

The Constitution of the Parish Council
St. Martin de Porres Church, Poughkeepsie, NY

ARTICLE I: Name

This organization shall be known as the Parish Council of St. Martin de Porres Church, Poughkeepsie, New York.

ARTICLE II: Purpose

This Parish Council shall be a consultative body with several tasks:

- To be a Christian community and model for other organizations.
- To identify the needs of the people and attempt to meet them.
- To cooperate with the pastor for the good of the parish.

ARTICLE III: Membership

This Parish Council shall have a membership of approximately 25 persons, who serve ex officio because of their responsibilities in the parish, or because they are appointed by the pastor.

- Ex-officio members include the pastor, associate pastors, deacons, principal of the parochial school, coordinator of religious education, parish trustees, the parish finance director and the music ministry.
- 15 members, men and women, are appointed by the pastor, after consultation with the existing parish council, to reflect the makeup of the parish and to include any needed expertise or experience.

ARTICLE IV: Eligibility for Office

Membership on this Council shall be open to parishioners who faithfully participate in the prayer life of this parish and who are high school age or older.

ARTICLE V: Term of Office

1. Ex-officio members serve for as long as they are in their positions. Appointed members serve a three-year term that is renewable.
2. If an opening occurs due to resignation or death, someone shall be appointed to fill the balance of that term; such persons shall be eligible for reappointment to one three-year term.
3. Each spring, the Council members will be asked to suggest to the Parish Council President names of people who might be considered for appointment to the Council. The pastor may also contribute names. Notice shall be given in the Parish bulletin inviting people to submit their own or other people's names for consideration.

4. In May the pastor, in consultation with the Parish Council, announces the names of the people appointed, and they begin their service at the meeting in September.

ARTICLE VI: Officers of the Council

1. This Council shall have three officers: Chairperson, Vice-Chairperson, and Secretary.
2. Officers serve a three-year term, renewable once for that office.
3. The duties of each officer shall include the-following:
 - The Chairperson conducts all meetings.
 - The Vice-Chairperson assists the Chairperson as needed, and performs the duties of the chairperson in his/her absence.
 - The Secretary keeps the minutes of all meetings, distributes the minutes, notifies members of meetings, and attends to other correspondence.

ARTICLE VII: Meetings

1. This Council shall meet monthly from September to June. Meetings shall ordinarily be held on the second Thursday of the month at 7:00 PM in the Nativity Center. Notification of meetings will appear in the Parish Bulletin.
2. Meetings are open to all parishioners.

ARTICLE VIII: Committees

1. This Council shall have an Executive Committee, composed of the pastor and the three officers, which is responsible for making meeting agendas.
2. Other committees and their tasks may include:
 - Education Committees, which promote the educational responsibilities of the parish, including the parochial school, religious education programs, adult education, and special education.
 - Liturgical Committee, which promotes and co-ordinates Eucharistic celebrations, prayer services and other spiritual development activities, including participation by Eucharistic Ministers, Lectors, Ushers and Music Ministers.
 - Christian Service Committees, which organize blood drives, soup kitchens, services to the elderly, and coordinates action on issues of peace, justice and advocacy for the poor.
 - Finance Committee, which is the Finance Council of the Parish and aids the Pastor in the financial affairs of the parish.

- Social Activities Committee, which promotes community-building events and assists with public relations for the parish.
 - Ecumenical Committee, which promotes cooperation on all levels with other Christian churches and also supports the program of the Dutchess County Interfaith Council.
3. Temporary committees for special purposes (i.e. ad hoc committees) may be named by the council chairperson as needed.
 4. In general, committees established by the Parish Council shall be composed of both members of the Council and other parishioners who have special interest and/or competence to bring to the work of the committee. The Council will ordinarily designate one of its members to serve as chair.

ARTICLE IX: Liaison with Vicariate

This Parish Council shall select one or two members to serve on the Vicariate Council and act as liaison, reporting on meetings and activities when appropriate.

ARTICLE X: Adoption/Amendments

1. This revised Constitution becomes effective when approved by the Pastor and Council members
2. This Constitution can be revised as needed.
3. Each new member of this Council shall be given a copy of this Constitution.

Adopted January 11, 1990

Revised May 8, 2008