



ARCHDIOCESE  
OF  
SAINT PAUL &  
MINNEAPOLIS

OFFICE OF THE CHANCELLOR FOR CANONICAL AFFAIRS

October 16, 2023

Rev. Ralph Talbot  
Church of Saint Hubert  
8201 Main Street  
Chanhassen, MN 55317-9647

Dear Fr. Talbot,

Thank you for submitting the recent editions of the Constitution and Bylaws for both the Parish Pastoral Council and the Parish Finance Council of The Church of Saint Hubert of Chanhassen, Minnesota. They have been signed by Archbishop Hebda as an indication that they are in conformity with the Archdiocesan guidelines. The original copies are enclosed, and copies have been retained in the Archdiocesan file on Saint Hubert's Parish.

Thank you for all you do to make the name of Jesus Christ known and loved in Chanhassen and the surrounding area.

Sincerely yours in Christ,

Matthew R. Kuettel, JCL

Vice-Chancellor for Canonical Affairs

ENCLOSURES

The Parish Pastoral Council  
CONSTITUTION and BYLAWS  
THE CHURCH OF SAINT HUBERT OF CHANHASSEN, MINN.

**CONSTITUTION**

**Article I (Name)**

The name of this organization shall be the Parish Pastoral Council of THE CHURCH OF SAINT HUBERT OF CHANHASSEN, MINN., located in Chanhassen, Minnesota.

**Article II (Mission)**

The mission of the Parish Pastoral Council of THE CHURCH OF SAINT HUBERT OF CHANHASSEN, MINN. is to support the Pastor in his proper role to offer counsel on pastoral vision and ministry. The Parish Pastoral Council is also accountable to the parish community and to the Archbishop of Saint Paul and Minneapolis.

**Article III (Purpose)**

The Parish Pastoral Council is a body that has an advisory and consultative role with the Pastor of the parish (1983 Code of Canon Law, c. 536). An active, well-formed Parish Pastoral Council is a key element for promoting the mission of the parish in various forms of service, outreach, and formation, and for assisting the Pastor with his responsibilities.

While the Parish Pastoral Council does not have decision-making authority, consultation is at the heart of the decision-making process for the administration and stewardship of the mission of the parish. Therefore, the Pastor, trustees, and members of the Parish Pastoral Council must be oriented to sharing appropriate information, listening, contributing to the discussion, and promoting consensus among the faithful.

**Article IV (Scope)**

The scope of the Parish Pastoral Council is the pastoral nature of the parish in serving its mission. The Parish Pastoral Council must observe canon and civil law in sound management of the parish. The advice of the Parish Pastoral Council should be sought for both acts of ordinary administration and acts of extraordinary administration as defined in Archdiocesan Policy.

[end of Constitution]

## **BYLAWS**

### **Article I (Membership and Terms of Office)**

The Parish Pastoral Council shall be composed of no less than six (6) and no more than ten (10) members of the parish who serve three-year terms with the possibility of one (1) additional consecutive one-year term. Former Parish Pastoral Council members are eligible for reappointment after a single term off the Council.

One or more youth representatives, no older than 22, may be appointed for a one (1) year term to the Parish Pastoral Council.

The term of office for each appointed member shall commence on July 1 and end on June 30.

Members of the Parish Pastoral Council must be parishioners of the parish who have completed and are current in their Essential Three safe environment training (Virtus training, background check, and signed Code of Conduct for Church Personnel). Members may be nominated by the pastor, staff or parishioners. The parish may also solicit volunteers. The Pastor has the final authority in determining membership on the Parish Pastoral Council. The Pastor is to use his discretion in the selection of qualified members from among the faith community, noting the following requirements.

Eligibility to serve on the Parish Pastoral Council is limited to practicing Catholics in full communion with the Roman Catholic Church. Specifically, eligibility for service on the Council is limited to fully initiated Catholics who are not restricted from full sacramental participation or otherwise under canonical penalty or censure. Employees of the parish, or members of their immediate families, are not eligible for appointment to the Parish Pastoral Council. No relative of the Pastor may serve on the Parish Pastoral Council.

