

ASCENSION PARISH MISSION

The Ascension Parish family is a Catholic community united in Christ through prayer and sacraments to strengthen and support one another to live the gospel message. We are unique in that St. Francis' influence encourages us to appreciate Christ's presence in all life and to value that presence above all else.

We see Christ's presence in each other by the love and sharing within our community and the ministry which extends to those whose lives we touch. We challenge ourselves and others to grow in Christ by how we live the good news, especially in our outreach to the needy and alienated and those in need of reconciliation.

THE CONSTITUTION OF THE PASTORAL COUNCIL OF ASCENSION CATHOLIC CHURCH

7507 SE. Yamhill Street Portland, Oregon 97215

ARTICLE I - NAME AND PURPOSE

This pastoral council shall be known as the Ascension Pastoral Council. The purpose of the Council shall be

- a. To serve as the representative of all of the Parishioners of Ascension Church in matters pertaining to the administration, financial operations, and facilities management of the Parish and Parish properties and assets; providing an open and honest forum of communication and dialogue regarding Parish affairs among Pastor, staff, religious, and laity in a collaborative and consultative role in order to add to the life and mission of the parish.
- b. To actively encourage vigorous and effective volunteerism and participation of all members of the Ascension Parish in the extension of Christ's mission, and to be the focus for outreach to and among the local Christian community.
- c. To annually review the Ascension Parish Mission.

ARTICLE II- AUTHORITY

Section 1. Pursuant to the 1983 Code of Canon Law 536, #1 and #2:

In this council, which is presided over by the parish priest, Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.

The pastoral council has only a consultative vote, and it is regulated by the norms laid down by the diocesan Bishop.

Section 2. The Pastoral Council is of limited power and function. It is not a political body, board of directors, responsible for administrative details, responsible for carrying out programs, nor is it a complaint department.

ARTICLE III — MEMBERSHIP

Section 1. The Pastoral Council shall be composed of eleven (11) members, to include nine elected members of the parish, the pastor, and another professional staff (i.e., Parochial Vicar) or, if non-appointed, a lay administrator in the absence of a pastor; The Lay Council members shall be active members who have been registered in the Parish for at least two consecutive years prior to the date of the election.

One youth member may be appointed for a one year term. The Youth member is appointed by the Pastoral Council in consultation with the Director of Youth Ministry, If approved by the Director of Youth Minister, the position of the Youth member may be occupied by rotating Youth members to represent the voice of the Ascension youth.

Section 2. The Pastor and each elected or appointed member shall have one vote on the Pastoral Council. A quorum shall be more than one-half of the voting members of the Pastoral Council, exclusive of the Pastor.

Section 3. Elected members shall serve three (3) year terms. Three (3) members shall be elected each year so that each year three (3) members are newly elected, three (3) have served one year, and three (3) have served two years. Members of the Ascension Pastoral Council shall serve no more than two consecutive, elected terms.

Section 4. Three consecutive and unexcused absences from regularly scheduled monthly meetings of the Council shall be considered to be a de facto resignation from membership about which the Pastor of Ascension Parish shall decide either to accept, or not accept, the resignation of the member in question.

Section 5. Any elected or appointed member who chooses to resign may do so by submitting to the Pastor of Ascension Parish a letter of resignation.

Section 6. A vacancy on the Pastoral Council, either by resignation or otherwise, shall be filled with a nominee by appointment from the Chairperson upon ratification by a majority vote of the Pastoral Council and approval of the pastor. In this case, the Appointee shall serve the remainder of the term vacated, and this period does not count toward the time limits specified in Article III, section 3 above.

ARTICLE IV - ELECTIONS

Section 1. The Chairperson of the Pastoral Council shall appoint from its membership at the January meeting a three-person committee to oversee the nomination and election process for impending vacant positions. The Vice-Chairperson is the chairperson for the nominating committee. The committee will present recommended nominees to the council at its February meeting. Council members, parish staff, and the pastor may add nominees. There shall be a minimum of six (6) nominees. Only the pastor may delete nominees. The entire process is done in a closed session.

Election procedures should be designed to achieve a balance of gender, ethnicity, and age groups in the membership on the Council.

Section 2. The Chairperson may direct that an announcement be printed in the Parish bulletin inviting interested and qualified parishioners to submit their names to a current Council member for consideration to be included as a nominee on the ballot for the election.

Section 3. Nominees will be asked to submit a biography limited to 100 words. The biographies and photographs of the nominees will be submitted for approval and printing two weeks prior to the sample ballot publication. The weekend before the election, sample ballots will be passed out to parishioners. The written, secret ballot will be structured alphabetically and will include the biography and a photograph of each nominee.

Section 4. Elections shall take place at all Masses on a weekend in April of each year. In order to vote, one must be 18 years old and registered at Ascension. In the event of a tie, the Pastor in consultation with the Chairperson and nominating committee, will decide which member would contribute to maintaining as broad of a representation as possible.

