
Constitution of the Parish of Saint Rose of Lima Catholic Church, LLC 245

This Constitution provides the framework within which the parish of Saint Rose of Lima Catholic Church, LLC 245 governs itself. The Constitution sets forth the fundamental privileges and corresponding responsibilities of members and the basic structure for decision-making and action within Saint Rose of Lima parish. All laws, regulations and customs of the Catholic Church shall be carried out within this Constitution's framework and spirit.

Mission Statement

We the parishioners of Saint Rose of Lima, following the Paschal Mystery of Jesus Christ with unity in faith and fellowship, extend love and hospitality to all of our diverse and multicultural community.

We seek opportunities for all to grow in the Eucharist and God's Word by sharing our time talent and treasure with humility, gratitude and respect.

Values

- *Welcome/Hospitality*
- *Stewardship*
- *Family unity and youth*
- *Respect for each human life from beginning to end*
- *Loyalty to our parish, people, pastor, Bishop and Pope*
- *Eucharist and Mass*
- *Programs for youth participation*
- *Vocations to sustain the sacraments*
- *Personal relationships with God*
- *Reverence for Eucharist*
- *Faith*
- *Humility*
- *Love*

Goals

1. *To proclaim the good news of Jesus Christ by developing a Catholic Community that makes others want to be a part of our community, by being a gateway to Christ, by the way we live, and our participation at Holy Mass offering opportunities for growth in faith for all ages.*
2. *To follow the leading of the Holy Spirit to promote Multi Cultural harmony and increase empathy to all ages of our church.*
3. *To follow the example of Jesus Christ by giving love to our whole community and strengthening the Eucharist through humility, gratitude and respect.*

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4. *To expand and focus our time, talent and treasure as the voice, hands, and feet and feet of Jesus within our community.*
 5. *To promote opportunities for communion and growth with God and each other, for all within our diverse parish and community.*

PREAMBLE

We, the members of Saint Rose of Lima Parish, affirm that our salvation through Jesus Christ calls us through our Baptism to be disciples that live lives based on a solid foundation of church teaching, liturgical Eucharistic worship, obedience to God as taught by the Magisterium of the Catholic Church, and that all people are created in God's image and likeness and should therefore be treated with dignity and equality, each person having the same fundamental privileges and responsibilities.

We believe that true spiritual life begins with an encounter of Jesus Christ by living out the Gospel proclaimed and lived by Him and through spiritual practices (Mass, celebration of the sacraments, Reconciliation, Adoration of the Blessed Sacrament, prayer, retreats, scripture study, Christian formation and others).

Strengthened by our faith in God through Jesus Christ and our baptism with water and the Holy Spirit, and with respect for the life and dignity of the human person in all circumstances, we seek lives of evangelization, formation, and service grounded in the Gospel.

In order that all members of the parish – clergy, religious and laity – may be united in working together to increase our relationship with Jesus Christ, we adopt this Constitution.

We pray that God will bless our efforts as we continue on our journey of Faith.

Purpose

In order to pursue these goals, the parish institutes a Parish Pastoral Council. The Parish Pastoral Council's purpose is to:

1. Prayerfully discern the needs, temporal and religious, of the parish, its people and the wider community of which the Saint Rose of Lima parish is a part.
2. Advise and assist the Pastor in his duties as shepherd and canonical administrator of Saint Rose of Lima parish.
3. Study pastoral matters deeply, reflect on them thoroughly and propose practical conclusions.
4. Collaborate with representatives of the clergy, religious and laity to clarify the vision of Saint Rose of Lima parish in light of the Gospel, Catholic Tradition, and the policies and directives of the Bishop.
5. Coordinate and unify Saint Rose of Lima parish activities.

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6. Provide an open, affirmative forum for communication and dialogue regarding Saint Rose of Lima parish affairs.
 7. Seek resources to meet the needs that have been identified.
 8. Collaborate with other religious denominations, civic, business and professional organizations in the larger community, in working for the good of the community.
 9. Be a visible witness to all of the message and service of our Lord Jesus Christ
 10. Provide the means and the mechanism that enables everyone in the Saint Rose of Lima parish to participate in activities which promote spiritual growth and to share in the life and mission of the Church.

