

# CONSTITUTION

## John XXIII Catholic Community

Revision 6/2007

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**PREAMBLE**

- I We, the parishioners of John XXIII Catholic Community, accept the mission of being a church community according to the Vatican II Concepts, as presented by Pope John XXIII.
- II. As followers of Christ and members of the Roman Catholic Church, we, the parishioners of John XXIII Catholic Community, recognize that the church is charged in carrying on the work of Christ under the guidance of the Holy Spirit.
- III We, the parishioners of John XXIII Catholic Community, commit ourselves to Vatican II Concepts, responding to the Holy Spirit.
- IV Through the gift of faith, we, the parishioners of John XXIII Catholic Community, of the Archdiocese of Santa Fe in union with the Archbishop, undertake the mission of being a church community according to the Concepts of Vatican Council II.

## **ARTICLE 1. NAME AND PURPOSE**

### **A. Name**

The name of our Catholic parish is John XXIII Catholic Community.

### **B. Purpose**

The purposes of our parish are:

1. To be a church within the reach of all people, responding to the diversity of a community of individuals seeking God in their lives.
2. To be a church fostering the growth of Roman Catholic Christian faith, hope and love, allowing all to grow closer to God.
3. To be a church which responds to the concerns of the inner life of the individual and the community, and to the needs and concerns of the universal church and the world.
4. To be a church which provides a fitting place and the functions necessary for spiritual growth, worship, learning, and outreach.

## **ARTICLE II. MISSION STATEMENTS**

### **A. Preface**

John XXIII Catholic Community shall reflect the tenets of the Vatican II Council by responding and reaching out to the needs of all parishioners, by building a strong community spirit, and by administering the functions necessary for the operation of the parish.

### **B. Mission**

The mission of John XXIII Catholic Community is:

1. To build a Roman Catholic community that provides a Christian environment enabling members to grow spiritually as individuals and a community.

- a. To foster a commitment to Jesus Christ and an authentic Christian life.
  - b. To facilitate the concepts of Vatican II and the growth of Christian community spirit.
  - c. To uphold this constitution and to ensure the mission of the parish is preserved.
2. To administer the functions necessary for the smooth operation of a parish under the guidelines of the Vatican II concept of church and community.
- a. To establish and conduct meaningful, inspiring, and stimulating liturgical celebrations for a diversified Roman Catholic community.
  - b. To provide ministries that foster Christian living.
  - c. To provide liturgies that are inspiring and prayerful.
  - d. To provide music and an environment which enhances the liturgy, and ensures participation of all parishioners.
  - e. To establish and conduct programs for a lifetime process of catechesis for Christian discipleship.
  - f. To promote the well-being of all members of the parish community.
  - g. To ensure all parishioners have an understanding of the church's mission and to reach out to those less fortunate locally and world-wide through existing out-reach programs.
  - h. To maintain a high quality facility to enhance the spirit and concepts of Vatican II.
  - i. To plan and conduct parish financial affairs in accordance with Parish and Archdiocesan policies and procedures and to keep the Parish community informed of the parish financial status.

### **ARTICLE III. RESPONSIBILITIES AND RIGHTS OF PARISH MEMBERS**

#### **A. Responsibilities**

To live lives that glorify God and witness to the reality of the sacrifice and resurrection of Jesus Christ. In addition, the responsibilities of members John XXIII Catholic Community shall be:

1. To become registered members of the parish, by providing required information to the Parish office.
2. To participate in liturgical celebrations of the church, and to share in activities of the Parish.
3. To support administration, maintenance, and parish services through financial contributions, and personal service to the parish.

#### B. Parish Member Rights

Rights of registered members of John XXIII Catholic Community shall be:

1. To participate in liturgical celebrations and sacraments, and to be informed of and share in services and community activities offered by the Parish.
2. To serve on, and give input to the Parish Council, Pastoral Commission, and other Parish committees.
3. To present concerns, receive responses, and offer suggestions involving parish and community matters.
4. To vote in parish elections if 18 or older.
5. To serve on committees in accordance with committee rules and this constitution.
6. To serve on the Parish Council or the Pastoral Commission in accordance with the parish Constitution and by-laws.
7. To be informed about activities taking place in the parish.

### **ARTICLE IV. ORGANIZATION**

#### A. Administrative Staff and Contractors:

1. Administrative staff and contractors shall consist of persons paid for their services.
2. The pastor shall have the final responsibility for hiring/firing administrative staff and contractors.
3. Administrative staff members and contractors shall be ex-officio members of any committee on which they sit.

4. Administrative staff members and contractors shall perform their duties within the guidelines established by the appropriate Standing Committee as approved by the Parish Council, Pastoral Commission and the Pastor.

