

**CATHEDRAL OF MARY OUR QUEEN**

**PARISH**

**BALTIMORE, MARYLAND**

*Archdiocese of Baltimore*

**PASTORAL COUNCIL**

***CONSTITUTION  
AND BY-LAWS***

**Adopted March 2010**

**CATHEDRAL OF MARY OUR QUEEN  
PASTORAL COUNCIL**

**Vision Statement**

*The Pastoral Council exists to encourage and enable the people of God to participate in the mission of the Cathedral Parish and the Catholic Church according to their gifts.*

*The Council will contribute to the building up of our community under the spiritual and administrative care of the Rector and through works of evangelization, education, liturgy, service and stewardship.*

## ARTICLE I. NAME

The name of the body shall be the Cathedral of Mary Our Queen Parish Pastoral Council, hereinafter referred to as "the Council."

## ARTICLE II. PURPOSE

**Section 1.** As the collegial, consultative body representing the whole parish community, the purpose of this council shall be:

- a. To maintain, as individuals and as a body, an active life of prayer and discipleship in response to God's call to ongoing conversion;
- b. To share responsibility with the Pastor for the life, mission, and ministries of the parish;
- c. To assist the Pastor in the assuring the mission effectiveness of the parish through recommendations and active cooperation in the setting of broad policy directions for the parish;
- d. To act as an authentic representative voice of the People of God, which includes all individuals and groups of the parish community;
- e. To provide an open, honest and respectful forum of communication and dialogue regarding parish affairs;
- f. To actively encourage by all available means the engagement of all parish members in the life and ministries of the parish;
- g. To participate, through active cooperation in regional and archdiocesan collegial bodies and events, in the total life and mission of the Church of the Archdiocese of Baltimore;
- h. To collaborate with other religious and civic groups in working for the common good of the broader community of North Baltimore and surrounding neighborhoods;
- i. To take whatever action it may deem appropriate to fulfill the purpose set forth in Section 1 of this Article.

**Section 2.** Pursuant to the purpose set forth in Section 1 of this Article, the council shall perform the following functions as consultative recommendations to the Pastor:

- a. It shall annually review and reflect on the parish vision statement and mission priorities.

- b. It shall collaborate with the Pastor and staff annually to review and update the parish pastoral plan, including a statement of the needs and goals of the parish, priorities among such needs and goals, and allocation of personal, material, and financial resources for implementation.
- c. It shall review and recommend, with emendations at its discretion, the proposed annual parish budget prepared by the Stewardship Ministry including proposed budgets from all ministries offices, and operations subsidized by parish funds including the proposed annual development goals. (Actual budgeting authority shall rest, pursuant to Canon Law, with the Finance Committee and the Corporators.)
- d. It shall annually review the maintenance and upkeep of parish property and recommend any improvements or expansions to the property which may be deemed necessary, except where the decision in such matters is reserved to the Archbishop.
- e. It shall make recommendations to the Pastor regarding membership of the parish in any civic or professional organization.
- f. It shall render to all parishioners, from time to time, but at least annually, a full report on the parish's spiritual, material, and financial condition.
- g. It shall render annually to the parish corporation a full report on the parish's spiritual, material and financial condition.
- h. It shall, in collaboration with the Pastor and the Liturgy Committee, provide for the dignified and reverent celebration of the Sacred Liturgy in such a manner and at such times as to enhance the spiritual welfare of all the faithful of the parish.
- i. It shall, in collaboration with the Pastor and the School Boards of the elementary school, encourage a common vision for parish education ministries and integrate within that vision the diverse programs of the schools and the parish in the vital ministry of formation in the Catholic faith.

### ARTICLE III. OPERATION

**Section 1.** The Council shall submit its recommendations to the Pastor in the form of conclusions resulting from the considered reflection and discussion by the council. Ordinarily, the Pastor's determination regarding any recommendations by the Council is final.

**Section 2.** The Pastor shall communicate to the Council by the next regularly scheduled meeting, a response to its recommendation(s). If the Pastor, for grave reasons of fidelity to the Gospel, obedience to Church or civil law, other serious financial or administrative considerations, or religious / spiritual reasons, feels that he cannot in good conscience accept or carry

out the recommendation(s) of the Council, he shall fully and frankly communicate such reservations to the assembled Council.