Members of the Parish Pastoral Council should represent the diversity of the entire community and fulfillment of the parish mission statement. Members should be able to attend the majority of the meetings, be committed to the faith and mission of the Catholic Church to the parish's particular mission, be concerned for the spiritual growth and well-being of the parish, and actively participate with their own particular perspective, gifts, and talents.

All members of the Parish Pastoral Council shall be voting members of the Council.

### **Article II (Vacancies)**

Vacancies on the Parish Pastoral Council due to resignation, death, disability, or other cause shall be filled by appointment of the Pastor in consultation with the Parish Pastoral Council.

Parish Pastoral Council members who seek to resign their position should submit a signed, written letter of resignation to the Pastor.

Parish Pastoral Council members with three (3) unacceptable absences during the course of a fiscal year may forfeit their position and therefore create a vacancy. Examples of acceptable absence might include sickness and short-term disability.

Any member of the Parish Pastoral Council is subject to removal by the Pastor whenever the conduct or action of that individual violates the teachings, principals, and beliefs of the Roman Catholic Church or the Archdiocesan Code of Conduct, or when the member leaves the parish, for whatever reason.

### **Article III (Officers)**

The Pastor presides over the Parish Pastoral Council as an *ex officio*, non-voting member (c. 536 §1).

The officers of the Parish Pastoral Council shall be the Chair, Vice Chair, and Secretary. The officers of the Parish Pastoral Council shall be selected annually by members of the Council at the first meeting of the fiscal year. The term of office shall be one year, or until the successor is duly elected. All officers shall be voting members of the Parish Pastoral Council.

The Chair will preside in a parliamentary manner at all meetings which require a formal vote. In consultation with the Pastor, the Chair will prepare the meeting agendas, select the hour and location of the meetings, and perform any other duties assigned by the Pastor. The Vice Chair performs these duties when the Chair is unable to do so, and also coordinates the selection process for new members. The Secretary will record and distribute the minutes of each meeting at least three days prior to the next scheduled meeting.

Pastoral Council members shall:

- a.) Advise and assist the Pastor in a consultative manner as it relates to community and pastoral care.
- b.) Develop and support policies for the parish and establish goals and priorities as they relate to all pastoral functions, subject to the laws and regulations of Article II (Mission).
- c.) Be representative of all parishioners, and make motions as required to meet their needs.
- d.) Be in communication with and sensitive to the needs and concerns of parish members.
- e.) Serve as liaisons to parish Commissions.

### **Article IV (Meetings)**

The Parish Pastoral Council will meet at least once monthly except for July, and more frequently as required. Notice of the regular meeting of the Parish Pastoral Council shall be published by the parish prior to the actual meeting. Special meetings may be called by the Pastor, the Chair, or upon request of the majority of Parish Pastoral Council members.

The Chair shall preside at all meetings of the Parish Pastoral Council and plan the meetings of the Council in consultation with the Pastor and other Parish Pastoral Council officers, as needed.

The constitution and bylaws will be reviewed on an annual basis prior to the first meeting of the fiscal year.

A quorum for the conducting of business at any meeting of the Parish Pastoral Council shall be a majority of voting members of the Parish Pastoral Council. No recommendation, voting or formal action of the Parish Pastoral Council may be conducted without the presence of the Pastor, or designee of the Archbishop.

The Pastor, in consultation with the Chair, may determine that parish trustees or employees of the parish may attend meetings, but always in a consultative, non-voting capacity.

All regular meetings of the Parish Pastoral Council shall be open to the parish. The Parish Pastoral Council, by consensus of the members present, or if called by the Pastor or designee of the Archbishop, may hold an executive session closed to the public when confidentiality of the subject takes precedence over the interest of public attendance.

