

Preamble

Our parish mission statement approved in January 2010:

St. Peter Parish is a Roman Catholic community of faith, centered in Christ, in communion with the local and universal Church. We dedicate our time, talent and treasure to the mission of bringing all souls to Christ by continuously growing in our own faith and sharing it within the local community through our liturgical, educational, and social ministries.

We, who have been called into the divine life of our Lord Jesus Christ, recognize our serious responsibility to bring that life to all persons. We proclaim that it is the obligation of the community of believers to assist the individual in carrying out his/her Christian responsibilities. We know that the community provides essential support for its members in their task of bringing the Gospel message to their brothers and sisters in Christ.

We recognize that the center of our Christian life and its nurture takes place at the parish level. Viable parish life and renewal depends upon the shared responsibility of pastor and laity. We ascertain the Parish Council as the structure through which the gifts of the laity are best given expression. The Holy Spirit speaks and acts through the People of God.

ARTICLE I—NAME

This organization shall be known as the St. Peter Parish Council.

ARTICLE II—PURPOSE

Section 1. Function as a representative body responding to parish feelings, desires, and concerns; inspire faith, harmony, and charity by promoting the stewardship, learning, and spiritual growth of the St. Peter Community.

Section 2. Serve as a permanent structure for dialog between the pastor and the laity of the parish, so that they may work together in close collaboration.

Section 3. Provide decision-making leadership, counsel, direction, resources, and encouragement for the spiritual development of all parishioners.

Section 4. To continually assess the physical and spiritual needs of the parish, the community, and the diocese, and to develop and implement programs aimed at fulfilling those needs.

Section 5. Serve as the coordinating and advisory body for all commissions, organizations and group activities within the parish.

ARTICLE III—MEMBERSHIP

Section 1. Members of the Parish Council:

- a. The Pastor (ex-officio) has authority to enact or veto council polices.
- b. Deacons of the Parish will serve as ex-officio members of the council.
- c. The School Principal (ex-officio and non-voting) is the official representative of the School as its executive officer.
- d. Commission Representatives (non-voting) shall consist of one (1) representative appointed from each parish commission to serve a term of one (1) year.
- e. Elected Members (voting) shall consist of six (6) lay member representatives elected from the parish to serve a term of three (3) years with a provision made for replacement on a staggered basis. Two (2) new members shall be elected each year, so that at any one (1) time one-third of the board will be serving their first year, one-third will be serving their second year, and one-third will be serving their third year. The term year will be January 1st through December 31st.
- f. Elected Members may be re-elected, serving a maximum of two (2) consecutive terms. After an interim of one (1) year, they regain full eligibility for election.

Section 2. Conflict of Interest:

- a. No elected council member will have a member of his/her household on the paid parish or school staff.
- b. Paid parish employees and school staff members will not be eligible for election to the council.
- c. Not more than one elected member of a household will serve at a given time.

ARTICLE IV—OFFICERS OF SAINT PETER PARISH COUNCIL

The officers of the council shall consist of President, Vice President, and Secretary. Any elected board member who has served for one (1) full term year is eligible for election. All elected members of the council are eligible to vote in the annual election of officers.

Section 1. The President is the executive officer of the Council and as such presides at all meetings of the Council. The President may be reelected to the same office, not to exceed two (2) consecutive years.

Section 2. The Vice President serves in place of the President in the latter's absence and has all privileges and responsibilities accorded this office. He/she shall assist the President in all official matters and assume other related duties as assigned by the President.

Section 3. The Secretary shall have responsibility for officially recording the business of all meetings. He/she shall be responsible for publishing and distributing to council members minutes of all regular and special meetings of the council and for submitting a summary of the minutes, reviewed by council members, to the parish bulletin within two (2) weeks following each meeting.

ARTICLE V—MEETINGS

Section 1. Regular Meetings:

- a. Regular meetings of the council shall be held on a monthly basis or less frequently if no council business is pressing.
- b. All regular meetings of the council shall be open to all members of the parish. However, persons wishing to speak or present viewpoints at a council meeting must submit a written request to the council President at least three (3) days prior to the meeting in order to be placed on the agenda and to participate in discussion. All personnel matters shall be discussed during executive sessions.

Section 2. Special Meetings:

- a. The President or the Pastor on three (3) days notice to each elected council member may call special meetings of the council. The purpose of the meeting shall be stated at the time of the call. Special meetings shall also be called at the written request of any three (3) elected members of the council.

Section 3. Quorum:

- a. At all regular and special meetings of the council, two-thirds of the voting members of the council shall constitute a quorum for the transaction of business.

Section 4. Attendance:

- a. Elected members are expected to attend all regular meetings. Three (3) unexcused absences within one (1) year will result in termination of membership. The candidate having received the next higher number of votes in the last election will be appointed to fill the remainder of the term.

ARTICLE VI—POLICIES

All policies of the council are formal advisement to the pastor and shall be arrived at by general consensus or vote of the council. In the event of a conflict, the council may approach the Diocesan Process of Mediation and Arbitration.

ARTICLE VII – COMMISSIONS

The parish council shall establish the following four commissions in accordance with the Diocesan Parish Council Guidelines and Directives:

Worship-Spiritual Development,
Social Concerns,
Christian Education, and
Administration

ARTICLE VIII --COMMITTEES

Section 1. With the approval of the council, the President may designate committees and appoint members thereto to function as authorized and directed by the council. Each committee shall be designated as either a standing or ad-hoc committee.

Section 2. The chairperson of each committee shall see that appropriate records are kept of all committee meetings and shall report to the council.

Section 3. The Executive Committee will consist of the Pastor, President and Secretary and is charged with preparing and publishing an agenda for each parish council meeting.

ARTICLE IX—DEANERY REPRESENTATION

Saint Peter Parish shall have a Deanery representative and alternate representative who shall report to the parish council and carry input to and from the Mexico Deanery.

ARTICLE X—RULES AND REGULATIONS

Section 1. The Constitution and By-Laws shall be reviewed annually and revised if necessary. Any changes or amendments made thereto shall be in conformance with Diocesan regulations.

Section 2. The Saint Peter Parish Council, by a two-thirds vote, shall have the power to recommend changes to the Constitution.

Section 3. The Saint Peter Parish Council, by a simple majority, shall have the power to recommend changes to the By-Laws.

Section 4. This Constitution shall take effect after all required signatures are affixed.

ARTICLE XI—DOCUMENT HISTORY

Approved and Adopted—May 26, 1985

Revised—October 20, 1993

Revised—June 27, 2008

Constitution and By-laws Revised—April 28, 2010

By-laws Revised—November 16, 2011

Date: _____

Recommended by: _____
Parish Council President

Date: _____

Approved by: _____
Pastor

Date: _____

Approved by: _____
Diocesan Representative