- Section 3.** If, notwithstanding the reservations expressed by the Pastor, the Council determines, by two-thirds vote, to sustain its original recommendation(s), and all other means available at the parish level are exhausted and inadequate to resolve the situation, either the Pastor or the council through its chair may petition the matter at issue to the Vicar Bishop for such action as he may deem fitting. In such instances then, the decision of the Vicar Bishop shall be final.

#### ARTICLE IV. MEMBERSHIP

- Section 1.** The Council shall consist of no more than Fifteen voting members and no fewer than ten. Membership shall be in two types: *ex officio* and Full Members.
- Section 2.** *Ex officio* members of the Council shall include the Pastor, priest(s) and religious regularly assigned to the parish, permanent deacons, director of religious education, principal of the schools, youth minister, and any other staff person(s) involved in the direct pastoral care of parishioners. *Ex officio* members shall have full voice in council discussions but shall have no vote.
- Section 3.** Full Members of the Council shall include at least two representatives from each of the five standing Ministries (*evangelization, education, liturgy, service and stewardship*) and one Parishioner under the age of twenty [20]. These members shall be selected by the Pastor with consent of the Council, considering suggestions from each committee, to serve on the Council for a three year term of office. Full Members shall have full voice and vote in council sessions.
- Section 4.** All members shall serve until their successors are duly appointed, selected or elected and qualified. No member shall be eligible to serve more than two [2] consecutive full terms. However, they can be selected again after at least one year off the council.
- Section 5.** Parish lay corporators may serve on the Council as *ex-officio* members with full voice but shall have no vote.
- Section 6.** Council members with unexcused absences from three consecutive regular meetings shall forfeit membership on the Council. A member will be allowed three excused absences per council year. The delinquent member will be notified in writing by the council chair prior to forfeiture of membership. A replacement may be procured according to the procedure specified in Article V, "SELECTIONS".

## ARTICLE V. SELECTIONS

### Section 1. Parishioners who:

- a. Have attained the age of sixteen years by the date of selections;
- b. Are baptized, confirmed, and registered members of the parish in good standing; and
- c. Are contributing members of the parish;

Shall be eligible to serve on the Council. All persons meeting these same qualifications shall likewise be eligible to vote in elections.

**Section 2.** The Nominating Committee shall be selected in March of each year and shall consist of the Pastor, the Council Chair, and three members selected together by them. Committee members need not be members of the Council. The committee shall actively seek and identify qualified parishioners and obtain their consent to serve as Members of the Council.

**Section 3.** Five new members shall be selected annually to the Council for a three year term of office. Selections shall be held annually on the third week in May. *For the first selection following adoption of this Constitution, terms of office will be divided into three groups of five, with the first serving a one year terms, the second group serving a two year terms and the third group serving a three year term.*

**Section 4.** The Council shall be commissioned annually at a Eucharistic Liturgy following the election and shall take office at the September council meeting. *An exception to this timeline may be made for the first election following the ratification of this Constitution.*

**Section 5.** In the case a member of the Council resigns or is removed, the Council and the Pastor shall select another person to fill out the remainder of the vacated term.

## ARTICLE VI. OFFICERS

**Section 1.** Whereas the Pastor presides over the work of the Pastoral Council, the chairing and facilitation of the council meeting is delegated to duly selected council officers. The officers of the Council shall be Chair, Vice-Chair, Treasurer and Secretary.

**Section 2.** The members of the Council shall have an annual Retreat Day to reflect on the upcoming election of officers. Voting will take place at that Retreat to

determine among themselves the four officers specified in Section 1. The current officers shall remain in office until the new officers have been selected. Following nominations, voting shall be by secret ballot, and in the event of a tie, balloting shall continue until a candidate receives a majority. Each office shall be taken individually, thus permitting candidates not elected to be nominated for the next subsequent office. If only one person accepts the nomination then the election can be made by voice vote.