Members of the Parish Pastoral Council should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

The parish should retain meeting minutes, agenda, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties in accord with the Archdiocesan Records Retention Policy.

### **Article V (Commissions and Committees)**

The Parish Pastoral Council shall establish such commissions or committees as deemed appropriate to meet the needs of the parish. Commissions are specific bodies established to further the mission of the parish. Any commission may establish additional committees, permanent or temporary, to support the work of the commission.

The Parish Finance Council is required by canon law to be established as a separate body, and functions in collaboration with the Parish Pastoral Council.

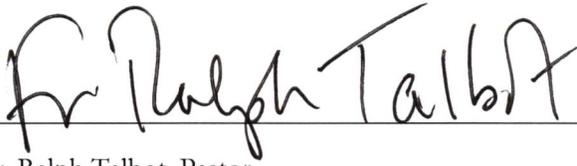
The Chair or Secretary of each commission shall submit a written report of all approved minutes of meetings to the Parish Pastoral Council.

### **Article VI (Amendments)**

This Constitution and Bylaws may be amended by a two-thirds majority vote of Parish Pastoral Council members. Prior to adoption, any amendments must be approved by the Pastor and the Archbishop of Saint Paul and Minneapolis or his designee.

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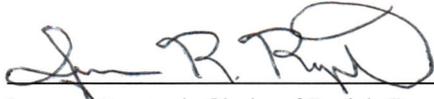
CONSTITUTION & BYLAWS  
THE CHURCH OF SAINT HUBERT OF CHANHASSEN, MINN.  
Parish Pastoral Council



Fr. Ralph Talbot, Pastor

9/5/2023

Date



Jerome Reutzel, Chair of Parish Pastoral Council

9/18/23

Date



Mike Hidding, Trustee/Secretary

9/11/2023

Date



Lawrence Pohlen, Trustee/Treasurer

9/16/2023

Date



The Most Reverend Bernard Hebda (or Designee)  
Archbishop of St. Paul and Minneapolis

10/13/23

Date

# The Parish Finance Council CONSTITUTION and BYLAWS

THE CHURCH OF SAINT HUBERT OF CHANHASSEN, MINN.

## CONSTITUTION

### **Article I (Name)**

The name of this organization shall be the Parish Finance Council of THE CHURCH OF SAINT HUBERT OF CHANHASSEN, MINN (hereinafter referred to as St. Hubert).

### **Article II (Mission)**

The mission of the Parish Finance Council of St. Hubert is to support the Pastor and Parish Trustees in their stewardship of Parish financial resources. The Parish Finance Council is also accountable to the Parish community and to the Archbishop of Saint Paul and Minneapolis.

### **Article III (Purpose)**

The Parish Finance Council is a mandated body that has an advisory and consultative role with the Pastor of the Parish (canon 537, *Code of Canon Law*), and the Parish Trustees. An active, well-formed Parish Finance Council is a key element for promoting the financial health of a Parish, assuring accountability, and assisting the Pastor with his temporal responsibilities.

While the Parish Finance Council does not have decision-making authority, consultation is at the heart of the decision-making process for the administration and stewardship of the temporal goods of the Parish. Therefore, the Pastor, Trustees, and the members of the Parish Finance Council must be oriented to sharing information, listening, contributing to the discussion, and promoting consensus among the council.

### **Article IV (Scope)**

The scope of the Council is to review and consult with the Pastor and Trustees regarding the financial and temporal matters of the Parish. The Parish Finance Council must observe both canon and civil law in sound management of the temporal goods of the Parish. The Parish Finance Council must be well informed on all temporal matters of the Parish and its advice should be sought for all acts of administration indicated in Archdiocesan policy and these bylaws.

