

St. Peter Roman Catholic Church Parish Pastoral Council Constitution
Carencro, Louisiana
Constitution

Preamble

1. **Purpose:** The role of the St. Peter Roman Catholic Church Parish Pastoral Council is to **advise** the Pastor in the administration of the parish; to promote parish life and encourage the involvement of the laity of the parish faith community; to assist the pastor in developing and fostering the pastoral plan of St. Peter's parish: the pastoral vision, mission, goals and action plans of the parish.

2. **Mission:** St. Peter Roman Catholic Church Parish Pastoral Council exists to serve Christ and his people by identifying and examining the needs of the parish, identifying the gifts of parishioners to meet these needs, and, in so doing, create an inclusive environment that will enable and empower each and every member to take an active part in parish life for the greater good of all. In light of the ministry of Jesus which was one to serve rather than to be served, we seek to be exemplary members of the parish in all aspects of living the Gospel so that our beliefs and hopes are expressed in our service of the people of God in our parish.

3. Goals of the Council

#1: To support the pastor in his spiritual and temporal administration of the life and mission of the church parish knowing that we bear the responsibility to Christ as his disciples having been anointed in Baptism as Priest, Prophet and King.

Objectives:

- To be an available resource for the Pastor.
- To ascertain, assess and communicate the personal and communal needs of the parish.
- To offer clarification of the needs of parish and its parishioners.

#2: To evangelize our brothers and sisters within the established territorial boundaries of St. Peter Church parish.

Objectives:

- To be a witness to prayer and an active faith life.
- To strive to support existing programs and to establish additional programs for the educational needs of the parish.

#3: To be leaders of living stewardship in order to promote and carry out the mission of the Universal Church at St. Peter Parish Roman Catholic Church.

Objectives:

- To be grateful disciples willing to cultivate and share one's gifts as a means of evangelizing our brothers and sisters to be faith-filled and active disciples.
- To recognize and to promote the fact that stewardship for the disciple is a serious duty and a lifetime committed process of conversion.
- To be willing to give of self and time for the greater needs of the community.
- To affirm and to celebrate the spirit of generosity of our fellow parishioners including their gifts of time, talent and treasure which we are all called by Christ Jesus to share with the Church and our community of faith.

Article I:

1. ***Name of Council:*** St Peter Roman Catholic Church Parish Pastoral Council

Article II:

1. *Eligibility for Council membership:*

All elected or appointed members must meet the following criteria:

- Baptized and Confirmed Catholic (except for Confirmation of Youth Representative).
- Registered, supportive, and active parishioner of St. Peter Parish.
- Must be a participant in the ongoing life of the parish especially Sunday liturgy. Should feel that they would benefit by and be a benefit to the worship, faith life, and ministry of the Parish.
- If married, his/her marriage must be valid as determined by Canon Law.
- Canonically able to receive Holy Communion.
- Committed to the giving time, talent, and/or treasure.
- Minimum age of 18 (Except for elected youth representative. The youth representative must be in formation for Confirmation and in the eleventh (11th) grade. The youth representative will be elected by his/her peers, junior high through high school.)
- Of good moral conduct and reputation.

Article III:

1. *Number of members elected:*

- There shall be six (6) elected members of the Council.

Article IV:

1. Number of members appointed by Pastor/Parish Life Coordinator:

- There shall be three (3) appointed members of the Council.
- The ex-officio members of the Council shall be the two (2) Trustees of the Parish, the Principal of Carencro Catholic School and the Finance Committee Chairman of the Parish.

Article V:

1. Term of office:

- Each elected member, excluding the youth member representative, shall serve for a three (3) year term and can be re-elected for an additional three (3) year term.
- The youth representative will be elected yearly.
- The following chart describes how a new council will be formed in the event that the previous council was dissolved:

# to be Elected	Primer Year	Repeat this cycle		
	Year 1	Year 2	Year 3	Year 4
1 Adult	1 Yr Term	3Yr Term	No Election	No Election
2 Adults	2 Yr Term	No Election	3 Yr Term	No Election
2 Adults	3 Yr Term	No Election	No Election	3 Yr Term
1 Youth	1 Yr Term	1 Yr Term	1 Yr Term	1 Yr Term

2. Date of annual elections:

- Elections for the adult members will be held each year on the third (3rd) Sunday of September.
- Youth representative elections will follow the same process within the month of September.

3. Limit of consecutive terms for members:

- Members (appointed or elected) shall serve a maximum of two (2) consecutive terms.

Article VI:

1. Election procedures:

- On the first Sunday of September, nominations will be accepted from any registered parishioner of St. Peter, presented by the nominating committee for

approval by the Pastor and returned for confirmation. On the third Sunday the approved ballot will be presented to the parishioners for voting. The pastor or associate pastor, a trustee and at least two (2) members from each Mass will be responsible for tallying ballots immediately after each Mass.