Function

In order to carry out the duties set out in the Purpose, the functions of the Parish Pastoral Council shall include:

1. Prayer with the Grace of God to discern the voice of the Holy Spirit for the needs of Saint Rose of Lima parish.
2. Promotion of and provision for the dignified, reverent and joyful celebration of liturgy.
3. Preparation of an annual statement of prioritizing Saint Rose of Lima parish projects.
4. Allocation of human, physical and financial resources for the accomplishment of these projects.
5. Taking whatever other action it may deem appropriate to fulfill these duties as set forth.

Authority

1. The Parish Pastoral Council shall in the manner and to the extent set forth in this constitution, shall make recommendations for matters of the parish, including, but not limited to, the spiritual, educational, social and financial, except to the extent limited by Church Law, faith and morals, diocesan policy and civil law. There is, in short, nothing about which the Parish Pastoral Council may not be consulted.
2. After the ratification of the Constitution by the Parish members, all decisions made by the Parish Pastoral Council are forwarded to the Pastor for his consideration. After the Pastor has prayerfully reviewed the recommendations of the Parish Pastoral Council, he takes appropriate action. The Parish Pastoral Council recognizes that it is bound to observe norms established by the Diocese.
3. In a spirit of prayer, the Pastor and the Parish Pastoral Council will work toward consensus. Should a reconciliation be impossible, the matter shall be referred to the Bishop of the Diocese for resolution.

Parish Ministries

The mission of Saint Rose of Lima parish is accomplished through our parish ministries which coordinate their activities

through the Parish Pastoral Council. Ministry is a special call from God through our Baptism to serve:

- By sharing our individual gifts and talents
- In an organization directly under the parish
- Through actions which provide direct service to the parish and community at large
- In accordance with the teachings of our Faith
- By offering hospitality to our friends and neighbors

Ministry is the active sharing of our individual gifts and talents. Each person is called to ministry as an expression of the special gifts God has bestowed on that person in faith and baptism. Ministry is based on the principle that each of us has some gift to offer, some talent to share and some contribution to make. The role of the Christian community is to identify, call forth and apply the gifts of each and every member.

“Man proposes, but God disposes” is the guiding credo of our ministry. We must humbly ask for God’s guidance in all our planning and organizing and doing. Our openness to the working of the Holy Spirit, and our willingness to “let go and let God” makes us ministers.

Stewardship is the celebration of God’s gifts through using them in ministry to the world, the Church, the parish, the community, and one another. Stewardship is the life-force that turns our collective Parish aspirations into accomplishments through a shared sense of giving, serving and sustaining. Stewardship can be expressed in many ways, but all involve sharing of our God-given time, talent and/or treasure.

Saint Rose of Lima parish supports the following ministries organized into five divisions and the Finance Council as indicated:

- Parish Pastoral Council
- Spiritual Life Ministries
 - Liturgy
 - Christian Formation
 - Youth
- Resource Ministries
 - Resource Development
 - Building and Grounds
- Community and Service Ministries
 - Hospitality
 - Communications
 - Social Justice
- Stewardship Ministries
 - Stewardship Committee
- Finance Council

We aspire to have every member of the Saint Rose of Lima parish community participate in some way in at least

one Ministry.

PARISH PASTORAL COUNCIL MINISTRY

Parish Pastoral Council ministers are called to be liaisons for the members of the Parish. The Council includes the Pastor and other Ex-Officio members, the Ministry Division Liaisons, a Youth Liaison and the Executive Committee. Duties include:

- Ensuring communication between Pastor and parishioners.
- Assisting our Pastor in guiding the Parish through advise-and-consent.
- Promoting ministry and stewardship opportunities and participation
- Seeking to identify and call forth the personal gifts and talents of all parishioners.
- Publicizing stewardship needs and opportunities and encouraging ministry participation.
- Reminding parishioners that “many hands make light work”.
- Expressing gratitude for parishioner and ministry efforts.
- Developing and maintaining a Council “operations notebook”.
- Maintaining a record of Council goals, activities, and decisions.
- Reviewing and approving plans for fund-raising activities.
- Reviewing and approving the annual Parish budget proposed by the Finance Council.
- Submitting a quarterly financial report to the Finance Council.
- Serving as liaison with other Parish ministries.