In addition to those responsibilities specified in the *Code of Canon Law*, the responsibilities of the Parish Finance Council in the particular law of the Archdiocese of Saint Paul and Minneapolis are:

1. Receive and study budget requests and propose an overall Parish budget to the Pastor and Trustees. The Parish Finance Council is to ensure that provisions to satisfy all obligations of the Parish are included in the budget, including those to lenders and programs of the Archdiocese. The expectation is that the Parish will adopt a balanced budget and will have entered into a Financial Cooperation Agreement for the repayment of debt owed to the Archdiocese if past due on obligations. The Parish Finance Council then submits its draft budget to the Parish Pastoral Council, or a committee of it, who reviews the budget in light of Parish goals and priorities. The Pastor and Trustees after receiving the recommended budget from the Parish Finance Council and Parish Pastoral Council, then approves the final budget and communicates the status of the budget to the Parish.
2. Regularly review periodic (at least quarterly) financial reports such as balance sheets, income

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- statements, cash flow analysis, and comparisons to budget of prior year(s).
3. Review budget to actual comparisons by individual program category. Identify and investigate significant variances from budgeted figures.
  4. Review maintenance and utility costs in order to minimize costs through preventative maintenance, energy conservation, and the implementation of risk management programs and recommendations.
  5. Review internal controls and procedures:
    - a. Ensure that the Archdiocesan-required procedures for cash receipts, cash disbursements, administration of bank accounts, petty cash, and payroll are being followed.
    - b. If written procedures do not exist, the Parish Finance Council should participate in the development of a procedure for approving new bank accounts, including those for auxiliary groups. Written procedures must specify that the Parish Finance Council approves new bank accounts before they are opened.
    - c. Review the financial reports for Parish general operations, the Parish school (if applicable) and other Parish organizations or programs with bank accounts or revenue collection responsibilities, to determine if proper accounting practices and internal control procedures are in place.
    - d. Identify areas where internal controls may be lacking, or proper accounting practices not applied and make recommendations to the Pastor as to how those areas can be corrected.
    - e. Advise the Pastor and Trustees on the selection of independent public accountants and review management letters issued by said accountants including resolution of internal control deficiencies.
  6. Oversee Parish investments in accord with Archdiocesan Policy.
  7. Provide advice as to the management of Parish funds and banking arrangements.
  8. Review and provide assistance as to the communication of the Annual Parish Financial Report (APFR) to the Parish community. Review, edit, and recommend the APFR and representation letter that must be sent to the Archdiocese, as specified in Archdiocesan policy. The representation letter must be submitted to the Archdiocese by the date specified each year. However, Parishes that are required to undergo an audit or that have extenuating circumstances as determined in writing by the Archdiocesan Finance Officer may have until December 31 to submit their APFR and representation letter.
  9. Provide advice as to what the Parish should do to comply with Archdiocesan policies and USCCB recommendations with respect to conflicts of interest, protection of whistleblowers and fraud detection, reporting, and prevention.
  10. Provide advice on how to use undesignated bequests or other unbudgeted revenue.
  11. Provide advice when hiring or evaluating a business manager or anyone providing business services to the Parish.
  12. Become knowledgeable on Archdiocesan fiscal policies and norms so as to provide advice to the Pastor on implementation, including attending training sessions offered by the Archdiocese to Parish Finance Council members.