- Section 3.** The Chair shall facilitate meetings of the Council and, in consultation with the Pastor, shall call such special meetings as may be necessary. The Chair shall appoint the chairs of all special committees. The Chair shall be an *ex officio* member of all ministry boards and parish committees except the Nominating Committee. The Chair of the Council shall render periodic reports to the Pastor and the parishioners on the completed and projected work of the Council and shall perform all other duties that customarily devolve upon the office of Chair, not specifically mentioned herein.
- Section 4.** The Vice-Chair, in the absence of the Chair or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the Chair. The Vice-Chair shall perform such other duties as may be delegated to it by the Chair.
- Section 5.** The Treasurer, who will be the Chair of the Finance Committee and on the Stewardship Ministry of the Council, shall exercise general supervision over the Parish finances, and shall perform such other duties as may be assigned by the Pastor. The Treasurer shall ensure that copies of the budget are made available for all parishioners. The Treasurer shall also prepare financial notes to appear in the parish bulletin pertaining to the work of the financial position of the Parish. The Treasurer shall be assured of support and assistance from the parish staff in carrying out these duties.
- Section 5.** The Secretary shall be responsible for maintaining minutes of all regular and special meetings of the Council, preserving them in a permanent record and distributing copies of such minutes, along with the agenda for that meeting, to all members of the Council at least one week prior to the next regularly scheduled meeting. The Secretary shall ensure that copies of the minutes are made available for all parishioners. The Secretary shall forward in writing to the Pastor all council resolutions and recommendations. The Secretary shall prepare and send out all correspondence necessitated by the work of the Council and shall maintain permanent files of such correspondence. The Secretary shall also prepare notes to appear in the parish bulletin pertaining to the work of the Council, as well as any other publicity material that is desired for use in various

media. The Secretary shall be assured of support and assistance from the parish staff in carrying out these duties.

- Section 6.** In the event of a vacancy in any office except that of the Chair, the Council shall elect someone from among its own membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of the Chair, the Vice-Chair shall automatically succeed and fill out the unexpired portion of the term.
- Section 7.** Each officer shall, at the expiration of his / her term of office, turn over to his / her successor all books, papers, and other records and property pertaining to the office not later than ten days after said expiration.]

#### **ARTICLE VII. EXECUTIVE COMMITTEE**

- Section 1.** The executive committee shall be composed of the officers of the Council and the Pastor.
- Section 2.** It shall be the responsibility of the Executive Committee to coordinate and prepare the agenda for all the regular meetings of the Council and to make such agenda available to the Secretary for mailing prior to the meeting.

#### **ARTICLE VIII. STANDING MINISTRIES AND PARISH COMMITTEES STRUCTURES**

- Section 1.** The Standing Ministries of the Council and their corresponding parish organizations / groups / committees shall have such powers as may be delegated to them by the full Council and Pastor. Because of its canonical importance, the Finance Committee, which works with the Stewardship Standing Ministry, shall be named in consultation with the Pastor or may be appointed in full by the Pastor.

Standing Ministries of the Parish Pastoral Council shall be:

Liturgy	Service
Evangelization	Education
Stewardship	

(The Standing Ministries and the committees, groups, organizations within their purview are listed in Appendix A. These arrangements may be redesignated at any time by the Pastor in consultation with the Council.)

- Section 2.** The Chairs of the Standing Ministries, in consultation with the Pastor and Chair of the Pastoral Council, shall be free to name to their respective members who are not members of the Council in order to provide for

breadth and depth in the work required. Such members shall have the right to attend all regular and special meetings of the Council and to have full voice therein but shall have no vote.

- Section 3.** The Standing Ministry Chairs shall convene meetings of their Standing Ministries and shall be prepared to render a report to the Council of concerns, issues, activities, and actions taken at such meetings. The Standing Ministry Chairs shall be prepared as well to address any questions or issues arising from the Council regarding all parish entities reporting to them. The Standing Ministry Chairs shall assure that their Ministries are represented at all council meetings. In the event of absence, the Standing Ministry Chair shall appoint a *pro tem* representative from the Standing Ministry to attend the council meeting and speak on behalf of the Standing Ministry, this representative shall not be empowered to vote.
- Section 4.** The Council Chair, in consultation with the Executive Committee, may create any special or ad hoc committees, which may from time to time be deemed necessary, and to designate the members thereof.
- Section 5.** The Standing Ministry Chairs shall act as liaison and coordinator for all subordinate committees / groups / organizations of their respective Boards.

