

**Mission Statement  
for  
St. John's Church of Little Canada**

***“St. John's Church of Little Canada is a Catholic parish committed to worship, lifelong faith development, quality education and outreach through service to the needs of others.”***

**Our Values**

***Worship***

We celebrate our Catholic faith by individual and community participation in prayer, sacraments and liturgy.

***Catholic***

We join with all who believe in the Scriptures, teachings, values, and doctrine as understood, celebrated and lived in the Roman Catholic Tradition.

***Education***

We offer broad-ranged, Christian-based education and experiences for lifelong learning and spiritual growth that includes a pre K – 8 school and religious formation programs.

***Justice***

We recognize the dignity and quality of each person and collectively work to influence systems that provide for the common good.

***Service***

We believe service is being personally involved in activities that better our local and global communities.

***Community***

We are a people who, through our Faith, build relationships that foster a sense of belonging.

**BY-LAWS OF THE PASTORAL COUNCIL  
FOR  
ST. JOHN'S CHURCH OF LITTLE CANADA, LITTLE CANADA, MINNESOTA**

1. ARTICLE I – Council Name and Mission

- 1.1) This body's name will be the Pastoral Council (the "Pastoral Council") of St. John's Church of Little Canada, Little Canada, Minnesota (the "Parish").
- 1.2) The Pastoral Council will be the principal consultative body to the pastor of the Parish (the "Pastor") on the Parish's overall pastoral vision and mission. Together with the Pastor, the Pastoral Council's responsibility is to discern the Will of God for the Parish community's overall pastoral welfare and to develop and maintain the Parish's pastoral plan. The Pastoral Council will be guided by the Gospel, universal law of the Church, Archdiocesan policy, and the Parish community's religious experience.
- 1.3) By virtue of his office, the Pastor presides over the Pastoral Council. The Pastor will consult the Pastoral Council before implementing any substantial change in pastoral policy or priority. The Pastoral Council provides guidance to the Pastor on the essential work of the Parish using, if possible, a discernment model of consensus-based decision-making.

2. ARTICLE II – Council Objectives

- 2.1) The Pastoral Council will inspire and demonstrate leadership and enthusiasm for all the Parish's spiritual and secular affairs. It will be the visionary body assisting the Pastor in charting the Parish's future course. It will develop and recommend to the Pastor and Parish a pastoral plan that includes: (a) Parish goals and priorities that further the Parish's mission and pastoral well being; and (b) actions and policies to realize those goals and priorities.
- 2.2) The Pastoral Council will be a forum through which all parishioners may communicate their views of the Parish's pastoral matters. It will be the unifying body for the Parish's programs and activities. It will promote communication and cooperation among the Pastoral Council, Finance Council, the committees of both Councils, the School's Advisory Board, other ministry groups, and parishioners.
- 2.3) The Pastoral Council will communicate to the Finance Council any changes in pastoral goals and priorities that will affect the Parish's annual operating and/or capital budgets. Each year, the Pastoral Council will collaborate with the Finance Council to assure that the annual operating and capital improvement budgets prepared by the Finance Council reflect and incorporate the Parish's overall pastoral vision and mission.

### 3. ARTICLE III – Pastoral Council Membership

- 3.1) Pastoral Council membership is open to any registered member of the Parish (“Parish Member”) who has been fully initiated into the Roman Catholic faith community through the sacraments of initiation (which are Baptism, Holy Communion, and Confirmation), and has passed his/her sixteenth birthday by the time his/her Pastoral Council term begins.
- 3.2) The Pastoral Council will consist of the Pastor and nine Parish Members selected as described in Section 3.5 below. The two Parish Trustees shall also serve as ex-officio members of the Pastoral Council.
- 3.3) The Parish Business Administrator is delegated as the Pastor’s representative to the Pastoral Council. She/he shall normally attend all Council meetings, provide information required and be responsible, under the direction of the Pastor, for implementing its recommendations.
- 3.4) No Pastoral Council member shall serve for more than two consecutive three year terms, with one exception: in the instance where an individual is appointed to fill one year or less of an incomplete term, that person can then be appointed to a subsequent three year term. If a Council member wishes to renew his/her three-year term, that person is expected to complete the discernment process as outlined in Section 3.5.
- 3.5) Discernment Process: In April of each year the Pastoral Council shall begin a discernment process to fill positions to be vacated as of June 30<sup>th</sup>.
  - 3.5.1) A Discernment Process schedule will be set by the Council.
  - 3.5.2) Announcements concerning the process will be published on the Parish web site and the Parish bulletin.
  - 3.5.3) During one weekend of Masses within the schedule, written nominations will be invited from Parish members.
  - 3.5.4) Those nominated will be contacted by current members of the Pastoral Council.
  - 3.5.5) An Information Meeting(s) will be held for all interested nominees.
  - 3.5.6) Nominees who wish to be considered for Council vacant positions will provide to the parish office biographical information and reasons for wanting to serve.
  - 3.5.7) The Pastor, with his delegates, will review the nominations and their supporting documentation and will make decisions as to appropriate appointments.

