

Constitution

St. Kathryn's Pastoral Council

Ogilvie, Minnesota

Article 1: Name

This council shall be known as St. Kathryn's Pastoral Council, Ogilvie, Minnesota:

Hereafter call "The Council" in this document.

Article II: Purpose

St. Kathryn's Pastoral Council shall serve as a representative body of all the members of the parish. It shall have the duty and responsibility of coordinating and directing all functions of parish life in cooperation with the pastor, parish staff, and various parish committees.

Article III: Membership

The council shall consist of nine members and shall be composed of:

- A. The Pastor
- B. The two parish trustees
- C. Five elected members who are registered members of the parish.

Article IV: Terms of Office and Vacancies

- A. Each elected member shall serve for a term of three (3) years.
- B. The annual election shall be held on the fourth Saturday of September.
- C. Terms of office for elected members shall begin at the first meeting following the election.
- D. When an elected member either moves from the parish, resigns from the Council, dies, or the position is otherwise vacated, that position shall be filled for the remainder of the unexpired term by the person with the greatest number of votes who was not elected at the last election.
- E. Any elected member who has two (2) unexcused absences shall have his/her position declared vacant.

Article V: Eligibility to Vote

All registered and confirmed members of the parish are eligible to vote in any general or special elections.

Article VI: Nominations

- A. Nomination will be taken at masses two weeks prior to election.
- B. Once nominations have been received the top nominees will be contacted as to their willingness to serve in this capacity. Those willing to serve will then be placed on the ballot.
- C. Ballots will be prepared. Election will be held at Saturday Mass.
- D. Pastor will appoint trustees from list of recommendations, after consulting with them. Their names will then be sent to the Bishop for his approval. Trustees may serve a Maximum of five consecutive 2 years terms.

Article VII: Officers

- A. The officers of the Council shall be a chairperson, vice-chairperson, secretary, and such other officers as are determined by a majority vote of the members.
- B. All officers will be elected members of the Council and shall serve for a period of one year with the term ending at the first meeting after the election.
- C. Duties of the Officers:
 - a. Chairperson – will preside over all Council meetings and give necessary guidance and leadership. Chair will also call special meetings when necessary.
 - b. Vice-Chairperson – will assist the chairperson and conduct the meeting in the absence of the chairperson.
 - c. Secretary – will keep complete and accurate minutes of all Council meetings.
- D. Officers shall be elected at the first meeting and shall assume office on that day.

Article VIII: Meetings

- A. Meetings will be held quarterly or as needed.

Article IX: Committees

- A. All parish committees and parish-sponsored organizations operate under the direct supervision of the Council. Committee members are appointed by the Council and each committee shall elect its own chairperson.
- B. The Council shall establish committees as it deems necessary to carry out the functions of the parish: but it shall in any case establish and maintain the following standing committees:
 - a. Liturgy – responsible for studying, planning and implementing programs of worship
 - b. Finance – proposes a parish budget, examines parish accounts, reviews and approves the annual financial report to be sent to the Chancery and published for the congregation and assists in parish stewardship programs.
 - c. Building and Maintenance – responsible for overseeing maintenance, repair, and replacement of parish buildings, equipment and grounds.

- d. Cemetery – responsible for planning development and supervising maintenance of the parish cemetery.
- e. Faith Formation – Assists the Religious Education Coordinator in establishing and implementing faith development programs for all ages.

Article X: Amendments

This Constitution may be amended only by a two-thirds (2/3) vote of the total Council at a regular or special meeting of the members provided that notice of the proposed amendment has been given in writing at the previous meeting.

Approved and adopted on August 19, 1999

Revised and adopted on February 10, 2010

Revised and adopted on May 21, 2020