

THE COVENANT OF ST. GEORGE PASTORAL COUNCIL

MISSION STATEMENT

St. George Catholic Church is a Christian community called to receive, to live, and to proclaim the Gospel of Jesus Christ. Drawing from the strength and tradition of those who have gone before us, the wisdom of our senior members, and the energy of our younger members, we are missioned to follow the way of Jesus, to celebrate the sacramental and liturgical life of the community, to support the faith formation of our adults and children, and to serve those in need within our parish and beyond.

VISION

The Vision of the Pastoral Council shall be:

- To share responsibility with the Pastor and Pastoral Staff for the life and mission of the Catholic community within this parish.
- To provide a forum for discerning the needs of the parish and to provide planning for the fulfillment of the parish and mission.
- To encourage and foster continuing faith formation and evangelization for all members of the community.
- To initiate, support, and coordinate parish organizations, programs, and activities essential to the spiritual, social, and material needs of the parish community.
- To welcome, include, and incorporate the diversity and gifts of its members and to form an authentically Catholic community following the guidelines of Vatican II and the universal Church.
- To collaborate with the diocesan, vicariate, and parochial structures in the total life and mission of the Church and diocese.
- To be a visible witness to the message and mission of Jesus Christ within the larger community of the country, state, and nation.

ARTICLES OF AGREEMENT

ARTICLE 1: PURPOSE

The Pastoral Council is a representative body that advises the Pastor in all matters concerning the mission and the pastoral life of the parish. Representative of the gifts, talents, and perspectives of the members of the parish, the Council assists in all pastoral planning. The Council investigates the needs and opportunities that will assist the community of the parish in living out its mission and they propose practical conclusions for implementation. The Council assists in the process of establishing and evaluating such works, organizations or projects that they propose. While the Council is advisory to the Pastor, it is also accountable to the members of the parish through its listening, consultation, and providing an annual report.

ARTICLE 2: MEMBERSHIP

The Council is composed of the Pastor by right of office, five appointed members, and four elected members.

- i. **Pastor**
 - i. The pastor is a non-voting member of the Council.
 - ii. He shall become a member of the Council at the first Council meeting following his appointment by the Bishop and remain a member of the Council as long as he retains the office.
- ii. **The five appointed members of the Council**
 - i. Appointed members will be voting members of the Council.
 - ii. Appointed members will be appointed by the Pastor.
 - iii. Appointed members will be appointed for two-year terms.
 - iv. Each calendar year ending in an even number, appointed members will be replaced or re-appointed by the Pastor.
 - v. If an appointed member is unable to complete their term of office, the Pastor shall appoint a replacement to serve the remainder of the term.
- iii. **The four elected members of the Council**
 - i. Elected members will be voting members of the Council.
 - ii. Elected members will be elected by the Pastoral Council by a majority vote.
 - iii. Elected members will be elected for a four-year term by a majority vote.
 - iv. Each year one of the elected members whose terms are expiring will be replaced or re-elected ensuring that one term expires each year.
 - v. If an elected member is unable to complete their term of office, the Council shall appoint a replacement to serve the remainder of the term by a majority vote.
- iv. **The Pastor may appoint non-voting Council Members** from time to time to chair Commissions or to represent other interests pertinent to the Council, ensuring alignment with the Council's Mission, Vision, or Purpose.

Qualification for Members:

- Members must be registered members of the parish for at least two years.
- The parishioner must be at least 21 years of age and willing to commit themselves to active involvement and support of the parish.
- Exceptions may be made with the consent of the Council.

ARTICLE 3: SELECTION OF MEMBERS

The members of the Council shall be selected as follows:

A. Appointed Members

- i. The Pastor will announce his appointments at the March regular meeting.
- ii. At the May meeting, both incoming and outgoing members will be in attendance.
- iii. New members will replace outgoing members at the end of regular business at the May meeting and will do so prior to the selection of officers for the following term.
- iv. July will be the first regular meeting of the new Pastoral Council.

B. Elected Members

- i. At the January meeting, the council will suggest names of possible candidates for selection to the council.
- ii. The council members will call parishioners in order 1-5 as selected by the entire Parish Council.
- iii. The council members will wait for a response from parishioners and will provide the names of those who have accepted the responsibility of being a member of the Council to the Parish Council at the March meeting.
- iv. The Parish Council will vote to accept incoming Council members at the March regular meeting.
- v. At the May meeting, both incoming and outgoing members will be in attendance.
- vi. New members will replace outgoing members at the end of regular business at the May meeting and will do so prior to the selection of officers for the following term.
- vii. July will be the first regular meeting of the new Pastoral Council.

ARTICLE 4: OFFICERS

The officers of the Council shall be specified as follows:

- A. The officers of the Council will be a President, Vice-President, and Secretary.
- B. The officers will be selected at the end of regular business at the May meeting in calendar years ending in even numbers and will assume office immediately.
- C. The officers will serve for two years.
- D. The president will be the chief executive officer of the Council, will conduct the Council meetings, will coordinate the activities of the Council, and will see to it that the decisions of the Council are implemented.