SPIRITUAL LIFE MINISTRIES

Ministers are called to develop their own prayer life and that of the Parish community, focusing on a process of continuing conversion and evangelization. The ultimate goal is to provide opportunities and resources for developing a loving relationship with God and God’s people. Duties include:

Liturgy

- Observing Church teachings and practices in worship and liturgy.
- Providing for selection, training and of formation of liturgical ministers:
 - Sacristans
 - Communion ministers
 - Lectors
 - Ushers/greeters
 - Altar servers
 - Choir members and musicians
- Providing continuing education and formation on matters of liturgy and worship.
- Preparing the liturgical environment for the celebration of Mass.
- Planning special liturgical celebrations.
- Organizing and promoting ecumenical worship activities.
- Recognizing, developing and supporting other faith-sharing groups such as prayer and Bible study groups
- Initiating outreach to disaffected and non-participating Catholics with discretion and sensitivity.
- Initiating and leading evangelization programs with discretion and sensitivity.
- Developing and maintaining a ministry “operations notebook”.
- Proposing an annual ministry budget to the Finance Council.

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- Fund-raising for special projects.
 - Submitting quarterly financial reports to the Finance Council.
 - Submitting monthly ministry reports to the Division Council Liaison.

Christian Formation

- Providing lifelong religious formation and education for the individual.
- Planning, operating and assessing all Parish education programs, including:
 - Sacramental preparation
 - Baptism
 - First Penance
 - First Eucharist
 - Confirmation
 - Marriage
 - Rite of Christian Initiation
 - Christian Formation Classes for preschool through grade 12
 - Liturgy of the Word for Children
 - Education Workshops
- Managing the Parish education and formation resources and library.
- Providing for selection, training and development of catechists.
- Promoting the role of parents in the Christian formation of children.
- Developing and maintaining a ministry “operations notebook”.
- Proposing an annual ministry budget to the Finance Council.
- Fund-raising for special projects.
- Submitting quarterly financial reports to the Finance Council.
- Submitting monthly ministry reports to the Division Council Liaison.

Youth

- Providing ministry programs for middle school (grades 6th-8th) and high school (grades 9th-12th) youth.
- Working with parents to encourage their youth to participate in Youth Ministry activities.
- Working with parent and youth councils to plan, develop and coordinate activities which center on Christ, community and individual esteem.
- Leading activities which engage young people with both their peers and adult parishioners, such as:
 - Attending Mass together
 - Serving at Mass
 - Informal dinners
 - Socials and dances
 - Camping and hiking
 - Service projects
 - Retreats
- Developing and maintaining a ministry “operations notebook”.
- Proposing an annual ministry budget to the Finance Council.
- Fund-raising for special projects.
- Submitting quarterly financial reports to the Finance Council.
- Submitting monthly ministry reports to the Division Council Liaison.

RESOURCE MINISTRIES

Ministers are called to assist in the temporal life of the parish and its facilities including seeking outside funding and support for Parish initiatives over and above normal operating expenses and overseeing and helping in the care and maintenance of Parish property to provide safe, functional and appealing facilities. Their functions include:

Resource Development

- Assisting the ministries in identifying and prioritizing Parish needs.
- Identifying corporate, foundation and private sources of support.
- Developing and maintaining a ministry “operations notebook”.
- Nurturing development contacts.
- Preparing proposals for funding to support Parish initiatives.
- Expressing gratitude to Parish supporters.
- Proposing an annual ministry budget to the Finance Council.
- Submitting quarterly financial reports to the Finance Council.
 - Submitting monthly ministry reports to the Division Council Liaison.

