

CONSTITUTION OF ST. PETER PASTORAL COUNCIL

PREAMBLE

In response to the decrees of Vatican Council II and the wishes of our Archbishop, exhorting clergy, religious and laity to foster personal dialogue for the purpose of implementing and augmenting the work of the Holy Catholic Church within the Parish, WE, the Parishioners and the Pastor of St. Peter Parish in Covington, Louisiana, DO HEREBY FORM a Parish organization to serve as a channel through which the insights and concerns of the total Parish community can be brought before the clergy and laity alike. This organization is to be a vehicle through which the Parish, as a totality, can enter into the religious and secular realities of the community. In all matters, the directives issued by the Archdiocese of New Orleans shall obtain.

ARTICLE I

NAME

The organization will be known as St. Peter Pastoral Council, hereinafter referred to as the "Council".

ARTICLE II

PURPOSE OF THE COUNCIL

The purpose of the Council is to advise the Pastor while representing the Parish and to set policies regarding the planning and administration of spiritual, pastoral, social, ecumenical, Christian formation, and financial matters.

ARTICLE III

COMPOSITION OF THE COUNCIL

The Council will be composed of nine (9) members, all of whom shall be Roman Catholic. Six (6) members will be elected and three (3) members will be appointed by the Pastor, one of whom shall be a member of the Parish Finance Council. All nine (9) of the elected and appointed members shall be active members of St. Peter's Congregation for at least two (2) years. In addition to the above nine (9) members, the following members will be ex-officio: the Pastor, the Parochial Vicar, the Deacons, the Pastoral Associate and the Principal of St. Peter School.

ARTICLE IV

SELECTION OF COUNCIL MEMBERS

A. Elected Members

The six (6) elected members of the Council are elected from the Parish at large by the Congregation. All persons 18 years of age or older who are active members of St. Peter Parish will be eligible to vote. The Congregation annually will elect two (2) members for three (3) year periods, replacing those whose terms have expired. The two (2) candidates receiving the most votes will be declared elected and will begin their terms on July 1st of the current year. An elected member will not be allowed to serve more than two (2) consecutive three (3) year terms.

In the event of a tie the candidates' names shall be presented to the full council at a special meeting called by the Pastoral Council Chair. Two thirds of the Council will be required to vote with a simple majority determining the winner. If three or more candidates are tied the two receiving the most votes on the first ballot will be in a runoff. All voting will be done by secret ballot.

B. Appointed Members

The three (3) appointed members of the Council are appointed by the Pastor. The Pastor will appoint one (1) member annually for a three (3) year term, replacing those whose terms have expired. One of the appointed members shall be a member of the Parish Finance Council and will serve as long as the Pastor desires and will not be limited by a three (3) year term.

C. Ex-Officio Members

The ex-officio members on the Council are the Pastor, the Parochial Vicar, the Deacons, the Pastoral Associate and the Principal of St. Peter's School. An ex-officio member has the privilege of elected or appointed members except that the ex-officio member has no vote and may not serve as an officer of the Council.

D. Except as set forth in C above, no member of the Pastoral Council can serve on the School Board or vice versa concurrently.

E. Receipt by the Secretary of the Council of a written resignation from any member of the Council will automatically vacate that membership and any office held by the resigning member. Should vacancies occur for any reason in the elected and/or appointed membership of the Council, action should be initiated by the Chair as follows:

1. In the case of an elected member vacancy, the Council shall, within thirty (30) days, appoint a member to serve for the remainder of that term.

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- 2. In the case of an appointed member vacancy, the Pastor shall, within thirty (30) days, appoint a member to serve the unexpired portion of the term.
- F. Any Council members missing three (3) consecutive meetings without timely notification will be considered as having resigned from the Council.
- G. Any Council member ceasing to be a member of the Congregation shall no longer be eligible to serve on the Council.