#### **ARTICLE IX. STANDING MINISTRIES AND COMMITTEE DUTIES**

- Section 1.** A representative of each committee shall present written reports to the Standing Ministry Chair no less frequently than once each quarter. The Standing Ministry Chair, in turn, will present a copy to the Council at the next scheduled council meeting. Each committee shall meet regularly to implement its work and shall report the progress or limitations of such work to the Standing Ministry Chair as required during the course of the year.
- Section 3.** Each committee shall be responsible for submitting to the Chair of its designated Standing Ministry a budget estimating its overall annual expenses as well as estimates of any annual income derived from fundraising activities, fees, or other means. The Standing Ministry Chairs shall present the annual budgets of their respective Standing Ministry and the committees thereunder to the Stewardship Committee in February.
- Section 4.** The chair or head of each committee / organization / group shall submit the names of all members to the Chair of the designated Ministry Board, who will then present this to the Council for review and publication, if deemed appropriate. This shall be done no later than the scheduled meeting following their appointment.

**Section 5.** The chair or head of each committee / organization / group shall see that said committee prepares a written vision statement outlining its function in cooperation with any staff persons associated with them.

**Section 6.** The chair or head of each committee / organization / group shall initiate an annual evaluation of its work in conjunction with the Council's annual pastoral planning effort and shall present through the designated Sanding Ministry Chair any proposals or initiatives for the Council to consider in its planning.

## **ARTICLE X. MEETINGS**

**Section 1.** The regular meetings of the Council monthly.

**Section 2.** The meeting held in the month of January shall be known as the Annual Meeting, conducted for the purpose of receiving reports, and for any other business that may arise. Any such matters left unfinished at the adjournment of the Annual Meeting shall constitute the first order of business at the next regular meeting.

**Section 3.** Special meetings may be called by the Pastor, the Chair, the Executive Committee, or at the written request of a simple majority of the members of the Council, the purpose of which shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.

**Section 4.** Regular meetings of the Council shall be open to all parishioners as observers. It shall be left to the discretion of the Executive Committee as to whether any special meetings shall be open. Parishioners who wish to speak at an open meetings need to make arrangements with the Executive Committee, prior to the meeting, so they may be placed on the Agenda for that meeting.

**Section 5.** A simple majority of the voting members of the Council shall constitute a quorum.

## **ARTICLE XI. AUTHORITY AND DECISION MAKING**

**Section 1.** In matters of serious consequence to the parish community, the Council shall make every effort, in union with the Pastor, to arrive at a decision through consensus. Every member of the Council must be involved in the consensus building process and is urged to speak to the assembled Council his or her consent or reservations regarding the matter under discussion. The discussion must continue, addressing any reservations, until every member is either in favor of the decision or is willing to support the

decision even though it may not be the preference of the individual. However, if a consensus cannot be reached and a decision cannot be deferred, a majority vote of the members present shall be required for a decision.

**Section 2.** In all other matters not requiring a consensus decision, the rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Council may adopt.

**Section 3.** The Chair of the Council may appoint a parliamentarian, who need not be a member of the Council, to assist and advise in presiding at all meetings.

## **ARTICLE XII. RATIFICATION AND AMENDMENTS**

**Section 1.** The copy of this Constitution shall be made available to all parishioners. Its approval shall be by the Pastor and ratified by the Council upon taking office.

**Section 2.** This Constitution may be amended with the consent of the Pastor at any regular meeting of the Council by a two-thirds vote of the membership of the Council.

- a. Proposed amendments to this Constitution shall be submitted in writing to the Council at any regular meeting and voted on at the next regular meeting.
- b. The Chair shall appoint a committee to review the amendment. The committee shall mail a written report on its recommendations to all council members two weeks prior to the next regular meeting.
- c. The Council shall review the amendment and committee recommendations and shall approve or disapprove said amendment.
- d. A copy of the final document shall be placed in a permanent file with the Pastor and all members of the Council shall be given an updated copy of the final version as well.
- e. Notification of changes should be published in the bulletin for two consecutive weeks.