Building and Grounds

- Planning and overseeing maintenance of all Parish facilities.
- Planning and overseeing maintenance of Parish grounds, including lawn and plant care, snow removal and clean up.
- Preparing annual report on needs for renovation, construction and extraordinary maintenance.
- Soliciting, reviewing, and accepting bids for renovation, construction and maintenance needs.
- Presenting proposed service projects to Parish Pastoral Council, with recommendations.
- Supervising all work on Parish buildings and grounds, and maintaining appropriate records.
- Overseeing janitorial service.
- Developing and maintaining a ministry “operations notebook”.
- Proposing an annual ministry budget to the Finance Council.
- Submitting quarterly financial reports to the Finance Council.
- Submitting monthly ministry reports to the Division Council Liaison.

COMMUNITY AND SERVICES MINISTRIES

These ministries are called to foster a shared sense of Christian community for Parish members and non-members at all ages and stages of life. Social Justice ministers are called to make a Catholic presence felt in the broader Davis County community by providing an extension of Christ living within. In addition to outreach to those in need, this ministry is concerned with human rights, personal dignity, political justice, and the inclusion of all God’s people in a just society. Communications ministers are called to listen to the parish clergy, lay ministers and parishioners and to draw attention to the need for disseminating meaningful information to our diverse ethnic and cultural groups in the parish. Duties include:

Community Ministry

- Actively promoting fellowship and friendship through hospitality.
- Welcoming Parish newcomers and visitors.
- Planning and hosting Parish social events and support activities such as:
 - Newcomers Welcome
 - Soup and salad dinners
 - Annual Parish Picnic
 - Mothers’/Fathers’ Day socials
 - Bereavement support, including funeral dinners

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- Childcare for Sunday Masses
 - Sunday coffee and doughnuts
 - Emergency transportation and meals for the ill and infirm
 - Home-visits to the sick, lonely and shut-ins
 - Telephone Tree
 - Prayer chain
 - Encouraging a sense of belonging for Parish members and visitors.
 - Providing support and service in times of celebration, sickness, loneliness and bereavement.
 - Providing support and encouragement for those widowed, separated or divorced.
 - Proposing an annual ministry budget to the Finance Council.
 - Fund-raising for special projects.
 - Submitting quarterly financial reports to the Finance Council.
 - Submitting monthly ministry reports to the Division Council Liaison.

Social Justice Ministry

- Informing the Parish of Church views on social justice issues.
- Providing Parish liaison with other Davis County and Utah organizations concerned with social justice issues.
- Furnishing leadership and guidance for projects such as:
 - Thanksgiving Baskets
 - Sub for Santa
 - Fish and Loaves ministry
 - Habitat for Humanity
- Meeting emergency needs for shelter, food, clothing, health care.
- Assisting immigrants with immigration and legal advice.
- Providing bilingual translation.
- Ensuring access and accommodation for persons with disabilities.
- Monitoring Legislative actions in areas of ministry interest.
- Supporting Respect for Life and Right to Life.
- Providing prison and jail ministry.
- Developing and maintaining a ministry “operation notebook”.
- Proposing an annual ministry budget to the Finance Council.
- Fund-raising for special projects.
- Submitting quarterly financial reports to the Finance Council.
- Submitting monthly ministry reports to the Division Council Liaison.

Communications Ministry

- Ensuring that the Parish Sunday Bulletin is meeting the needs of members of the parish.
- Working with the Parish website team to keep the website up-to-date and useful.
- Looking for ways to reduce costs for designing, printing, and mailing all printed forms of parish communication about parish events, organizations and needs.
- Serving as a liaison for parish staff, parish ministries, and other parish organizations to help avoid duplication and gaps in communication with the parish at large.
- Creating and distributing a regularly-published parish newsletter.
- Developing a ministry “operation notebook”.
- Submitting quarterly financial reports to the Finance Council.
- Submitting monthly ministry reports to the Division Council Liaison.

