

CONSTITUTION AND BY-LAWS
OF THE
EPIPHANY PARISH PASTORAL COUNCIL

ARTICLE I

The name of the organization shall be the Epiphany Parish Pastoral Council, and shall be referred to here- in a Council.

ARTICLE II
PURPOSE

The purpose of this organization shall be to examine, to consider and to recommend to the Pastor in fulfilling the mission of the Church, i. e., to sanctify, to teach, and govern. The Council does this by facilitating spiritual life, faith formation, community service, and cultural and social activities, and by administering temporal affairs of the parish.

ARTICLE III
MEMBERS

Section 1. The Council shall be composed of fifteen members.

Section 2. The members of the Council shall be the Commissioner and Vice Commissioner from each of the six Commissions and three at large members of the Council.

Section 3. No members of the parish staff may be a member of the Council.

Section 4. Commissioner and Vice Commissioners shall serve as specified in ARTICLE VII, Commissions and Committees.

Section 5. At-large member shall serve a three-year term beginning at the close of the annual meeting and may be Reappointed to serve no more than two consecutive terms.

Section 6. Any member of the Council, without notifying the Chairperson or sending his/her substitute within the Commission, missing two consecutive regular meeting or missing three regular within twelve- month period shall have immediately be replaced.

ARTICLE IV
MODERATORS

Section 1. The Council and each Commission shall have Moderators to oversee their activities. The duties of the Moderators shall be to insure that the Council and the Commissions act in accordance with Canon law and policies of the Pastor.

Section 2. Moderator shall not participate in discussions or voting at any meeting. Moderator's remarks shall be limited to interpretation and application of Canon Law and Pastor's policies.

Section 3. The Pastor shall serve as Moderators for the Council.

Section 4. One or more members of the Parish staff, appointed by the Pastor, shall as Moderators for each Commissions.

ARTICLE V OFFICERS

Section 1. The officers of the Council shall be a Chairperson, Vice Chairperson, Recorder, and Assistant Recorder.

Section 2. The Council member shall elect the officers from among themselves by ballots at the end of the annual meeting to serve for three years or until their successors are elected. Their term of office shall be begin at the close of the meeting at which they are elected.

Section 3. No Council member shall hold more than one office at a time nor be eligible to serve more than two consecutive terms in the same office.

Section 4. The Chairperson shall preside over all Council meetings, establish the agenda for each meeting in consultations with the Pastor, make certain that each member is familiar with the by-laws, rules and functions of the Council, and direct the operations of the Secretariat.

Section 5. The Vice Chairperson shall perform the duties of the Chairperson in the event of the latter's absence and shall perform all duties assigned by the Chairperson.

Section 6. The Recorder shall record and maintain a record of all Council proceeding and membership attendance at all meetings, distributes minutes of previous meeting and agenda of the next meeting to all Council members.

Section 7. The Assistant Recorder shall perform the duties of the Recorder in the event of the latter's absence and shall perform all the duties assigned by the recorder.

ARTICLE VI COUNCIL SECRETARIAT

Section 1. The Council Secretariat shall be appointed by the Council and shall prepare articles for publication in the parish for publication in the parish bulletin, Archdiocesan and secular press, and other publication as directed by the Chairperson and the Pastor.

ARTICLE VII COUNCIL SECRETARIAT

Section 1. Each Commission shall be composed of a Commissioner, a Vice Commissioner and representatives of committees listed herein.

Section 2. Commissioner and Vice Commissioner shall be elected by ballot by members of the Commission to serve for two years or until or until their successors are elected. Their term of office shall begin at the close of the Commission meeting immediately preceding the annual Council meeting.

Section 3. Commissioner of each Commission shall coordinate the functions of its committees, report Commission Activities to the Council, submit recommendations to the Council for approval, and prepare financial Report if applicable.

Section 4. The Vice Commissioner of each Commission shall perform the duties of the Commissioner in the event of the latter's absence, and shall perform all duties assigned by the Commissioner.

Section 5. Each Committee must be represented in an appropriate Commission.

Section 6. The Spiritual Life Commission shall oversee the faith life of the parish, enabling people to come together in worship and prayer. This Commission shall be composed of the following committees.