Section 5. The nominating and election committee will be responsible to verify registered nominees, run the election, count the ballots, and contact all nominees with results by the Monday following the election weekend. The results should be printed in the bulletin the following week.

Section 6. Members will assume their responsibilities in August each year.

ARTICLE V - OFFICERS AND THEIR DUTIES

Section 1. Officers of the Pastoral Council shall be elected by a majority vote annually by the Council membership at the May meeting for the following year. Officers include the Chairperson, Vice Chairperson, and Secretary. Any officer shall be eligible for re-election to any office.

Section 2. The duties of the Chairperson are:

- a. To supervise and direct the work of the Council;
- b. To conduct Council meetings;
- c. To serve as a spokesperson, or appoint a designated member as a representative of the Council and the parish in its relationship with other groups both within and outside of the Parish; and
- d. To appoint special committees as needed.

Section 3. The duties of the Vice Chairperson are:

- a. To perform all the duties of the Chairperson in the absence of the Chairperson; and
- b. To chair the election and nominating committee.

Section 4. The duties of the Secretary are:

- a. To take minutes of all business meetings of the Council, regular, special, or executive;
- b. To provide copies of minutes and agendas to all members within a week after each meeting;
- c. To post for review by parishioners a copy of the regular meeting minutes, after their approval by the Pastoral Council;
- d. To keep on file all reports received by the Council; and
- e. To perform other duties assigned by the Chairperson of the Council.

The Minutes of the Council's proceedings shall be kept at the Ascension Church Parish, and they shall be available to be viewed by the members of the Ascension community.

ARTICLE VI— MEETINGS AND VOTING

Section 1. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Pastor.

Section 2. The Executive Committee shall prepare the agenda for regular and special meetings of the Pastoral Council. The Council will give priority to matters presented to it by the Pastor of Ascension Parish for its advice, but the members of the Council are also encouraged to introduce other matters for the Council's deliberation by submitting their recommendation to the Chairperson a week prior to a meeting. Prior to the meeting, the Secretary will forward the agenda to each member.

Section 3. Any parishioner of Ascension Parish who wishes to present a matter for consideration of the Council may do so by submitting the topic in writing to a member of the Council at least two weeks prior to the next Council meeting. The Chairperson shall respond in writing within a week to any member of the Parish who has submitted a written proposal for the Parish Council's consideration.

Section 4. The Pastoral Council shall meet monthly from August through June. The meeting shall be on the first Tuesday of the month at 7:00 p.m. unless otherwise scheduled by the Pastor. A special meeting of the Council may be called at any time by the Chairperson or Pastor. The Chairperson shall convene a special meeting when petitioned by a majority of the members of the Parish Pastoral Council.

Section 5. Notice of Pastoral Council regular and special meetings shall be published in the Sunday Parish bulletin at least on the weekend prior to the meeting itself.

Section 6. Unless the Pastor has specifically announced otherwise for a particular meeting, attendance at Council meetings shall be open to any registered parishioner of Ascension Parish for observation of the meeting. Only if they are specifically recognized by the Chairperson, however, and then only in a period designated for open discussion, may those in attendance who are not members of the Council address the assembly or raise questions.

Section 7. Whenever the Chairperson deems it useful, he or she may impose a five minute time limit for the comments of any individual of the assembly. Whenever requested by the Pastor or invoked by the Chairperson, the Council will convene in Executive Session, during which only the Pastor and members of the Council may be present. Confidential matters should be discussed only in Executive Session.

Section 8. Council meetings will be conducted in a freely shared discussion and recommendations will be made by a consensus. Robert's Rules of Order, Revised, may be invoked by any member, with the approval of the majority.

ARTICLE VII— RELATIONSHIP TO OTHER COUNCILS

Section 1. The Finance Council shall be separate and distinct from the Pastoral Council. The Chairperson or designated Council member shall attend the monthly Finance Committee meeting.

Section 2. A Pastoral Council member has the option to attend an Ascension Parish staff meeting. The Pastoral Council member who desires to attend a staff meeting shall notify a staff member one week in advance and should inform the Pastor with any items the member wishes to place on the staff meeting agenda.

ARTICLE VIII - RATIFICATION AND AMENDMENTS

Section 1. Ratification

- a. This constitution shall be made available to all parishioners for their comments and suggestions.
- b. Its approval shall be by the Pastor and a two-thirds vote of the voting membership of the Pastoral Council.

Section 2. Amendments

- 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 Chairperson may appoint a committee to review the amendment. If appointed, the committee shall make a written report on its recommendation to all Council members at least two weeks prior to the next regular meeting.
- c. The Council shall review the amendment and the committee's recommendations and shall approve or disapprove such amendment. A two-thirds vote of the total membership of the Pastoral Council is required to amend this constitution.

APPROVED: Fr. Armando Lopez OFM DATE: 6-19-08
FR. ARMANDO LOPEZ, OFM
Pastor, Ascension Parish

FOR THE COUNCIL: Yolanda C. Buenafe DATE: 6-19-2008
YOLANDA C. BUENAFE
Chairperson