STEWARDSHIP MINISTRIES

Ministers are called to assist the Pastor in safeguarding the financial and fiscal health of the Parish and to encourage full participation in the life of the parish by all members through their time, talent and treasure. Their duties include:

Stewardship Committee

- Seeking ways to promote stewardship of time, talent and treasure among the members of the parish.
- Informing all parish ministries and the Parish Pastoral Council of specific opportunities for stewardship.
- Conducting annual periods of stewardship renewal for time, talent and treasure.
- Identifying and helping train parishioners willing to share their personal stewardship stories with others.
- Providing for prompt follow-up of stewardship of time and talent sign-ups resulting from parish ministry days or stewardship renewals.
- Organizing parish ministry fairs or similar activities.
- Establishing and conducting an annual evaluation of the effectiveness of stewardship-related programs and projects
- Publishing stewardship thoughts in each issue of the parish bulletin.
- Expanding the focus of stewardship beyond parish boundaries
- Assisting with Diocesan stewardship appeals in the parish
- Developing a ministry “operation notebook”.
- Submitting quarterly financial reports to the Finance Council.
- Submitting monthly ministry reports to the Division Council Liaison.

Financial Council

- Proposing an annual Parish budget for review and approval by the Parish Pastoral Council.
- Educating the Parish about financial stewardship.
- Developing and maintaining a system for expense reporting and tracking.
- Developing and maintaining a Finance Council “operations notebook”.
- Reviewing quarterly financial reports from all Parish ministries.
- Advising Parish Council on non-budgeted and extraordinary expenses.
- Monitoring and reporting Parish income and expense.
- Submitting monthly ministry reports to the Division Council Liaison.

Parish Pastoral Council Organization

1. In order to ensure coordination between all ministries and congruence of ministry activities with the mission, values and goals of the parish, the work of ministries will be coordinated through the Parish Pastoral Council. The Council membership will include the Executive Committee, the Liaisons of the Parish Ministry Divisions, a youth Liaison and ex-officio members.
2. Candidates for membership shall be active registered members of the Parish. Candidates shall have attained the age of 18 by the time of selection. (Except for the Youth Liaison who must have attained the age of 16 by the time of selection.)
3. The voting Parish Pastoral Council consists of the President, the President Elect, Secretary (the Executive Committee) and the following:
 1. Ministry Division Liaisons
 - a. Spiritual Life Ministries (1)
 - b. Resource Ministries (1)

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- c. Community and Service Ministries (1)
 - d. Stewardship Ministries (1)
 - e. Youth Liaison (1)
 - f. Finance Council Liaison (1)

g. The duties of these Liaisons are to:

- Encourage participation of the Parish community in ministry.
- Serve as liaison between the Council and the ministries they represent.
- Facilitate implementation of ministry programs.
- Attend meetings of the Council or notify a member of the executive committee in advance when unable to attend.
- Prepare for Council meetings by reviewing written reports in advance of the meetings.
- Attend the annual Council retreat.

Additionally, Liaisons of the four Ministry Divisions will:

- Oversee the preparation and submission of a quarterly financial report from each ministry to the Finance Council.
- Prepare and submit a written monthly summary of ministry activities to the Secretary 10 days before each Council meeting based on the reports from individual ministries.
- Present issues raised by each Ministry Division to the Council.

2. Ex-Officio Members

- a. Pastor
- b. Pastoral Associate
- c. Deacon(s)
- d. Other Religious

The duties of the Pastor, Pastoral Associate and Deacons are those defined by their vocations. With respect to Council membership, their duties are:

- Attend meetings of the Council or notify a member of the executive committee in advance when unable to attend.
- Attend the annual Council retreat.
- Prepare and submit a written monthly report of all pertinent activities to the Secretary 10 days before each Council meeting.

Changes to Council Structure

The Council shall recommend to the parish changes in the membership structure of the council.

Subject to approval by the pastor, proposed changes will be voted on by the Parish after two weeks of publication and shall take effect immediately if approved by a majority of those voting.

Resignation and Removal

Any member of the Council may resign by filing a written resignation with the Executive Committee.