- 3.5.8) Pastoral Council members will be commissioned each year at an appropriate liturgical celebration.
- 3.5.9) It is the goal that Pastoral Council selections be completed in time to invite new members to attend the Council's regular June meeting. New Council members begin their terms at the Pastoral Council's August meeting.
- 3.6) Filling of Vacancies on the Council: During the year, if a Council position is vacated, the Pastor, in consultation with his Council, shall appoint a Parish member to fill out the term of the vacated position. At the end of this term, this person shall be eligible for consideration for a new three-year term.

#### 4. ARTICLE IV – Pastoral Council Officers

- 4.1) The Pastor is the President of the Pastoral Council. Other officers shall include:
  - 4.1.1) A Chairperson: The Chairperson shall schedule and conduct all meetings of the Pastoral Council. Meeting agendas shall be created in consultation with the Chairperson, Business Administrator, Pastor and/or Vice Chairperson.
  - 4.1.2) A Vice Chairperson: The Vice Chairperson shall conduct meetings in the absence of the Chairperson.
  - 4.1.3) A Secretary: The Secretary shall be responsible for keeping and recording the minutes of all meetings, providing such minutes to the Business Administrator within 10 days following all meetings.
- 4.2) Officers shall be selected at the first meeting of the fiscal year for a term of one year. No officer may hold the same office for more than two years in succession. Each officer shall serve until her/his successor is selected.

#### 5. ARTICLE V – Committees, School Advisory Board and Finance Council

- 5.1) The Pastoral Council will have the following ministry committees that share the Pastoral Council's work and responsibilities:
  - 5.1.1) Liturgy and Music: This committee focuses on the Parish's sacramental and liturgical life, providing training, direction, and coordination for the various lay liturgical ministries. It oversees all aspects of liturgy: planning, music, preaching, environment, and hospitality. Together with the Religious Formation Program Committee, it provides opportunities for education in liturgical theology and practice.
  - 5.1.2) Religious Formation Program: This committee focuses on all aspects of parish-based religious formation because catechetical formation is a life

long process for all Parish Members. It is responsible for preparing both adults and children for initiation into the community through the reception of the sacraments and the pastoral care of children and youth (under age 18). In accord with the Parish's commitment to Catholic education, the committee also collaborates with the religious formation efforts of St. John's School (the "School").

5.1.3) Christian Service Committee: This committee focuses on the promotion of service in our community in accordance with the current social teachings of the Church. It initiates, organizes and participates in projects and programs that respond to immediate human needs.

5.1.4) Pastoral Care/Lay Ministry: This committee focuses on direct pastoral care to the Parish's diverse constituencies, including, but not be limited to: women, men, families, singles, seniors, young adults (age 18 and older), those who are grieving, and others with special needs. Recognizing that spiritual development flows from the full range of life experiences, the committee develops, organizes, and supports lay pastoral ministries in collaboration with other committees.

5.1.5) The Pastoral Council may establish other committees with areas of concern and for such duration as it deems necessary, such as a committee that oversees the Pastoral Council discernment process outlined in Article 3.5.

- 5.2) To identify and implement the Parish's pastoral priorities, the Pastoral Council will select a liaison or liaisons from its members to work with the Pastoral Council's committees and any other groups within or outside the Parish for which it deems a liaison to be appropriate. Each Pastoral Council liaison will serve as a communication vehicle between the Pastoral Council and his/her respective group, attending those meetings and taking whatever other action is necessary for that liaison to be knowledgeable about the pastoral ministries performed through that group and the pastoral needs identified through that group. Liaisons will report to the Council on a scheduled basis to keep the Pastoral Council informed of the core work of the committee or designated group. Liaisons may be responsible for submitting a written report prior to the scheduled meeting so that members of the Pastoral Council can focus on the key issues up for discussion.
- 5.3) The School is a separate and parallel entity that carries on one of the Parish's principal ministries, the religious formation and spiritual development of our youth. Ensuring good communication and collaboration between the Parish and School in this shared mission is a high priority for the Pastoral Council; therefore, the Pastoral Council shall appoint a liaison to any School Advisory Board.
- 5.4) The Finance Council is the principal consultative body for the Parish's business affairs. Its responsibility is to recommend to the Pastor the most prudent and effective manner of providing the fiscal, capital, and human resources necessary to carry out the plans and vision of the Pastoral Council.

As parallel bodies, it is imperative that both Councils communicate frequently and that a liaison exists between the two Councils.

6. ARTICLE VI – Council Meetings

- 6.1) Regular meetings of the Pastoral Council shall be held on an annual (July – June) schedule by the members.
- 6.2) Special meetings of the Pastoral Council may be held with one week’s notice by request of the Pastor or the Chairperson.
- 6.3) Five members (not counting the Pastor, Trustees or Business Administrator) shall constitute a quorum for all business of the Pastoral Council.
- 6.4) The Pastoral Council will seek, if possible, to form a consensus recommendation regarding all matters considered.
- 6.5) Ordinarily, meetings of the Pastoral Council shall be open to observation by any member of the Parish. Its agenda and minutes are public, are available to all parishioners at the Parish Center and are posted on the Parish website. However, for sufficient reason, at the discretion of either the Pastor, Business Administrator, or Chairperson, the Council may meet in executive session, holding the agenda and minutes thereof private.

7. ARTICLE VII – Bylaw Amendments

- 7.1) These Bylaws can be amended upon agreement by the pastor following sufficient discussion where a quorum of Council members is in attendance and upon reaching a decision by consensus (see Article 6.4).