- E. The vice-president will take over the duties of the president if the president is unable to perform them.
- F. The secretary will take the minutes of the Council meetings and will complete all Council correspondence. The minutes of the Council meetings will be posted on the Parish website within one week of approval at the following meeting and e-mail to each Parish Council member prior to the next Parish Council meeting.
- G. The executive committee will be composed of the president, vice-president, secretary, and the pastor.
- H. If an officer is unable to complete their term of office, the Council shall appoint a replacement to serve the remainder of the term by a majority vote.

ARTICLE 5: COMMISSIONS

The commissions are the major working bodies of the Council. These commissions are as follows:

- THE **ADMINISTRATION** COMMISSION will include representatives from the finance committee, building and maintenance committee.
 - THE **CHRISTIAN WORSHIP** COMMISSION will include representatives from the music, altar servers, ushers, lectors, Eucharistic ministers, and chairman of the liturgy committee.
 - THE **CEMETERY** COMMISSION will include a representative as a voting body on the council.
 - THE **CHRISTIAN EDUCATION** COMMISSION will include representatives from the Religious Education, Youth Ministry, and RCIA programs.
 - THE **CHRISTIAN SERVICE** COMMISSION will include representatives from the Holy Name Society, Family Ministry and Peace and Justice Committee.
- A. The chairperson of each commission will be reviewed by the pastor annually in May and can be a voting or non-voting member of the Council.
 - B. The basic functions of the commissions are the following:
 - i. To investigate the needs of their own areas of concern in parish life and to make recommendations to the Council on meeting these needs.
 - ii. To ascertain and implement goals and policies of the diocese.
 - iii. To implement through every organization and ministry the common vision and objectives established by the Pastoral Council for the fulfillment of the parish's mission and its pastoral planning.
 - iv. To keep the Parish Council up to date on key decisions and major activities of the commission.

ARTICLE 6: MEETINGS

The meetings of the Council shall follow these guidelines:

- A. The regular Council meetings will take place on the first Tuesday during the months of January, March, May, July, September, and November. The sitting council can adjust the scheduled date as needed. If a meeting is deemed not necessary, the executive committee will inform council members.
- B. The executive committee meetings will take place on the first Tuesday during the months of February, April, June, August, October, and December. The executive committee can adjust the scheduled date as needed.
- C. The president, after consulting with the pastor, may call a special meeting of the Council.
- D. All council meetings are open to parishioners. To be placed on the agenda, issues for discussion must be submitted to the president at least two weeks prior to the monthly meeting.
- E. As much as is possible, decisions will be made by consensus. If a decision cannot be reached by consensus, the president may call for a vote on the issue. If a voting concern arises and cannot be resolved the executive committee will present issue to Pastor for resolution.
- F. If a vote is necessary, a majority vote is needed to pass a motion. Six of the voting members of the Council shall constitute a quorum. In case of a tie, the pastor will cast the deciding vote.

ARTICLE 7: AMENDING THE COVENANT

The articles of the covenant may be amended in the following ways:

- A. The proposed amendment must be presented to the Council at least one month prior to deliberation.
- B. In order to pass, an amendment must receive a two-thirds majority of all voting members of the Council.

APPROVAL PROCEDURE

The Covenant will be effective only after:

- A. Approval by a two-thirds majority of the voting members of the Council.
- B. Approval by a new pastor upon assuming office.

****ADDENDUM**

When questions arise as to the meaning of the articles in the covenant, the Council is the official interpreter.

APPROVED BY PASTOR, Rev. Father Patrick Render, C.S.V.

APPROVED BY ST. GEORGE PARISH COUNCIL 2025

CURRENT PARISH FINANCIAL POLICY

It is understood that all funds collected or raised by the Parish, or organizations of the Parish, belong, by civil law, to the Roman Catholic Bishop of the Diocese of Joliet in Illinois, and by Church law, to the Parish of St. George; and is administered by the Pastor, appointed by the Bishop, in cooperation with the Finance Committee of the Administration Commission of the Parish Pastoral Council of St. George Parish.

- A. Organizations authorized by the Parish Pastoral Council and/or the Diocese shall:
 - i. Maintain a checking account for the purpose of meeting normal operating expenses. This account shall be in the organization name, St. George Church, at the church address. Upon receipt of the statements, the Parish Secretary/bookkeeper will retain a copy and send the original statement-and the cleared checks to the organization treasurer for verification. Checks on this account should require two signatures.
 - ii. These checking accounts are not to exceed the following sums:
 - i. Holy Name Society \$5000.00
 - ii. Family Ministry \$5000.00
 - iii. Funds in excess of the above-stated amounts are to be turned in to the bookkeeper for deposit into the Parish Account.
 - iv. After verifying the statement, the organization treasurer will submit a check to the Parish for any funds in excess of the amounts shown in Article "ii" above. This should be done within 45 days after the statement date. All transactions, such as contributions for Masses and payments for Masses offered, will be handled by the Parish secretary/bookkeeper under the direction of the Pastor.
 - v. Procedure for payment of Parish obligations:
- B. All Parish income and payments will be reviewed quarterly by the Finance committee. Semi-annual reports, comparing actual income and expenses to budgeted amounts, will be distributed to the Parish Council.
- C. All parish checks will require one signature that of the Pastor, however, one of two authorized members of the Finance Committee will be alternate signers only in case of emergency.
- D. On a monthly basis, the Finance Committee Chairperson will review the Parish checkbook with the Parish Bookkeeper.