

CONSTITUTION
CHURCH OF SAINT JOSEPH
Saint Joseph, Minnesota

ARTICLE I. NAME

The name of this organization is the Church of Saint Joseph (Parish) located in Saint Joseph, Minnesota.

ARTICLE II. PARISH MISSION

The Mission of the Parish is the following:

We, the Church of Saint Joseph, are a Catholic faith community. Through our liturgy and faith formation, we build on a solid foundation as active witnesses of Christ, and we eagerly respond to the needs of the Parish and the global community.

ARTICLE III. PARISH STATEMENT OF PURPOSE

The Purpose of the Parish is celebrating Christ through prayer and service.

ARTICLE IV. PARISH VISION

The Vision of the Parish is:

We are a Catholic community and a living presence of Christ. We welcome and embrace all who seek God. We recognize and boldly respond to injustice and encourage full maturity in Christ.

ARTICLE V. PARISH CORE VALUES

The Core Values of the Parish include:

- Spiritual/Worship.
- Educational/Word.
- Social Justice
- Community/Parish Life

ARTICLE VI. AUTHORITY

The Church of Saint Joseph is both a civic structure and a religious structure. As a civic structure, a Parish is required by the State of Minnesota to have Articles of Incorporation, Corporate Bylaws, and a Corporate Board. The Articles of Incorporation and Corporate Bylaws are maintained at the Chancery and establish the legal authority of the Corporate Board.

The authority of the Corporate Board pertains strictly to civil and legal concerns of the Parish. The Parish Advisory Council, Finance Council and other committees are advisory and have no legal authority.

ARTICLE VII. CORPORATE BOARD MEMBERSHIP

The Corporate Board of the Parish is comprised of the Diocesan Bishop, the Diocesan Vicar General, the Parish Pastor, and two Parish Trustees. The Bishop is the President of this Corporation; the Pastor is the Vice-President; and the Trustees serve as Secretary and Treasurer.

ARTICLE VIII. CORPORATE BOARD RESPONSIBILITIES

Section 1. The Corporate Board (Board) must execute certain acts of the Parish Corporation. Those actions are legal, business, and juridical and are specified in the Diocesan policies. All significant legal transactions are accomplished through the Board. Failing to engage in these Board actions, when required, can put the individuals involved into financial jeopardy because these individuals would be acting individually in such a case and not acting as the corporate entity. Routine business actions need not have Board action. Personnel contracts are exempt from Board action, and the Pastor of the Parish Corporation signs on behalf of the Parish. Other contracts are signed by the Pastor and Secretary of the Corporation after the Board endorses them.

Section 2. The responsibilities of the Corporate Board include, but are not restricted, to the following:

- A. Borrowing any money, even from individuals of the Parish.
- B. Engaging in expenditures and purchases over \$20,000.
- C. Selling real estate; selling stocks; closing, merging, or establishing the Parish Corporation.

- D. Amending the corporate Articles of Incorporation, the corporate Bylaws, this Parish Constitution and Parish Bylaws; and
- E. Maintaining the Parish accounts and reporting on them to the Parish community and the Diocese on an annual basis, or more frequently as needed; and
- F. Supervising Parish investments, fundraising, capital expenditures and other financial policies, in compliance with Diocesan guidelines.

ARTICLE IX. TRUSTEES

- Section 1. Manner of Selection. Trustees are appointed by the ex-officio members of the board: the Bishop, the Vicar General and the Pastor.
- Section 2. Selection Process. The Pastor solicits possible candidates for appointment from one or more parish leaders including current and past Trustees. The Pastor selects the candidate(s) for presentation to the Corporate Board.
- Section 3. Appointment Process. The Pastor informs the Bishop and the Vicar General of the recommendation and the Bishop and Vicar General then vote by proxy. The proxy request should indicate whether the candidate is to be the Secretary or Treasurer of the Corporation. Upon approval of the Trustee, the Diocese will forward the signed Proxy Request to the Pastor. Upon receipt of the signed document the tenure of the Trustee commences.
- Section 4. Termination of a Trustee. Neither the Pastor nor the Parish can terminate a Trustee. It is the prerogative of the ex-officio members to terminate a Trustee.
- Section 5. Term of a Trustee. No Trustee of the Parish Corporation is to serve longer than ten consecutive years.

