and welcome  
248 to attend as observers. The Council may open any meeting to discussion by parish members on  
249 such subjects and under such rules as the Council may announce.  
250

251 **Section VIII.7** Absence. Notification of intended absence should be given to the Council  
252 Chairperson, Vice-Chairperson or Secretary before the meeting.

253 **Section VIII.8** Special Meetings. Special meetings may be called by the chairperson,  
254 pastor or a quorum. Notice of special meetings shall be given to all members within a reasonable  
255 time before the meeting, stating its time, place and purpose. No other business than that stated,  
256 as the purpose shall be conducted at that meeting.

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258 **Section VIII.9** Closed Session. When a question arises at a council meeting that relates to  
259 a person's right to privacy, the council may request the absence of visitors for that portion of the  
260 meeting. The content of the closed session is confidential, not part of the formal minutes of the  
261 meeting nor made public.

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## 263 **Article IX. RELATIONSHIP OF PASTOR TO COUNCIL**

264 The pastor serves as president of the Council. He does not facilitate the Council meetings, that's  
265 the role of the chair. The pastor presides at the Council by:

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267 a) Attending all council meetings.

268 b) Making certain that the scope of the council's concerns reflects the entire mission  
269 of the Church;

270 c) Helping the council members become a community of faith and build an  
271 atmosphere of openness and trust among them;

272 d) Making certain that Council members have adequate training;

273 e) Working with the officers to develop the Council agenda;

274 f) Sharing in the dialogue that leads to the formulation of policy.

275 g) The Council serves in an advisory capacity to the pastor, and all recommendations  
276 are subject to his approval. If, after discussing an issue with the pastor, the Council  
277 unanimously disagrees with his decision, the Council may appeal to the diocesan Bishop or  
278 one appointed by him for clarification or arbitration. Any decision resulting from such an  
279 appeal shall be final.

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281 **Section IX.2** Before requesting a proxy (permission to "build", borrow money, etc.) from  
282 the Bishop, the pastor will consult with the Council. The consensus of the Council shall be  
283 represented in the request for proxy. This consultation, while required in certain extraordinary  
284 matters of administration, is advisory only.

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## 286 **Article X. MANNER OF OPERATION**

287 The Council shall make recommendations to the pastor through a process of communal  
288 discernment which leads to consensus, if at all possible. The discernment process includes  
289 prayerful reflection on the matter, gathering of information, group dialogue and sharing of  
290 conclusions. The preferred final step in reaching a shared conclusion shall be consensus.

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## **Article XI. STANDING COMMITTEES**

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### **Section XI.1 The Executive Committee:**

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a) The executive committee shall be comprised of the pastor, chair, secretary and one parish trustee. It is the responsibility of the executive committee to meet prior to the Council meeting to review minutes from previous meeting to be sent to members for review and to establish the agenda for the upcoming meeting

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### **Section XI.2 Standing Committees:**

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a) Each standing committee implements the Council's priorities and goals in its own areas of responsibility. All committee work should lead to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

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### **Section XI.3 Scope:**

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a) All committees are accountable to the Council (and of course, to the pastor). Committees are the working bodies of the Council, and make recommendations in their areas of responsibility consistent with the overall parish mission, Council bylaws, diocesan policies, and laws of the state.

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### **Section XI.4 Functions:**

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a) The basic functions of each council standing committee are to:  
b) Identify needs of the parish within its areas of responsibility.  
c) Establish priorities among the needs and communicate how these needs can realistically be addressed and where inter-committee collaboration might be effective.  
d) Formulate long-range and short-term goals and objectives.  
e) Research and investigate options to implement goals.  
f) Submit the proposed programs to the Council.  
g) Communicate with the pastor and pastoral staff about the implementation.  
h) Maintain communication with the parish concerning programs, encouraging active support and involvement.  
i) Maintain communication with the respective Diocesan offices and agencies for guidelines and resources.  
j) Provide ongoing formation of committee members in its areas of responsibility through workshops, study, spiritual formation, etc.  
k) Determine budget priorities in the area of the committee's responsibility and make recommendations to the Council.  
l) Periodically evaluate existing programs and activities.  
m) Provide the Council with regular, oral or written reports of the work of their committee.

