

CONSTITUTION:

THE PASTORAL COUNCIL OF THE ARCHDIOCESE OF DENVER

ARTICLE I: NAME

The name of this body shall be: the Archdiocesan Pastoral Council (APC) of the Archdiocese of Denver.

ARTICLE II: FUNCTION AND PURPOSE

Section 1. Function

1.1 The Council is consultative and advisory to the Archbishop, and its service is governed by Canons 511-514. The Archbishop is ex-officio President of the body, and the Council fulfills its purpose under the authority of the Archbishop. When the See is vacant, the Council lapses.

1.2 By mandate of the Archbishop and under his direction, the Council is called upon to reflect and examine those things pertaining to the pastoral activities and apostolic works of the Archdiocese of Denver, to weigh them carefully, and to help discern practical resolutions in such a way as to further the mission of the Archbishop of Denver.

Section 2. Purpose

Specifically the purposes of the Council are:

2.1 To prayerfully reflect on and discuss with the Archbishop matters which relate to the overall welfare of the archdiocesan People of God.

2.2 To collaborate with other ecclesial consultative groups and/or individuals, as appropriate, to further the pastoral service of the Archbishop of Denver.

2.3 To assist the Archbishop in understanding the pastoral needs and circumstances of the people entrusted to his care, and in enhancing his pastoral ministry to them.

2.4 To carry out other functions which the Archbishop may entrust to the Council from time to time.

ARTICLE III. MEMBERSHIP

To be members of the APC, persons shall be Catholics in good standing and at least 18 years of age with primary residence in the Archdiocese of Denver. In addition, they should be active and committed members of their parish faith community, have an authentic sense of the mission of the universal and archdiocesan Church, and have a serious commitment to serve on the APC and to fulfill its mandate. Specifically, they should be interested in and knowledgeable about the topics under consideration at any particular time.

The voting membership of the Council shall number no more than 30, all of whom are appointed by the Archbishop:

Section 1. Ex-officio members

The vicar general, the vicar of clergy, the judicial vicar, the chancellor and the archdiocesan financial officer shall be non-voting, ex-officio members of the Council. In accord with canon law, the Archbishop establishes, convokes and dissolves the Archdiocesan Pastoral Council, receives its counsel, and presides over its meetings and activities as its president.

Section 2. Laity

One lay person of firm faith, high moral character and prudence shall be selected from each deanery in the archdiocese. These persons shall be appointed by the Archbishop from a list of nominees to be presented to him by the pastors of each deanery.

Section 3. Clergy

Two priests and two permanent deacons shall be appointed to the Council by the Archbishop.

Section 4. Religious

Two religious sisters and one religious brother shall be appointed to the Council by the Archbishop.

Section 5. Young Adult (18-25)

One member, selected from the young adults of the archdiocese, shall be appointed to the Council by the Archbishop.

Section 6. At-Large

The remaining members will be appointed by the Archbishop so that the Council will

fruitfully reflect the entire People of God within the Archdiocese.

Section 7. Terms for membership

7.1 Each member shall serve a term of three years. Members may be re-appointed by the Archbishop to one succeeding term of three years.

7.2 Terms begin at the first meeting of a new calendar year.

7.3 The Council shall, at its first meeting, determine a method of staggering terms by which one-third of the terms of all members shall expire each year.

Section 8. Vacancies

Vacancies on the Council by reason of resignation, death, disability, loss of residential qualifications, or unexcused absence from two consecutive meetings shall be filled by the Archbishop in the same manner as the original member. In the event of a vacancy, the newly appointed member shall serve the remaining unexpired term of the member being replaced.

ARTICLE IV. OFFICERS

Section 1. The President

In accord with canon law, the Archbishop is president of the Archdiocesan Pastoral Council. The Council serves under his authority and with him as its head. The President shall call meetings of the Council, preside over the activities of the Council, place the agenda before the Council, receive recommendations from the Council, and has the authority to promulgate decisions resulting from Council proceedings.

Section 2. Officer Duties

2.1 If the President wishes, he may ask the Council to select a Chair who will, with his approval, assist the President in the conduct of the Council meetings, organize and coordinate the activities and processes of the Council, appoint members to committees, motivate the various members in the Council to fulfill their responsibilities, and to perform such other duties common to the office of Chair.

