

*Revised: March 2006*

**ST. PETER'S CATHEDRAL**  
**Parish Pastoral Council**  
**Constitution and Bylaws**  
**Parish Mission Statement**

We, the parishioners of the Saint Peter's Cathedral, are a community of believers, rooted in the teachings of Jesus Christ. United by our Catholic faith heritage, mutual love and hope, and cognizant of our stewardship, we strive to be of one heart and one mind with a common purpose to:

- Provide opportunities for prayer, instructions, the sacraments and witness to the word of God;
- Involve all members of our parish community in ministering to each others needs according to our individual abilities;
- Promote respect for all people;
- Relate our faith and tradition to the present, as a guide to heaven for the entire parish;
- Reach out to those in need beyond our parish and community.

**THE NAME OF THIS GROUP SHALL BE KNOWN AS**  
**THE PARISH PASTORAL COUNCIL OF SAINT PETER'S PARISH**

**PASTORAL COUNCIL MISSION STATEMENT**

The Cathedral Parish Pastoral Council is dedicated to promoting understanding, cooperation and communication among the parish community.

The Parish Pastoral Council dedicates itself to ensuring the principals of a post-Vatican II parish community. The Council will act with the stewardship required for life-long faith formation, social interaction and fiscal responsibility that supports a viable parish community.

**Article 1 THE PURPOSE AND FUNCTIONS**

The Parish Pastoral Council shall be a consultative body through which a representative group of parishioners in the Saint Peter Parish meet to discuss and recommend decisions on those matters for which they are responsible and which affect the good of the total Church as expressed in the parish. Our common responsibilities include:

Section 1. Assisting the Rector with the pastoral work of the parish.

Section 2. Defining parish needs and plan for both the short and long term growth of the parish.

Section 3. Stating needed policies and establishing priorities in the parish.

Section 4. Representing parishioner ideas and communicating with people about the parish.

Section 5. Assisting the Rector in improving the quality and diversity of our worship experiences.

Section 6. Assisting in the education of the parish family.

Section 7. Encouraging parishioners to become more active in parish life and the broader community.

Section 8. Reviewing and suggesting the allocation of resources to meet parish objectives.

Section 9. Providing for, and maintaining, an updated census to determine our human resources and needs.

Section 10. Extending help and hope to the poor, lonely, and those in need.

Section 11. Promoting a spirit of ecumenism.

## **Article 2 POWERS OF THE PARISH PASTORAL COUNCIL**

Section 1. Within the context of Church law, faith and morals, diocesan policy and civil law, the Parish Pastoral Council, as a consultative body, shall assist the Rector in all matters of parish life related to the spiritual, educational, social and financial aspects.

Section 2. The Parish Pastoral Council's recommendations to the Rector shall be in the form of motions, seconded and passed by no less than a simple majority of the voting council members.

Sections 3. If, in the Rector's judgment, an action of the Parish Pastoral Council or any of its committees falls outside the limits set forth in Section 1, he shall present his reservations to that particular body for reconsideration within a reasonable period of time.

## **Article 3 MEMBERSHIP OF THE PARISH PASTORAL COUNCIL**

Section 1. The Parish Pastoral Council will consist of no more than (19) nineteen members.

Section 2. Persons eligible for membership on the Pastoral Council are those who are at least 18 years of age, except for the youth member, and are registered parishioners.

Section 3. There shall be ex-officio members, appointed, and elected members. Full time paid employees of the parish and their spouses are ineligible to serve as voting members of the Council.

Section 4. The ex-officio members shall be the Rector, Parochial Vicar(s), the Principal of the school, the Director of Religious Education and the Parish Trustees.

- The voting ex-officio members shall be the Rector and the trustees of the parish.
- The non-voting ex-officio members shall be the Parochial Vicar(s), Principal of the School and the Director of Religious Education.

Section 5. There shall be 8 elected members, inclusive of one youth member of high school age.

Section 6. The appointed members shall not exceed 4 persons.

#### **Article 4 NOMINATIONS AND ELECTIONS**

Section 1. The Sunday before Labor Day and the Sunday of Labor Day the Parish Pastoral Council will announce in the bulletin that the parish at large will have the opportunity to nominate parishioners for positions on the Council. Youth of the parish will also be able to nominate youth members.

Section 2. The Sunday after Labor Day and the Sunday following that, the parishioners will be able to nominate persons for Parish Pastoral Council. Members may nominate themselves.

Section 3. The nominees will be notified of their nomination. They will be notified of a Day of Discernment that will be set for the first Sunday of October. Nominees will be notified by the Chairperson, Vice-Chairperson, or the Secretary of the Parish Pastoral Council.

Section 4. At the discretion of the Rector, the Day of Discernment will be run by a parish priest, an ex-officio member, and the Chairperson of the Parish Pastoral Council. At the completion of the Day of Discernment, those who are willing to serve on the Council will have their names drawn by lot for positions on the ballot to be submitted to parish at large. If possible, a minimum of two (2) nominees will be drawn for each vacancy.