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**Section XI.5** The parish shall have the following committees accountable to the Council:

a) **Worship and Spiritual Life:**

(i) This committee assists the pastor and the parish in attaining a full, conscious and active participation in the Mass and the prayer life of the parish. It cultivates and gives direction to the liturgical aspect of parish life and provides opportunities for parishioners to deepen their faith through a variety of prayer experiences. It helps coordinate liturgical celebrations within the cluster. It helps maintain an ongoing program of education and training for liturgical ministers.

b) **Religious Education and Faith Formation:**

(i) This committee assists the pastor and the parish in providing lifelong opportunities for every person to grow deeper in their faith and personal conversion. Such opportunities should include sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry.

c) **Schools:**

(i) This committee along with the priest, principal and director of religious education is dedicated to the promotion and welfare of Catholic education. This committee is responsible for identifying and expressing the educational goals and objectives of the parish community.

d) **Parish Life/Envisioning Team:**

(i) This committee supports the overall vibrancy of parish life. It may plan social activities, spiritual retreats and other needed activities or programs which foster community and enhance the quality of parish life. It is responsible for assisting the parish pastoral staff in hospitality, new member registration and orientation as well as recommending pastoral care policies and procedures.

e) **Stewardship:**

(i) The stewardship committee promotes parishioners giving of their time, talent and treasure, through a scriptural understanding of stewardship. It makes the needs of the community known and organizes ways to solicit people to use their talents and time for the good of the community. It appropriately promotes the giving of financial resources to empower the parish to live out its mission and goals. The stewardship committee encourages the conservation of God-given natural resources.

f) **Human Concerns/Social Justice:**

(i) This committee discerns needs of persons in the parish and wider community, especially the poor, and identifies resources to meet those needs, enlisting the active cooperation of all parishioners. Committee members are not responsible to do all of the committee's work, but rather to involve others in actively accepting the responsibility of their baptism.

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g) **Vocations:**

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- (i) This committee works with the diocesan Office of Vocations and does whatever it can to foster vocations to the priesthood, diaconate, religious life and lay ministry, praying and sponsoring programs and retreats to help all people recognize and respond to God's call.

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**Section XI.6** All standing committees operate under a set of common Standing

391 Committee Guidelines established by the Council and reviewed periodically by the Council. Each

392 committee chairperson shall meet with the Council at least once a year. A committee is able to

393 make decisions only if a quorum is present which means a majority of its members.

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a) The chairperson of each committee shall be discerned by and from the committee members, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the chairperson is one year. Other officers determined by the committee, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an ex officio member of the council shall be eligible to be an officer.

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b) (Include the following if the parish pastoral council has a liaison to each standing committee.)

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**Section XI.7**

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a) **Council-Committee Liaison:**

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- (i) The Council shall select from its at-large members a liaison to each of its standing committees at the annual transition meeting following the selection of new officers. Liaisons shall serve for a one-year term beginning with the conclusion of the transition meeting. Ex officio members of the Council are ineligible to serve as liaisons.

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**Section XI.8** The parish shall have a separate Finance Council accountable to the pastor.

413 Canon law requires that each parish have a Finance Council. A Finance Council is a separate,

414 stand-alone council and not a subcommittee of the Parish Pastoral Council.

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**Article XII. AMENDMENTS TO THE CONSTITUTION AND THE BYLAWS**

417 Subject to the approval of the pastor, this constitution and bylaws may be amended at any regular

418 or special meeting by consensus or a two-thirds vote of the Council at two consecutive meetings

419 of the council and thereafter by approval of a majority of the parishioners participating in the

420 parish approval process.

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Our Lady of the Lake Parish Pastoral Council Constitution and Bylaws  
1<sup>st</sup> adapted September 3, 2019

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426 Bishop of the Diocese of Madison

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428 Vicar General of the Diocese of Madison

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430 Pastor of the Parish

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432 Trustee of the Parish

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434 Trustee of the Parish

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436 Date of Approval by the Parish:

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438 Date of Approval by the Diocese:

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