2.2 If a Chair is selected and approved, a Vice-Chair shall also be selected to conduct meetings in the absence of the Chair and perform such duties as may be directed by the Council or the Chair.

Section 3. Executive Secretary and Recorder

The Archbishop shall appoint a member of his administrative staff to serve as Executive Secretary. The Executive Secretary shall: keep an accurate record of the attendance and minutes of all meetings of the APC; work closely with the President and the Chair in preparing the agenda for the meetings; mail minutes and the agenda to all members at least 10 days before a meeting; prepare appropriate materials for Council meetings; track the effective implementation of approved Council recommendations; perform other secretarial functions such as meeting logistics, recording minutes, and attending to all business correspondence under the direction of the President; and fulfill additional tasks which may be assigned by the President or the Chair.

The Archbishop shall also appoint a member of his administrative staff to serve as Recorder. The Recorder serves as an assistant to the Executive Secretary in order that all functions are appropriately fulfilled. The Executive Secretary and Recorder are not participating members of the Council.

Section 4. Selection of Officers

4.1 The Chair and Vice-Chair of the first Archdiocesan Pastoral Council shall be appointed at the discretion of the Archbishop to serve for one year.

4.2 After the first year, the Chair and Vice-Chair shall be nominated and selected from among, and by a majority vote of, the Council members, subject to the approval of the Archbishop. They will then be appointed to serve by the Archbishop. A vacancy from these offices shall be filled by the same process, and this person shall fulfill the term of the officer who is replaced.

Section 5. Terms of Office

Officers shall serve for a term of one year. They are eligible to be re-selected and approved any number of times.

ARTICLE V. MEETINGS

Section 5.1 Regular Meetings

The Archdiocesan Pastoral Council shall meet four times a year, at a time and place determined by the Archbishop. The first quarterly meeting shall include an orientation for new and old members.

Section 5.2 Special Meetings

Special meetings may be called at the discretion of the Archbishop. Barring

extraordinary circumstances, members must receive notice no less than two days before the special meeting date. The notice must specify the date, time, place, purpose and include a meeting agenda.

Section 5.3 Consultation

Consultation implies that the Council should seek to discern the will of the Holy Spirit. Open discussion, a love for the Church and her teachings, mutual respect and consensus are hallmarks of the consultative process.

Section 5.4 Conducting Meetings

The Council will operate on a consensus model and will apply *Robert's Rules of Order Newly Revised* when necessary or appropriate in the judgment of the President and Chair. With the exception of appropriate committee work, no meeting of the Archdiocesan Pastoral Council can occur without the presence of the Archbishop or, in extraordinary circumstances, a vicar general as his delegate.

ARTICLE VI. QUORUM

A Quorum shall consist of those members present at a meeting.

ARTICLE VII. RESOLUTIONS

The Council will make recommendations and resolutions either informally or formally as circumstances might dictate. All members of the Council have one vote except for the President who does not vote due to the nature of the body itself.

ARTICLE VIII. COMMITTEES

Section 1. Executive Committee

The officers of the Council shall constitute the Executive Committee. The Executive Committee may be charged with certain tasks and functions by the President.

Section 2. Standing Committees

The Council has authority to establish or retire standing committees as deemed appropriate to assist in the fulfillment of the Council's purpose. These committees shall function as research and resource teams as well as agents, when necessary, to carry out Council recommendations.

Section 3. Ad Hoc Committees

Ad Hoc Committees shall be appointed as necessary by the Chair, with the approval of the President, to carry on particular projects of the Council which respond to particular circumstances in the Archdiocese.

ARTICLE IX. AMENDMENTS TO THE CONSTITUTION

This Constitution, as well as any subsequently established By-Laws, shall be amended by the Council by a vote of two-thirds of the total Council membership, provided that the amendment has been submitted in writing at the previous regular meeting of the Council. Upon adoption by the Council, the amendment shall be subject to the approval of the President.

The constitution of the Archdiocesan Pastoral Council was signed into effect on December 3, 1998, by Most Reverend Charles J. Chaput, O.F.M. Cap., Archbishop of Denver.