

DIOCESE OF CHEYENNE
STATUTES OF THE PERMANENT DEACONS' COUNCIL

I. PURPOSE

The Permanent Deacons' Council (Council) shall serve as an advisory body to the Bishop of Cheyenne regarding the ministry of permanent deacons in the Diocese of Cheyenne, the concerns of permanent deacons and their families, and the means of fostering fraternal support for permanent deacons and their families. (More specific responsibilities have been identified in the *Diocese of Cheyenne – Directory Concerning Personnel Issues of Permanent Deacons* and the Job Description for the Director of Deacon Personnel whom this Council assists.)

II. MEMBERSHIP, TERMS OF OFFICE, OFFICERS, and MEETINGS

A. MEMBERSHIP

The Council shall consist of at least seven (7) and no more than eleven (11) members, two of whom will be *ex-officio* and the remainder appointed by the Bishop. Members shall be fully initiated Catholics in good standing with firm faith, good morals, and prudence. They must be free of any canonical penalties or impediments including an irregular marriage.

Membership shall consist of the following:

1. The Director of Deacon Personnel is an *ex-officio* voting member.
2. The Director of Formation of Permanent Deacons is an *ex-officio* voting member.
3. Remaining voting members will be appointed by the Bishop to include:
 - a) 1 priest from the presbyterate,
 - b) 1-2 active permanent deacons with parish assignments in the Diocese,
 - c) 1-2 retired permanent deacons incardinated in the Diocese,
 - d) 1-2 wives of active or retired deacons,
 - e) additional members may be added to ensure appropriate representation from across the Diocese.

B. TERMS OF OFFICE

1. The term of office for appointed Council members shall be three (3) years, unless otherwise determined by the Bishop. Members may serve three (3) full terms.
2. Unscheduled vacancies shall be filled by the Bishop. The newly appointed member will serve the remainder of the unexpired term.
3. Membership on the Council is terminated by one of the following:
 - a. Expiration of term,
 - b. Bishop's acceptance of a letter of resignation,

- c. Removal by the Bishop or his delegate because of relocation of the member outside the Diocese, failure to attend three (3) consecutive Council meetings, loss of clerical state, public defection from the faith, or some other grave matter.
- d. Removal as the penalty for commission of a grave ecclesiastical offense as determined by the Bishop.
- e. Death.

C. OFFICERS

1. The Director of Deacon Personnel shall be the Chair.
2. The Director of Diaconal Formation shall be the Vice-Chair.
3. A secretary will be chosen by the Director of Deacon Personnel to record meeting minutes at each meeting of the Council. The secretary will take minutes, keep a copy of the records for the Council, and assist with communications as appropriate.

D. PERMANENT DEACONS' COUNCIL MEETINGS

1. In order to convene a meeting, the Bishop or his delegate needs to be present.
2. The Council will meet as needed, typically once per quarter, or as determined by the Bishop or Director of Deacon Personnel. Additional meetings may be called, as necessary.
3. Council members will be notified of all meetings at least 48 hours in advance.
4. The agenda for meetings will be set by the Director of Deacon Personnel in consultation with the Bishop, and as appropriate, the Council.
5. Meetings will normally be held in person. When this is not possible, consultation by electronic means is permitted as long as members can actively participate.
6. When urgent, consultation may be conducted by mail, electronic mail, or facsimile.
7. The Council serves in an advisory capacity to the Bishop. All recommendations or decisions made or voted upon by the Council will be recorded in the minutes together with any vote tallies and submitted to the Bishop.
8. Robert's Rules of Order - Newly Revised will generally be followed.
9. Members of the Council will be provided with materials necessary to adequately prepare for meetings. Members are expected to appropriately prepare themselves for each meeting so that they may actively participate and offer informed advice.
10. The minutes of any meeting of the Council shall be taken by the secretary or delegate of the Director of Deacon Personnel. Meeting minutes will be reviewed and edited by the Director or his delegate prior to submission to the Council for approval. A copy of all approved minutes shall be stored with the Director of Deacon Personnel and submitted to the Bishop. Approved minutes may be published and distributed at the discretion of the Bishop. Appropriate confidentiality of any meeting minutes or notes will be maintained.

11. When appropriate, the Bishop may make public the actions and deliberations of the Council, normally through dissemination of approved meeting minutes.

III. INDIVIDUAL ASSIGNMENTS AND COMMITTEES

- A. Individual members of the Council may be assigned tasks to complete between meetings to assist the Council in the investigation, consideration, and development of practical conclusions concerning the diaconal community and its membership.
- B. The Director of Deacon Personnel or the Council may form standing and *ad hoc* committees to assist the Council in the investigation, consideration, and development of practical conclusions concerning the pastoral works of the diaconal community and its membership. Said committees' function and remain constituted at the pleasure of the Director of Deacon Personnel in consultation with the Council. As such, a chair will be named, and their duties defined as appropriate.

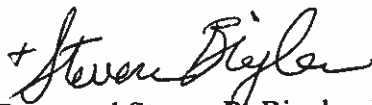
IV. EXPERTS AND OTHERS

In order to thoroughly investigate, consider, and develop practical conclusions concerning pastoral work in the ministry of deacons in the Diocese of Cheyenne, the Council may seek the services of experts and of those who are ministering in the field.

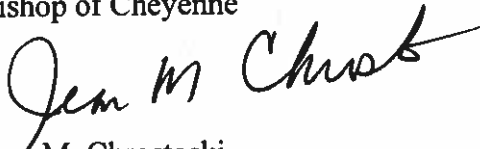
V. ADOPTION AND AMENDMENTS

The Bishop alone has authority to amend or change these statutes.

Given in Cheyenne, Wyoming on December 28, 2020



Most Reverend Steven R. Biegler, DD, STL
Bishop of Cheyenne



Jean M. Chrostoski
Chancellor