## APPENDIX A: Ministry Boards

### Cathedral Parish and School Ministries

- Adopt-A-Family
- Altar Servers
- Altar Servers Vestments Care
- Baptismal Bibs
- Baptistery
- Blood Donor Program
- Boy Scout Troop 1000
- Brownie Troop 386
- Archbishop's Annual Appeal
- Cathedral Choir
- Cathedral Concert Series
- Cathedral Couples Bridge Group
- Cathedral Docents
- Cathedral Food Program
- Cathedral Girl Choristers
- Cathedral Ladies Daytime Bridge Group
- Cathedral Library
- Cathedral Mom's Group
- Cathedral Ringers Handbell Choir
- Cathedral Ushers
- Catholic Evidence League
- Catholic Scripture Study
- Children's Liturgy
- Chrism Mass Oils
- Civic & Religious Emergency Services-CARES
- Contemporary Music Choir
- Development Committee
- Dusting
- Eucharistic Adoration
- Facilities and Maintenance Committee
- Fiftieth Anniversary Committee
- Finance Committee
- Greeting Committee
- Health Care Ministry
- Lectors
- Little Peoples Church
- Liturgy Committee
- Marriage Prep
- Our Daily Bread
- Parish Technology Committee
- Pastoral Council
- Poor Box / Assistance Collection
- Prayer Tree
- Religious Education
- Respect Life & Gabriel Project
- Rite of Christian Initiation of Adults-RCIA
- Rosary Nights
- Sacred Linen Care
- Social Justice Ministry
- Sodality
- Sunday Nursery
- Sunday School of Religion
- Thanksgiving Clothing Drive
- Vacation Bible School
- Volunteers-At-Large
- Welcoming Committee
- Youth & Family Ministry
- School of the Cathedral Ministries include
  - After School Program
  - Cathedral Ball
  - Cathedral School Parents Association-CASPA
  - Class Masses
  - School Board

**APPENDIX B:**  
**RESPONSIBILITIES OF COUNCIL OFFICERS**

**THE CHAIR**

The Council Chair works closely with the Pastor to ensure that the Council works to fulfill the vision statement of the parish through active collaboration with staff, parishioners, other church and civic groups, and archdiocesan officials. The Chair is responsible for the organizational aspects of the Council and chairs all meetings of the Council. In light of these responsibilities, it is important that the Chair possesses a good understanding of group process and has the necessary facilitation skills to fulfill this role effectively. Duties of the Chair include:

- Chair executive committee meetings;
- Chair all regular and special meetings of the Council;
- Adhere to the agenda in terms of time and focus;
- Encourage the full participation of all council members;
- Ensure that all members have an opportunity to speak and that no one member exerts control over the agenda or its time frame;
- Maintain an atmosphere of respect at all times;
- Begin and end meetings on time;
- Clarify council procedures;
- Ensure the opportunity for periodic evaluation of council effectiveness;
- Ensure good communication procedures;
- Organize and conduct, in cooperation with the Executive Committee, any parish assemblies called by the Council;
- Oversee the physical setting of the meeting room to facilitate interaction and collaboration among members; and
- Keep open the channels of communication between the Pastoral Council and parishioners.

## **VICE-CHAIR**

The Vice-Chair performs the duties of the Chair in the latter's absence and assists the Chair in conducting the Council's work.

## **TREASURER**

*The treasurer ensures that the following duties are performed, either by him/herself or by other members of the Council or pastoral staff who may be solicited to assist:*

- Provide an accurate record of the finances of the Parish;
- Maintain a budget for the Parish;
- Monitor income and expenses for the Parish; and
- Continually update the Council with respect to the finances of the Parish.

## **SECRETARY**

*The secretary ensures that the following duties are performed, either by him/herself or by other members of the Council or pastoral staff who may be solicited to assist:*

- Provide an accurate record of the minutes of all meetings;
- Maintain a roster of membership and attendance;
- Monitor terms of members;
- Continually update council documents;
- Forward to the Pastor, in writing, all council resolutions and recommendations;
- Distribute information and correspondence to council members as directed;
- Maintain a file of council correspondence;
- Prepare parish bulletin announcements and other information pertaining to the work of the Council;
- Prepare publicity material for use in various media.