At any meeting of the Council, one or more members may be removed for just cause by vote of two-thirds of all members of the Council. Just cause shall include, but not be limited to, missing three consecutive meetings without excuse or no longer participating in the ministry which they represent. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting.

Vacancies among any members shall be filled for the unexpired term by the presently eligible person in that category whose name is forwarded to the council in the usual fashion. In the case of special circumstances, the executive committee will make an appointment to fill the unexpired term.

Nominations, Selection and Election

Selection of Ministry Division Liaisons

1. The normal term of service shall be two years. Every two years, no later than the end of September, the outgoing Ministry Division Liaison shall forward the names of three proposed Liaisons for the Parish Pastoral Council.
 1. The individual ministry divisions may use whatever method – nomination and election, direct nomination, consensus, etc. – to identify their proposed Liaisons.
 2. In order that the Council maintain some consistency, the ministry divisions shall alternate years in which new members are proposed using the following schedule:

Even Years

Spiritual Life Ministries
Resource Ministries

Odd Years

Community and Service Ministries
Stewardship Ministries

2. After receiving the lists of proposed Council Liaisons, the Council will review them at the regular October meeting and provide recommendations to the Pastor.
3. The Pastor will make the final selection from among the proposed Council Liaisons for each ministry division.
4. New members will be informed of their selection in time for them to attend the November meeting.
 1. Prior to attending their first meeting, new members must attend an orientation held by the Pastor or his designee.
5. Outgoing Liaisons shall serve through December to assist in their replacement's transition.
6. No parishioner, other than Ex-Officio members shall serve more than two consecutive terms on the Parish Pastoral Council.

Nomination and Election of President-Elect and Secretary

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1. During the regular September meeting, the Council will nominate a minimum of two and maximum of four parishioners each for the positions of President-Elect and Secretary.
 1. Candidates must be active, registered members of the parish but need not be participating in any ministry.
 2. Ex-Officio members cannot be nominated for any elected office.
 2. The President shall contact the nominees prior to the regular October meeting to obtain their consent for inclusion on the ballot.
 1. In the event that, due to nominee refusal, there are fewer than two candidates for a given office, the President will call a special meeting of the Parish Pastoral Council to name additional potential nominees who will then be contacted to obtain their consent for inclusion on the ballot.
 3. Brief biographic information and photographs of nominees shall be made available to all parishioners in whatever manner is deemed most effective during the election period. No campaigning (speech-making, posters, etc.) shall be permitted.
 4. Election shall be held by secret ballot at all Masses on the two weekends following the regular October Parish Pastoral Council Meeting. Ballots will be distributed to all adult persons attending Mass during those weekends. Additionally, ballots will be available in the Parish Office during the week between the two weekends following the regularly scheduled Parish Pastoral Council Meeting. Ballots will be collected at all Masses on the third weekend following the meeting and the election will be deemed concluded on that Sunday following the last Mass celebrated in the Parish on that day.
 5. The elected members will be notified in time to attend the regularly schedule meeting in November.
 1. Prior to attending their first meeting, new members must attend an orientation held by the Pastor or his designee.
 6. Elected members shall serve a term of two years or until their successors are duly elected.
 7. No parishioner, other than Ex-Officio members shall serve more than two consecutive terms on the Parish Pastoral Council.