- A. Music Ministry (Choirs/Cantors/Song Leaders/Musicians)
- B. Lectors
- C. Extraordinary Eucharistic Ministers
- D. Greeters/Ushers
- E. Traffic Safety Controllers
- F. Altar Servers
- G. Para-Liturgy
- H. Art and Environment
- I. Small Christian

Section 7. The Education Commission shall oversee the educational growth of the parish. This commission assists in determining the educational needs of the people. This Commission shall be composed of the following:

- A. Faith Formation (Religious Educations including preparation for Reconciliation and Eucharist)
- B. Rite Christian Education of Adults (RCIA)
- C. Pre-Baptismal Preparation
- D. Confirmation
- E. Adults Education and Bible Study
- F. Marriage Program
- G. Rite of Christian Initiation of Children (RCIC)

Section 8. The Outreach Commission shall oversee the work of the parish community service groups. This assists in communicating important issues of the day to the people of the parish. This commission shall be composed of the following:

- A. Social Responsibility Committee
- B. Saint Vincent de Paul
- C. Ministers to the Homebound
- D. Grief Ministry
- E. The Legion of Mary

- F. Baptismal home Visitors
- G Helping the Pilgrim

- Section 9. The Social Cultural Commission shall oversee the bringing of the people together to share and celebrate their unique heritage. This Commission plans parish celebrations to build a stronger parish family and provide opportunities for people to enjoy each other's company. This commission shall be composed of representatives of all parish organizations.
- Section 10. The youth Commission shall oversee the youth and young adults activities of the parish. This commission assists in assessing the needs of the youth and recommends programs to the council. This commission shall be composed of the following Committees:
- A. Spanish Youth Group
 - B. English Group
 - C. Youth Choir
- Section 11. The Temporal Affairs Commission shall oversee the business affairs of the parish. This Commission assists on the raising, handling and depositing of funds; budgeting; and management of the parish facilities. This commission shall be composed of the following Committee:
- A. Finance Committee
 - B. Property Management Committee
 - C. Insurance & Safety

ARTICLE VIII COUNCIL MEETINGS

- Section 1. The Regular meetings of the Council shall be held on the second Wednesday of September, November, January, March, May and July at an hour and place designated by the Chairperson,
- Section 2. The regular meeting on the second Wednesday of July shall be known as the annual meeting with the purpose of electing officers, adopting an annual budget and for other business that may arise.
- Section 3. Special meetings called by the Chairperson or the Pastor shall be called upon with a written request of four members of the Council. The purpose of the meeting shall be stated on the call. Except in cases of emergency, at least three-day notice shall be given.
- Section 4. Eight members of the Council shall constitute a quorum.
- Section 5. Council meeting shall be open to any parishioner who wishes to observe. Any parishioner, not a member of the Council, may speak at a Council meeting only upon approval of the Chairperson.
- Section 6. The Pastor or his representative shall attend all Council meetings

ARTICLE X
COMMISSION AND COMMITTEE MEETINGS

- Section 1. Each Commission shall hold monthly meetings. The Commissioner shall determine dates, place and time.
- Section 2. Committee representatives shall attend commission meetings. A majority of Committee Representative shall constitute a quorum.
- Section 3. Committees shall meet as deemed necessary by Commission and Committee representatives.

ARTICLE X
COUNCIL RECOMMENDATIONS

- Section 1. The Council recommend course of action regarding parish matters to the Pastor.
- Section 2. Recommendations of the Council shall be presented to the Pastor in writing for approval.
- Section 3. Decisions of the Pastor shall be given in writing at the next regular meeting.
- Section 4. Council recommendations and decisions of the Pastor shall be published in the parish bulletin except for matters of a confidential nature as determined by the Pastor and Council.

ARTICLE XI
FINANCE

- Section 1 The Parish Finance Council, mandated by Canon Law, shall be finance committee.
- Section 2. All funds, including those of the parish organizations, shall be deposited in the parish general fund; or an accounting of their fund shall be done within the parish.
- Section 3. The Finance Committee shall prepare budget, recommend it approval to the Pastor at its June meeting, and present it to the Council for its information. All funds expended are to be included in the approval budget, unless exempted by vote and approval of the Pastor.
- Section 4. The Finance Committee shall submit to the Council a budget, report on a quarterly basis.
- Section 5. Any parish- wide fund raising activity on parish grounds or done under the name of the parish shall be Approved by the Finance Committee or by the Pastor.