- The Pastor and/or Associate will tally all votes from each Mass and contact those elected.
- The newly elected will be announced in the Parish Bulletin on the following weekend.

Article VII:

1. Officers:

- The officers shall consist of a Chairperson, Vice-Chairperson and Secretary.
- The executive committee members shall consist of the Pastor, Chairperson, Vice-Chairperson, Secretary and the two (2) Trustees.

2. Areas of responsibilities for officers:

- Chairperson: Shall set the agenda, conduct meetings and act as liaison between the Pastor and council members. In addition the chairperson will advise the Pastor in the appointment of commission members and be an ex-officio member of all committees. The chairperson will give reports to the parishioners and the pastor as well as maintain records of all council activities.
- Vice-Chairperson: Shall assist the Chairperson in all of his/her duties and preside over meetings in the absence of the Chairperson. The Vice-Chairperson will oversee all activities of the commissions. In the absence of the commission Chairperson, the Vice-Chairperson will give reports in the council meetings.
- Secretary: Shall record and type minutes at all scheduled and special meetings called. The minutes will be preserved in a permanent record along with the agenda for that meeting and submitted to the Pastor, council members, including the ex-officio members within two (2) weeks. The Secretary shall also prepare and send out correspondence as deemed necessary by the Pastor related to the work of the Council and its Committees and maintain permanent files of such correspondence. The Secretary will submit items pertaining to the work of the council for publication in the bulletin as well as any news items to be submitted to the media after receiving approval from the Pastor.
- Each officer shall, at the expiration/termination/resignation of his/her position, turn over to his/her successor all books, papers and other records as well as property pertaining to his/her office not later than ten days after said expiration.

3. Term of office for officers:

- The officers shall serve one year (1).

4. Date of election for officers:

- The election and appointment of officers shall take place at the first council meeting post elections.
- The newly elected Chairperson is responsible for announcing the newly elected officers in the Parish Bulletin on the following weekend.

5. Limit of consecutive terms for officers:

- Parish Pastoral council officers may hold the same position for consecutive years.

Article VIII:

1. Establishment of Commissions:

- The exact number and nature of the commissions are to be determined by the Pastor in consultation with the Council.
- Commission members will be appointed by the Pastor after consultation with the Council and must meet the same criteria as Parish Pastoral Council Members. (Refer to Article II, number one (1)).
- The Chairperson of each Commission must be an elected or appointed member of the Parish Pastoral Council. This Council Member will be responsible for reporting Commission activity at Council Meetings.
- Commissions should be comprised of at least three (3) members with exceptions made at the discretion of the Pastor.

2. Names and purpose of each Commission:

- Refer to Article VIII, number one (1).

3. Areas of responsibility for each Commission:

- Refer to Article VIII, number one (1).

Article IX:

1. Resignation from the Council:

- After consulting with the pastor, resignation from the Parish Pastoral Council will be submitted in the form of a signed letter presented to the Pastor and the Council.

- Upon acceptance of a member's resignation, the Pastor will appoint an interim member until the next scheduled election.

Article X:

1. *Number of meetings for each year:*

- There shall be six (6) regularly scheduled meetings that will be determined at the first meeting of each new Council year. The Pastor reserves the right to call special meetings. No meetings will be held without the presence of the Pastor or his delegate. If, during any fiscal year, a member of the Council has two absences from regular council meetings, the future tenure of the member will be determined by the Executive Committee along with the Pastor.

2. *Length of meetings:*

- The meetings shall not last longer than two (2) hours.

3. *Format of meetings:*

- Call to order, prayer, minutes, approval of minutes, discussion of agenda items, commission reports, new business, announcement of next council meeting and closing prayer.

4. *How agenda for each meeting is determined:*

- Items are submitted by the Council Members to Chairperson for approval three weeks prior to the scheduled council meeting dates.
- Two weeks prior to the scheduled meeting the Chairperson must submit agenda items to the Pastor for approval.

5. *Place of meetings:*

- The meetings will be held at a location determined by the Pastor; Council Members will be notified of the location in advance of each meeting.

Article XI:

1. *Procedure for adding amendments and by-laws:*

- Amendments to the Constitution shall be proposed in writing to the Pastoral Council Officers and Pastor for consideration at a regular Council Meeting. The Constitution may be amended only after it is submitted to and approved by the Pastor and is ratified by the Bishop, as thereafter, shall be effective as of the date of the said ratification.

Article XII:

1. Procedure for establishment of as-needed Committees:

- As-needed committees shall be established by referring the need to the proper commission chairperson for immediate attention with the Pastor's approval.

2. Procedure for establishment of long-term Committees:

- Long-term committees shall be established as dictated by needs expressed to the Pastor and Pastoral Council by parishioners, Pastor, council members or commission members. The Council will add items to the agenda or call a special meeting.

Recommended by the Pastor:

Pastor's signature

Date

Approved by the Bishop:

Bishop's signature

Date