Executive Committee

1. Officers shall be President, President-Elect and Secretary
2. The President-Elect of the previous year's Council will automatically assume the office of President at the November meeting.
 1. The President presides at all meetings of the Council, and has the authority to call such special meetings as in his/her judgment may be necessary. The President is an ex-officio member of all Parish ministries and committees. The President will render periodic reports to the pastor and the parishioners on the completed and projected work of the Council, and performs all other duties, not specifically mentioned, that customarily devolve upon the office of President.
 2. The President-Elect, in the absence of the President or in the event of the latter's inability to carry out the functions of that office, will assume the duties of the President during such absence or disability. The President-Elect is responsible for:
 - a. Participating as a member of the Executive Committee and assisting this committee as needed.
 - b. Learning as much as possible about the organization and constitution of the parish community.
 - c. Attending as many meetings or events as possible of the parish ministries or special groups during their term of office, for the purpose of orientation to the diverse nature and needs of the parish, and providing assistance as needed.
 - d. Reporting and reflecting on attendance at said meetings or events to the Parish Council each month.
 - e. Promoting community-building in the parish.
 - f. Preserving permanent copies of all aforementioned reports given while serving as President-Elect.
 3. In the event of vacancy in the office of President-Elect, the Council will follow the established procedure for nomination and election to fill the office. This person shall become the President of the next Council. In the event of a vacancy in the office of President, the President-Elect shall automatically succeed and fill out the unexpired portion of the term.
 4. The Secretary is responsible for:
 - a. All correspondence of the Council.
 - b. Seeing that announcements concerning all regular meetings of the Council are published in the bulletin the week preceding the meeting. This constitutes notification to the members of the Council and the parishioners.
 - c. Preparing notices to appear in the parish bulletin pertaining to the work of the Council and material for use in various news media.
 - d. Taking of minutes of all regular and special meetings of the Council, compiling and distributing such minutes to Council members at least one week prior to the next regularly scheduled meeting.
 - e. Compiling all reports submitted by Ministry Division Liaisons and distributing them to Council members at least one week prior to the next regularly scheduled meeting.
 - f. Publishing of accepted minutes of Council meetings to the parish.
 - g. Compiling an agenda based on items submitted by the Council members and distributing the agenda to

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- Council members at least three days prior to the next scheduled meeting.
- h. Distributing agendas for Council meetings at least three days before a meeting.
 - i. Compiling and distributing reports of all ministry Liaisons and special committee at least one week before the next regularly scheduled meeting.
 - j. Preserving permanent copies of all above mentioned documents.

Meetings

1. The regularly scheduled meeting of the Council will be held at a mutually agreeable date and time and the Council will meet at least once a month.
2. A simple majority of the members voting on an issue at a regularly scheduled meeting of the Council shall constitute a quorum.
3. The regularly scheduled meeting in November will be known as the Annual Meeting. At that meeting, the new Council members will meet with the outgoing Council for the purpose of information exchange, presentation of year-end reports and discussion of any other business that might arise. This meeting will be conducted by the incoming President. At this time, retiring Council members will turn over to their successors all books, papers, and other records and property pertaining to their office. Any business not settled at the Annual meeting will constitute the first order of business at the next regular meeting.
4. Special meetings may be called by the President, or by the Executive Committee, or the Pastor, or at the written request of any four members of the council. The purpose of any special meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.
5. Regular meetings of the Council shall be open to all parishioners as non-participant observers. At the discretion of the Pastor, his designee or the Executive Committee, portions of the meetings may be closed so that the Council may discuss issues of a sensitive or private nature. It shall be left to the discretion of Executive Committee whether or not any special meetings shall be open.
6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Council in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Council may adopt. The Council will work toward consensus.
 1. The President may, at his/her discretion, appoint a Parliamentarian, who need not be a member of the council, to assist and advise him/her in presiding meetings.

Ratifications and Amendments

1. With the approval of two-thirds of the parish Council and the Pastor, changes to this document may be recommended to the Parish. A draft of the constitution with proposed changes noted shall be made available to all members of the Parish on the Parish web site, by leaving copies in the gathering space of the church for two weeks prior to ratification, and in the Parish office. Changes shall be voted on by the Parish after the publication

period and shall take effect immediately if approved by a majority of those voting.

Sexual Misconduct Policy

- 1.** Saint Rose of Lima parish adheres to the policy of the Diocese of Salt Lake City regarding sexual misconduct/and or abuse. The major points of the policy, which is published in its entirety in the “Diocesan Pastoral Directives”, are:
 - a.** Prompt response to any credible allegation.
 - b.** Prompt removal of the accused from any Church ministry.
 - c.** Prompt reporting of allegations to civil authorities and full cooperation with their investigations.
 - d.** Offer of all appropriate help to victims and their families.
 - e.** Communication with the larger community within the limits dictated by concern for privacy of victims and their families.