Section 5. After each candidate is chosen by lot they will write a biographical description that will be made available to the members of the parish in an insert in the next week's bulletin.

Section 6. General parish elections will be held annually on the third Sunday of October.

Section 7. All registered parishioners age 18 and older are eligible to vote for adult members. In direct consultation with the Rector and/or the Director of Religious Education the youth member will be elected from the members of parish youth organizations and other youth active in the parish.

Section 8. The ordinary term of office shall be three (3) years for all elected members with the exception of the youth member, who serves for one (1) year.

Section 9. No members shall be elected to consecutive terms. After one year a person may be considered again for election to the Council.

Section 10. Vacancies in membership shall be filled by the candidate receiving the highest votes in the previous election.

#### **Article 5 APPOINTED MEMBERS**

Appointed members shall be appointed by the Rector following the general election to serve on an annual basis. The appointed members may be re-appointed to consecutive terms up to three (3) years.

#### **Article 6 OFFICERS OF THE PARISH PASTORAL COUNCIL**

Section 1. At the first meeting of the Parish Pastoral Council following the general election, members of the Council shall elect, by a majority vote of the total voting members, a Chairperson, Vice-Chairperson, and Secretary from the elected and appointed members.

Section 2. Vacancies in the Council offices will be filled at the first meeting after said vacancy occurs by election by the Council, in accordance with Section 1.

Section 3. Responsibilities of the Council's Chairperson shall be as follows:

- Preside at Council meetings, in accordance with Article 7.
- Encourage members of the Council to serve on each standing committee.
- Appoint Ad Hoc Committee members and Chairpersons. Each committee shall include a member of the Council.
- Ensure that the actions of the Council are communicated to the parish.
- Work with the Rector in setting the agenda for upcoming meetings.

Section 4. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.

Section 5. Responsibilities of the Council Secretary shall be:

- Maintain a permanent record of council business
- Handle correspondence of the Council
- Post Council minutes in the Church
- Assist the Recording Secretary as needed.

Section 6. A non-member Recording Secretary shall be appointed to record minutes of the meetings.

## **Article 7 MEETINGS OF THE PARISH PASTORAL COUNCIL**

Section 1. Ordinarily, the Parish Pastoral Council shall meet monthly except in July as agreed upon by the members.

Section 2. Special meetings may be called by the Chairperson or Rector.

Section 3. The decision-making process shall be by a majority vote of the total voting members.

Section 4. Presence of at least 2/3 of the members is needed to transact business.

Section 5. Parishioners are encouraged to submit matters for the agenda to any Parish Pastoral Council member. Any member of the Council may submit to the Chairperson a matter to be included on the agenda at least 15 days prior to the meeting. The Chairperson shall propose, in consultation with the Rector, an agenda for each regular meeting and submit it to the Parish Secretary at least 10 days prior to the meeting. The Parish Secretary shall forward a copy to each member at least 5 days prior to the meeting.

Section 6. The Chairperson shall facilitate the meetings, striving for consensus.

Section 7. The order of business for regular meetings shall include, but not be limited to the following:

- Opening Prayer
- Attendance (Determine if a quorum is present)
- Approval of minutes and agenda
- Chairperson Report
- Report on Youth Ministries activities by youth Parish Pastoral Council member
- Clarification committee reports
- Old Business
- New Business
- Reports by Ex Officio Members
- Announcement of date, time and place of next meeting. Assignment of opening and closing prayer
- Closing Prayer

Section 8. Parish Pastoral Council meetings are open to all parishioners. Executive sessions may be called by the Chairperson and/or Rector, with the approval of the majority of Council members present.

Section 9. General Assembly meetings are to be held at a time determined by the Council. Members of the parish community are encouraged to attend and participate.

## **Article 8 COMMITTEES OF THE PARISH PASTORAL COUNCIL**

Section 1. The Parish Pastoral Council shall form the following four (4) standing advisory committees to assist the council in its duties. A brief description of each of the standing committees is contained in the Appendix.

- Liturgical (Appendix A)
- Life Long Faith Formation (Appendix B)
- Social Justice (Appendix C)
- Building and Grounds (Appendix D)

Section 2. Special ad hoc advisory committees may be established from time to time by a majority vote of the total voting members to meet specific objectives. Such ad hoc committees will receive a definition of their tasks by the Parish Pastoral Council.

Section 3. Parish Pastoral Council members will be encouraged to act as a Council Liaison to each standing and ad hoc committee. The Chairperson, with the advice of the Rector, shall make these recommendations.

Section 4. The Parish Pastoral Council shall define the duties and areas of responsibility for the operation of each committee as set down in the committee responsibilities.