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13. Evaluate compliance with Archdiocesan fiscal policies and assist the Pastor in meeting these obligations. When necessary, bring concerns about irregularities to the appropriate Archdiocesan staff and law enforcement when necessary.
14. Provide advice on matters requiring proxies by the Parish civil corporation, as outlined in Archdiocesan policy.
15. Provide Parish Trustees with unrestricted access to the information required to fulfill their responsibilities. This may require the Parish Finance Council to respond to questions and provide documentation as the Pastor and Trustees follow their mandate to exercise independent judgment as they perform their duties.
16. Review fundraising activities to assess the effectiveness of existing programs and recommend changes if existing revenues are insufficient. Review activities such as bingo, raffles, and concession sales for acquisition of the required licenses, support documentation for tax filings, and actual tax filings.
17. Review the financial statements, including perpetual care funds, maintenance, and contracts of any Parish cemeteries and the activities of Parish affiliate groups and verify cash balances of bank accounts. Annually meet with any cemetery boards and auxiliary groups to review the reporting of last year's activities and a review of the budget for the coming year. Assess the accounting practices and internal controls in use to ensure compliance with Archdiocesan policies, review the activities of the affiliate groups to ensure they are not jeopardizing the tax-exempt status of the Parish and to ensure they are operating in compliance with all policies of the Archdiocese and the Parish, as well as applicable laws. Examples of affiliate groups include, but are not limited to, ladies auxiliary, men's club, home & school, athletics, and fundraising.
18. A member of the Parish Finance Council may serve as a representative to the Parish Pastoral Council to facilitate communication between the Councils.

[conclusion of Constitution]

## **BYLAWS**

### **Article I (Membership and Terms of Office)**

The Parish Finance Council shall be comprised of Seven voting members who serve a three-year term. At the end of a three-year term, a council member may ask to serve on the council for a new term of three years. All extended term requests will be acknowledged and presented to the Pastor for approval. The Pastor has the final authority to determine membership on the Parish Finance Council. The Pastor shall use his discretion in the selection of qualified members for the Parish Finance Council from amongst the faith community, noting the following eligibility requirements.

Eligibility to serve on the Parish Finance Council is limited to practicing Catholics in full communion with the Roman Catholic Church and its bishops. Specifically, eligibility for service on the Council is limited to fully initiated Catholics who are not restricted from full sacramental participation or are otherwise under canonical penalty or censure. Members of the Parish Finance Council should be Parishioners of the Parish. Employees of the Parish, members of their immediate family, or any relative of the Pastor are not eligible for appointment to the Parish Finance Council. Non-Catholics with

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expertise that would be helpful for the council may be invited to attend meetings and provide advice in a non-voting, consultative manner.

Members of the Parish Finance Council should be parishioners of the parish who have completed and are current in their Essential Three safe environment training (Virtus training, background check, and signed Code of Conduct for Church Personnel).

Because the role of the Parish Finance Council is to advise the Pastor and the Trustees in the fulfillment of their fiduciary responsibilities for the Parish, the Pastor and the Trustees are not members of the Parish Finance Council. The Pastor and Trustees should attend all Parish Finance Council meetings in ex-officio, non-voting capacity.

Members of the Parish Finance Council should be chosen based on demonstrable skills or expertise in management and finance. Members should be able to attend the majority of the meetings, be committed to the faith and mission of the Catholic Church and the Parish's particular mission, be concerned for the spiritual and financial growth of the Parish, and actively participate with their own particular perspective, gifts, and talents.

Members can resign at any time if they are unable to meet the time commitments of the Council. A member may be asked to resign if they are unable to make at least half of the Council meetings during a year. Members will automatically be removed from the Council if they leave the parish for any reason. The Pastor, with the approval of the Trustees, has the discretion to remove any member of the Parish Finance Council with or without cause at any time during his or her term of office.

New members will be selected as soon as possible after the conclusion of a member's term or the resignation or removal of a member. The intent of the Council membership is to promote both regular turnover to allow for new ideas and leadership and longer service by some members to maintain consistency.

## **Article II (Officers)**

The Officers of the St. Hubert Parish Finance Council will be the Chair and Secretary. After consultation with the members of the Parish Finance Council, the Pastor will appoint the officers. The Chair and Secretary will each serve a three-year term (terms will coincide with the parish fiscal year). At the end of the three-year term, the Chair or Secretary may ask to serve another term. A recommendation for a term extension will be made by the members of the Finance Council. Approval for a term extension must be given by the Pastor.