## B. Pastoral Commission

### 1. Purpose:

To promote Christian growth in the spirit of Vatican II; to guide the formation of a Roman Catholic community that will ensure the community of John XXIII remains committed to the mission statements of this Constitution; and to foster a Vatican II community.

### 2. Functions:

- a. To work with the Parish Council and other parish groups to ensure the Spirit of Vatican II and the mission statements of John XXIII Catholic Community are carried out in all parish programs and activities.
- b. To receive recommendations from its respective Standing Committees for evaluation and approval.
- c. To be represented at Parish Council meetings by an ex-officio member.
- d. To be jointly responsible with the Parish Council in establishing parish goals consistent with mission statements
- e. To foster an active understanding of church and community by all parish members by assisting the pastoral team in organizing and conducting Community Formation Workshops and ongoing follow-up programs.
- f. To foster programs that enables the entire John XXIII Catholic Community to grow spiritually, psychologically, socially, and personally.
- g. To oversee the establishment of small-faith communities within the parish enabling parishioners to experience community of a more personal level.
- h. To submit copies of Pastoral Commission minutes to the Secretary of the Parish Council, and to keep the Parish Council apprised of activities, plans, and needs, as well as those of the Standing Committees.

### 3. Members

- a. Parishioners eligible to serve on the Pastoral Commission must be active

parish members, 18 years of age or older, registered members for a minimum of 6 months, and must have completed a John XXIII Community Formation Workshop. No member of the Pastoral Commission may serve as an elected member of the Parish Council or as Chairperson of a Standing Committee of the Parish Council. No spouse of a member of the administrative staff, or a contractor may serve on the Pastoral Commission.

- b. The member shall have a basic understanding of Roman Catholic doctrine, the importance of community, and demonstrate ability to work well within a team approach, have a tolerance of diverse opinions, and be willing to commit to the Commission both by attendance at meetings and by allotting time for specific tasks.
  - c. The Pastoral Commission shall consist of no less than 10 members.
  - d. Officers shall consist of a Chairperson, Vice-Chairperson, Secretary and any others as deemed necessary per the by-laws of the Pastoral Commission.
  - e. By-laws shall contain provisions for resignations, removals, and replacement of members.
4. Elections:
- a. Elections shall be held in accord with the by-laws of the Pastoral Commission and this Constitution.
5. Meetings.
- a. The Pastoral Commission shall meet as often as needed, as determined by their by-laws, the Chairperson, or the Pastor, but not less than 6 times per year.
  - b. Meetings shall be open to parishioners, but their participation is governed by the Pastoral Commission by-laws.
  - c. All open meetings shall be announced. All approved & unapproved minutes shall be posted.
6. Standing Committees of the Pastoral Commission
- a. The five Standing Committees and the Mission Statements from Article II, B. for which they have major responsibility shall be:
    - i. **Spiritual Programs: Mission Statement**  
Subcommittees: Retreats, Missions, Spiritual Presentations,  
Bereavement

- ii. Evangelization/Welcome: Mission Statement  
Subcommittees: Greeters, Mentors, Hospitality
  - iii. Small Communities: Mission Statement  
Subcommittees: Neighborhood base, Discussion Groups, Specific  
Interests Groups
  - iv. Parish Socials: Mission Statement  
Subcommittees: Parish Meals, Dances, Social Affairs
  - v. Communications: Mission Statement  
Subcommittees: Newsletter, Parish Announcements, Publicity, Website
- b. Each Standing committee will revise and update their goals and objectives as needed and submit them in writing annually to the Pastoral Commission. Copies of revised goals and objectives are to be filed with the secretary of the Pastoral Commission.
  - c. Standing committees shall fulfill their respective functions as found in their mission statement and goals and objectives.
  - d. Standing committees are accountable to the parish community and must work towards the overall well-being of the entire parish community.
  - e. Each standing committee shall elect officers, establish required subcommittees and others as necessary, and meet at least quarterly per their standing rules.
  - f. Standing rules of all committees shall contain provisions for resignations, removals and replacement of members.

### C. Parish Council

#### 1. Purpose:

To provide smooth operation of the parish within the guidelines of this Constitution.

#### 2. Functions:

- a. To provide an open forum for free discussion, dissemination, and coordination of information for all committees and members.
- b. To receive recommendations from its respective Standing Committees for

evaluation and approval.

- c. To have an ex-officio member at Pastoral Commission meetings.
- d. To provide a forum for parishioners to express their views.
- e. To establish major goals of the Parish jointly with the Pastoral Commission on an annual and 3-year plan consistent with stated Mission statements.
- f. To submit copies of Parish Council minutes to the Secretary of the Pastoral Commission, and to keep the Pastoral Commission apprised of activities, plans, and needs, as well as those of the Standing Committees.

