

Saint Louis Catholic Church

Parish Pastoral Council Constitution

Article 1: Purpose and Function

Section 1: The Parish Pastoral Council shall be the instrument through which a representative body of the People of God, that is Saint Louis Parish, in a relationship of shared responsibility with the Pastor, enables the parish to experience itself as a community of faith called to proclaim the Good News of God's Kingdom present among us.

Section 2: The St. Louis Parish Pastoral Council strives to fulfill its purpose by:

- prayerfully discerning the needs of the parish community;
- serving as a vehicle for constructive dialogue with the parish community;
- serving as a consultative body to the Pastor;
- collaborating with the Pastor to formulate policies concerning parish and pastoral matters consistent with faith and morals, civil and church law, and Archdiocesan policy;
- identifying and calling forth the gifts and talents of the members of the parish community;
- developing and maintaining a mission statement which embraces the total life and mission of the parish;
- establishing clear and concise goals and objectives based on the parish mission statement and the emerging needs of the parish community;
- cooperating with and effectively implementing Archdiocesan policies and directives;
- coordinating, encouraging and promoting every apostolic activity within the parish through which the parish community discharges its common responsibility to make the Gospel message known.

Article II: Membership

Section 1: The St. Louis Parish Pastoral Council shall consist of 8 to 12 voting members.

Section 2: Every person who is a Catholic, eighteen years or older and a member of St. Louis Parish is eligible to serve as a member of the Council.

Section 3: The Pastor and pastoral staff are ex-officio, non-voting members of the Parish Pastoral Council

Section 4: The four chairpersons of the Parish Life & Christian Service, School, Faith Formation, and Stewardship Commissions are ex-officio, voting members of the Parish Pastoral Council

Section 5: Two to four other members of the Parish Pastoral Council shall be elected by the parishioners of St. Louis Parish and an additional two members appointed by the pastor.

Article III: Election and Terms of Office

- Section 1: Parish Pastoral Council elections will be held annually in the Spring
- Section 2: The term of office of all elected members to the Parish Pastoral Council shall be three years. No member may be elected to more than two consecutive terms.
- Section 3: Any term of office that cannot be completed by the elected Council member shall be filled by the person who, in the last previous election, had received the greatest number of votes following those of the elected members. This person shall complete the unexpired term of the member.

Article IV: Nominations and Election Procedures

- Section 1: Two months prior to Council elections, the Council President, in consultation with the Pastor and the other Council members, appoints a Nomination Committee.
- Section 2: The Nomination Committee will present the names of persons nominated to the Parish Pastoral Council in accord with a process and procedure approved by the Council and ratified by the Pastor.
- Section 3: Newly elected Council members shall assume their duties at the regular June meeting.

Article V: Officers

- Section 1: At the first meeting of the St. Louis Parish Pastoral Council following the general election, the members of the Council shall elect a President, Vice-President, and Secretary from their own membership. These officers, together with the Pastor, shall constitute the Executive Committee. The President, Vice-President, and Secretary shall serve a one-year term.
- Section 2: The President shall have the following duties:
- To call and chair all meetings of the Council.
 - To oversee all activities of the Council
 - To convene the Executive Committee in order to prepare Council meeting agendas and when special assistance or decisions are required on parish business.
- Section 3: The Vice-President shall have the following duties:
- To chair meetings in the absence of the President.
 - To assist the President in overseeing the Council's activities.
 - To succeed the President in case of resignation or disqualification.
- Section 4: The Secretary shall have the following duties:
- To maintain written records of minutes of all Council meetings.
 - To maintain an attendance record of all Council members.
 - To maintain a current record of the names, addresses and telephone numbers of all Council members.
 - To distribute prior to Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting.
 - To post the approved minutes in a designated area for parish viewing.

Article VI: Meetings

- Section 1: Regular meetings of the St. Louis Parish Pastoral Council shall be held at least four times each year.
- Section 2: Other meetings of the Council may be called by the President or Pastor upon written or verbal notice being given to all members of the Council at least forty-eight(48) hours prior to the date of the meeting.
- Section 3: Council meetings shall be open to all members of St. Louis Parish.
- Section 4: Proposals by any parishioner may be submitted to the Council by presenting the proposal, in writing, to the Executive Committee at least two weeks in advance of the regular Council meeting. Disposition of the proposal follows the normal procedure for new business for the Council.

Article VII: Areas of Ministry

- Section 1: The St. Louis Parish Pastoral council is assisted in its duties by parish commissions which are categorized within four areas of ministry.
- Commission of Stewardship Ministry
 - Commission for Faith Formation Ministry
 - Commission for School Ministry
 - Commission for Parish Life & Christian Service Ministry
- Section 2: In each Commission, standing committees are established to assist in accomplishing the objectives for each ministry area.
- Section 3: Each Commission shall develop its own by-laws and standing rules that complement the St. Louis Parish Pastoral Council as well as Archdiocesan directives.
- Section 4: A written report is to be submitted to the Executive Committee one week prior to each regular Council meeting on the status of goals, objectives and activities of the Commission and its committees. A brief summary report is to be submitted at each Council meeting. Each Commission shall present a detailed report on goals, objectives, plans and activities twice yearly at a Parish Council meeting.
- Section 5: Special ad hoc committees may be established from time to time by agreement of Council membership to meet specific objectives. Such ad hoc committees may be established as defined by the Council
- Section 6: The Pastor and pastoral staff may be members of a particular commission but they are not to be the representative on the Pastoral Council.

Article VIII: Decision-Making

- Section 1: The decision-making process of the St. Louis Parish Pastoral Council shall be by consensus.
- Section 2: All decisions and actions of the St. Louis Parish Pastoral Council must be ratified by the Pastor.
- The Pastor's ratification will automatically be presumed upon his knowledge of said decisions or actions unless otherwise indicated to the Council within thirty (30) days.
 - A record of the Pastor's ratification must be inserted in the minutes.
 - Withholding ratification would involve the following:
 - Faith or morals
 - General Church Law
 - Archdiocesan Policy as established by the Archbishop and the duly recognized Commissions/Councils with which he consults
 - The pastoral and administrative needs of the parishioners
 - The general good order of the parish
 - Upon explaining his reasons, the Pastor will recommend that the decision be reconsidered

Article IX: Amendments and Revisions

- Section 1: This Constitution may be amended and/or revised at any regular or special meeting of the St. Louis Parish Pastoral Council.
- Section 2: Amendments and revisions must be presented in writing to all members of the Council at least ten(10) days prior to any meeting. Any amendment or revision submitted to the Council shall be discussed at the meeting at which it is presented but not formally accepted until the next regular meeting.