The Chair will preside in a parliamentary manner at all meetings which require a formal vote and, in consultation with the Parish Business Administrator, will prepare the agenda, select the hour and location of the meetings, and perform any other duties assigned to them by the Pastor. The Secretary performs these duties when the Chair is unable to do so. The Secretary will record and distribute the minutes of each meeting at least three days prior to the next scheduled meeting.

The Chair is also the liaison between the Finance Council, the Parish Council, Trustees and Pastor. The Finance Council Chair, or his or her designee, will attend meetings of the Parish Council as required as a representative of the Finance Council.

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The other members of the Finance Council will sit on four different subcommittees where the specific work of the Council will be done as needed to prepare for Council meetings. The Council Chair will assign the other Council members to these subcommittees based on member preferences and the best use of member talents and experience. Any additional work that needs to be done by the committee will be assigned to the appropriate subcommittee by the Council Chair.

**Article III (Meetings)**

The Parish Finance Council will meet at least once a quarter, and more frequently if required. Parish Finance Council appointments follow the July-June calendar year, unless otherwise noted.

The regular time and location of the Parish Finance Council meetings will be every other month. The subcommittee(s) will meet in off months as needed.

Meetings of the Parish Finance Council are not open to non-Council members. Parish employees who provide support to the Parish Finance Council should be available to answer questions at the request of the Pastor or at the request of others expressly delegated by the Pastor (i.e. the Chair of the Parish Finance Council, if so delegated).

The Parish Business Administrator should attend Parish Finance Council meetings in a consultative, non-voting capacity, unless the Pastor, in consultation with the Chair, determines otherwise.

Members of the Parish Finance Council must maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

The Parish must retain meeting minutes, agendas, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties in accord with the Archdiocesan Records Retention Policy.

Parish Finance Council may also hold an executive session without Parish staff present.

**Article IV (Operating Method)**

A quorum of a majority of members is necessary to conduct a Council meeting. Additionally, the Pastor should be present at every meeting of the Council. The Parish Finance Council will follow parliamentary procedure as outlined in Roberts Rules of Order (as amended) when necessary.

**Article V (School)**

St. Hubert School has a School Advisory Council that includes a standing Finance Committee.

This committee is responsible for drafting the school income and expenditure budget, which is to be submitted to the Parish Finance Council for review and inclusion in the Parish-wide draft budget to be presented to the Parish Pastoral Council and, ultimately, to the Pastor for his approval.

The Principal of St. Hubert School will attend meetings of the Parish Finance Council in order to ensure effective and frequent communications regarding the financial contribution to the school from the Parish.

The Parish Finance Council should receive a presentation by the school administration at every

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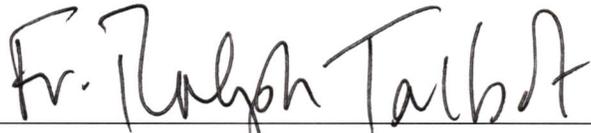
meeting on the school's adherence to its budget and an opportunity to identify any financial issues.

**Article VII (Amendments)**

This constitution and by-laws may be amended by a two-thirds majority vote of attending Parish Finance Council members. Prior to adoption, any amendments must be approved by the Pastor and Trustees of the Parish and the Archbishop of Saint Paul and Minneapolis or his delegate.

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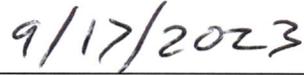
Fr. Ralph Talbot, Pastor



Date



Reid Craigmile, Chair of Parish Finance Council



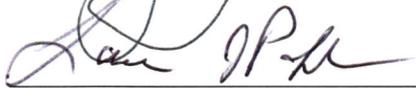
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Mike Hidding, Trustee/Secretary



Date



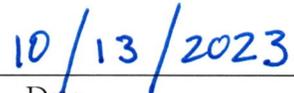
Lawrence Pohlen, Trustee/Treasurer



Date



The Most Reverend Bernard Hebda (or Designee)  
Archbishop of St. Paul and Minneapolis



Date