3. Members:

- a. Members of the Parish Council shall be active parish members, 18 years of age or older and registered members of the parish for a minimum of 6 months.
- b. The member shall have a basic understanding of the importance of community, demonstrate the ability to work well within a team approach, have a tolerance for diverse opinions, and be willing to commit to the Parish Council both by attendance at meetings and by allotting time for specific tasks.
- c. Members shall consist of 1 from each of the Standing Committees to be elected or appointed from within their committee as per their standing rules, and 8 members-at-Large to be elected by the parish. Ex-officio members shall include the immediate past President of the Parish Council, a representative from the Pastoral Commission, the Pastor, other clergy, and staff hired for specific programs. Spouses of staff members shall not be eligible to serve on the Parish council.
- d. No individual may serve as both member-at-large and standing committee representative at the same time, nor may any individual represent more than one standing committee at the same time.
- e. Parishioners eligible to serve on the Parish Council must be active parish members, 18 years of age or older, registered members for a minimum of 6 months. No member of the Parish Council may serve as an elected member of the Pastoral Commission or as Chairperson of a Standing Committee of the Pastoral Commission. No spouse of a member of the administrative staff, or a contractor may serve on the Parish Council.
- f. Officers shall be: President, Vice President, Secretary, Facilitator and any others deemed necessary per the by-laws of the Parish Council. Officers must be elected from the group of Members- at-Large.



- c. Standing Committees shall fulfill their respective functions as found in their mission statement and goals and objectives.
- d. Committees are accountable to the parish community and must work towards the overall well-being of the entire parish community.
- e. Each committee shall elect officers, establish required subcommittees and others as necessary, and meet at least quarterly per their standing rules.
- f. Standing rules of all committees shall contain provisions for resignations, removals, and replacement of members.

## **ARTICLE V. AUTHORITY**

### **A. Pastor**

The Pastor is the Chief Administrator of the Parish and shall ensure that matters of faith, morals, and Archdiocesan policy are upheld.

### **B. Pastoral Commission**

The Pastoral Commission shall have authority over all functions, programs, and activities which it is administering as well as those activities which affect the spiritual, social, and psychological well being of Parish members.

### **C. Parish Council**

The Parish Council shall have authority over the Parish Community, taking recommendations from the Standing Committees and Members-at-Large in making decisions concerning parish community affairs.

### **D. Standing Committees**

The respective Standing Committees, after approval by the Parish Council or Pastoral Commission, shall have authority over the programs and activities which fall under their mission statements.

### **E. Administrative Staff**

The Administrative Staff shall have responsibility over the daily affairs and daily activities as approved by the Pastor.

**F. Conflict Resolution**

Resolution of conflict not contrary to faith, morals, or Archdiocesan policy will be as follows:

1. Parishioners, including members of the Pastoral Commission and Parish Council, shall first approach the appropriate subcommittee or Standing Committee if there is a conflict.
2. Parishioners or committees, not satisfied by the response of a Standing Committee may bring their conflict to the Parish Council in writing per their by-laws.
  - a. The Pastoral Commission must respond to the validity of the conflict to the presenter within 14 calendar days of receiving the written request.
3. Parishioners or committees, not satisfied by the response of the Standing Committee may bring their conflict to the Pastoral Commission in writing per their by-laws.
4. If the conflict is found to be valid, the Chairperson of the Pastoral Commission shall schedule a joint meeting with the President of the Parish Council, the Pastor, and 4 members each from the Pastoral Commission and the Parish Council, as per their by-laws.
5. This Joint Committee shall make the final decision. This joint meeting will be closed.

**ARTICLE VI. AMENDMENTS AND RATIFICATION**

**A. Amendments**

1. Any amendments to this Constitution shall be by 2/3rd majority of the Pastoral Commission and 2/3rd majority of the Parish Council.
2. Parishioners shall be notified of any amendments.

**B. Ratification**

1. Parishioners shall be informed of the basics of this Constitution, shall be given copies per request, and shall be given the opportunity to put their thoughts in

- writing to the Parish Council and the Pastoral Commission.
2. Ideas shall be incorporated as deemed appropriate by the Parish Council and Pastoral Commission.
  3. Recommendations from the respective Standing Committees shall be through their Chairpersons or official designees to the Parish Council or Pastoral Commission.
  4. Ratification then shall be by a 2/3rd majority vote of the Parish Council and a 2/3rd majority vote of the Pastoral Commission.

Date: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Parish Council President: \_\_\_\_\_

Date: \_\_\_\_\_

Pastoral Commission Chairperson: \_\_\_\_\_