ARTICLE X. ACCOUNTABILITY AND TRANSPARENCY

- Section 1. This Constitution will be reviewed every five years by the Church's Corporate Board, amended as necessary, and approved by the Corporate Board after presentation to the Parish Advisory Council and the Parish Community.
- Section 2. All Parishioners are invited to review the proposed changes in advance of a regular, or special, meeting of the Parish Advisory Council. Copies of the Constitution will be made available at the Parish office.

- Section 3. Following review of any concerns, the Parish Advisory Council may approve the constitution.
- Section 4. Once approved, the Diocese shall be notified by the Corporate Board of the revisions and the date of approval. The updated Constitution will be forwarded to the Diocesan Planning Office.
- Section 5. The Parish's fiscal year is from July 1st through June 30th. All budgeting and financial reporting will be based on a fiscal year and cash basis.

ARTICLE XI. PARISH FINANCE COUNCIL

The Parish shall have in place a Parish Finance Council that serves as an advisory board, appointed by the Pastor, to oversee the financial stability of the Parish by:

- A. Assessing the present and future needs of the Parish.
- B. Recommending ways of securing and developing Parish revenues.
- C. Developing an annual revenue and expense budget and overseeing Parish expenditures; and
- D. Developing and implementing policies regarding investments, fundraising, capital expenditures and other financial matters for the Parish.

The selection, membership, and duties are addressed in the Parish Bylaws.

ARTICLE XII. PARISH ADVISORY COUNCIL

The Parish shall have in place a Parish Advisory Council. The Parish Advisory Council serves as a visionary body for the Parish and a consultative body to the Pastor.

Within the Parish Advisory Council, four Standing Committees are established to support the Parish Core Values.

- A. Spiritual/Worship
- B. Educational/Word
- C. Social Justice
- D. Community/Parish Life

The selection, membership and duties are addressed in the Parish Bylaws.

ARTICLE XIII. PARISH BYLAWS

The Parish Bylaws shall provide guidance for day-to-day operations of the Parish Advisory Council, and Parish Finance Council, including the Cemetery Committee. Every five years, an ad hoc review committee will be established for a review of the Parish Bylaws, or as needed. The proposed changes will be approved by the Pastor, the Trustees, the Chair of the Parish Advisory Council, the Chair Finance Council, and the Chair of the Cemetery Committee. The Parish Bylaws of the Church of Saint Joseph shall not conflict with the Parish Constitution.

ARTICLE XIV. GOVERNANCE AND POLICIES

The Parish is subject to, and will abide by, the following established policies, as amended, which are incorporated herein by reference:

- A. Canon laws, including Canon 537 (i.e., Guidelines for Parish Finance Councils).
- B. The Parish Finance Council's Policies and Guidelines for fundraising, endowments, and investments.
- C. The Minnesota Diocesan Catholic Cemetery Rules, Regulations, Policies and Procedures; and
- D. Applicable Minnesota State laws.

Adopted by the Corporate Board at a meeting on 8-12-2022.

Corporate Board: Fr. Bradley Jenniges, OSB
Fr. Bradley Jenniges, OSB
Pastor


DeAnne Budde
De Anne Budde
Trustee

Rick Baron
Rick Baron
Trustee

Notice of proposed changes provided to the Parish on July 16 and 17 2022.

To the Parish Advisory Council on June 15, 2022 _____,

And to the Parish Finance Council on June 21, 2022_____.

Parish Advisory Council: _____

Steven Meyer, Chairperson

Finance Council: _____

Dan Wippler, Chairperson

Revision History:

1. February 19, 2009
2. March 2012
3. October 2017
4. October 2020
5. June 2022