ARTICLE V

OFFICERS, THEIR ELECTION, AND DUTIES

The Council will elect annually from its own membership, through secret ballot and majority vote, the following officers: Chair, Vice-Chair, and Secretary. These three (3) officers along with the Pastor, who is the President of the Parish Pastoral Council, make up the Executive Committee. Any elected or appointed member of the Council may serve as an officer. This election will take place at the first meeting of the Parish fiscal year. The terms of office will run until the next annual election. The duties of the Chair, Vice-Chair, and Secretary are as follows:

The Chair:

It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all meetings, to announce the business before the Council in its proper order, to state and put all questions properly brought before the assembly, and to decide all questions of order. The Chair will appoint all ad hoc committee Chairs.

The Vice-Chair:

The Vice-Chair will preside at all meetings in the absence of the Chair and will assist the Chair in fulfilling the duties of said office.

The Secretary:

The Secretary will have the duty of recording minutes of each meeting of the Council. By a majority vote of the Council, this duty may be delegated to any member of the Council who will record and transcribe minutes of Council meetings. The Secretary will communicate the agenda of subsequent meetings to the Council members in advance of each meeting and retain copies of all correspondence pertaining to the business of the Council.

ARTICLE VI

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MEETINGS

The Council will meet once every month at a time and place to be set by the Council. Any special meeting of the Council may be called when warranted for the general welfare of the Congregation as provided in the By-Laws. Two-thirds (2/3) of the voting membership shall constitute a quorum. Except as otherwise provided herein, all votes shall be by a majority of those present and voting. At the direction of the Pastor, when necessary, the nine (9) Pastoral Council voting members along with the ex-officio members may go into executive session to discuss any sensitive issues. The Executive Committee will meet once a month prior to the Council meeting to establish the agenda for the monthly Council meeting.

ARTICLE VII

PASTORAL RIGHTS AND DUTIES

The Pastor will have the right and the duty to withhold approval of any policy or decision of the Council, if he deems such action to be necessary because of faith or morals, the provisions of Canon Law, Archdiocesan policy, or for the overall welfare of St. Peter Parish. In any case where the Pastor has withheld approval of the Council decision or policy, the Council may, by two-thirds (2/3) vote of all voting Council members; refer the matter to the Executive Committee for reconsideration.

ARTICLE VIII

MINISTRIES AND COMMITTEES/BOARDS

The following ministries are established for the purpose of supporting the Pastor and St. Peter Parish:

1. Parish Finance Council
2. Stewardship Committee
3. Liturgy Committee
4. St. Peter Parish School Board
5. Marriage and Family Life Ministry
6. Music Ministry
7. Parish School of Religion
8. Confirmation Ministry

9. Youth Ministries

10. St. Peter Parish School Parents' Club

The Parish Finance Council, Stewardship Committee, Liturgy Committee and the St. Peter Parish School Board will meet monthly with the Pastor. The coordinators of Marriage and Family Life, Music Ministry, Parish School of Religion, Confirmation Ministry, Youth Ministries, and the representative of the St. Peter Parish School Parents' Club will prepare a monthly report. These reports are submitted to the Pastoral Associate before the monthly meetings.

St. Peter Parish has many additional active ministries that report directly to the Pastoral Associate on a regular basis.

Each parish committee/board and ministry will have a mission statement on file with the Pastoral Associate

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ARTICLE IX

BY-LAWS AMENDMENTS AND POLICY

The Council may adopt By-laws to govern its operations, adopted by a two-thirds (2/3) vote of the total voting membership.

The Constitution and By-Laws of the St. Peter Pastoral Council shall be reviewed every two (2) years or as needed with the approval of the Pastor.

ARTICLE X

AMENDMENTS

A. This Constitution may be amended by a three-fourths (3/4) vote of the Council. Such amendments shall be available to the congregation upon request.

B. Amendments to the By-Laws may be made by a two-thirds (2/3) majority vote of the total voting membership of the Council.

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