Section 5. Each committee may establish sub-committees to assist in accomplishing its objectives.

Section 6. Each committee secretary will submit a written report to the Parish Secretary at least 10 days prior to the regular Parish Pastoral Council meeting on the activities and proposals of that committee.

## **Article 9 ADDITIONS AND REVISIONS**

Section 1. Additions and revisions to these bylaws may be adopted at the meeting following their initial presentation in writing and discussion with the Parish Pastoral Council membership.

Section 2. The Parish Pastoral Council will review and make needed changes in these guidelines every 3 years or as deemed necessary and voted upon by the council members.

Section 3. A majority vote of the total voting members is required to approve additions and/or revisions to the bylaws.

Section 4. A summary of the changes for the preceding revision is contained in Appendix E.

**Article 10      COMMUNICATIONS WITH THE PARISH**

Section 1.      The Parish Pastoral Council shall determine the method and number of times it regularly communicates with members of the parish.

Section 2.      The Parish Pastoral Council shall provide the parish with an annual report of its accomplishment.

## **Appendix A**

### **Liturgical Committee**

Liturgical Committee has an ongoing responsibility to liturgical celebration and organized community worship by:

- Enhancing the Sunday and sacramental liturgies.
- Providing opportunities for parishioners to develop their spiritual life through:
  - Missions
  - Retreat days/King House
  - Reflection days
  - Prayer groups
  - Lenten/Advent programs of devotion and spiritual enrichment
- Providing days of celebration that mark parish anniversaries or special feast days.
- Developing all lay liturgical ministries and providing for the training of ushers, ministers of hospitality, cantors, Eucharistic ministers, lectors, choirs and servers.
- Updating themselves through reading, attending workshops on topics related to liturgical and spiritual life.

## **Appendix B**

### **Life-Long Faith Formation Committee**

This Committee is responsible for:

- Coordinating all levels of spiritual, educational and formational programming in St Peter's Cathedral parish for children and adults, Catholic and public school alike
- Fostering greater cooperation, coordination and communication among all groups and individuals involved in the educational ministry of the Parish.
- Developing and continually updating the focus and purpose of the entire educational effort in the parish.
- Promoting the active involvement of parents in the education of their children
- Planning and implementing Life-Long Faith Formation opportunities and encourage all to become active in the parish programs
- Showing sensitivity to the special educational needs of unique groups in the parish, such as handicapped, minorities or marginal members
- Membership will include representatives from various age levels in the parish
- The members will continue to seek out new people. The present members will be asked each year if they wish to remain or be taken off of the committee.
- The Director of Religious Education (DRE) and Pastoral Associates will be the chairperson for the committee.

## **Appendix C**

### **Social Justice Committee**

The committee coordinates the ministry related to the human needs of our own faith community, the faith community of our Christian brothers and sisters, as well as the civil community beyond the parish. Address social concerns by focusing on the following seven major themes of Catholic Social Teaching.

- Life and Dignity of the Human Person
- Call to Family, Community and Participation
- Rights and Responsibilities of the Human Person
- Option For and With the Poor and Vulnerable
- Solidarity
- Care for God's Creation

The goals of the committee are to:

- § Promote peace and justice through prayer and education
- Raise the awareness of social issues that affect all members of the community
- Reach out to the poor and the lonely
- Seek opportunities to involve parish members in works of mercy

## **Appendix D**

### **Building and Grounds Committee**

This Committee is responsible for:

- Periodically reviewing the building and grounds and noting those things in need of repair or replacement
- Prioritizing the need for repairs and improvements to the building and grounds.
- Obtaining estimated costs for repairs and replacement
- Providing estimates to the budget committee for maintenance, repairs and replacements
- Keeping parishioners informed and soliciting parishioner involvement in making improvements after there is approval from the finance council.
- Evaluating the use of the building and property.
- Engaging in long-range planning and providing recommendations for plant improvement

Membership for this Committee is:

- In addition to council and non-council members, membership on the Building and Grounds Committee will include the plant manager and a school representative. Consultants with specific expertise may also be invited to attend meetings to discuss current topics and provide recommendations.

## Appendix E

### Summary of Changes

The St. Peter's Cathedral Parish Pastoral Council Bylaws, dated February 2000 are changed as follows:

**General.** All references to "Pastor" are changed to "Rector" throughout the document.

**Article 3, Section 4.** Deleted all references to: "Director of Development"

**Article 4, Section 4.** First sentence added "At the discretion of the Rector," and changed "President" to "Chairperson". Last sentence added: "If possible,"

**Article 6, Section, second sentence.** As reads: "Assure that all members of the parish council serve on a standing committee." Is changed to read: "Encourage members of the Parish Pastoral Council to serve on each standing committee."

**Article 7, Section 7.** Item # 2 added: "Attendance (Determine if a quorum is present)"

Item # 5: As reads: "Report on CYO by youth member and all other youth activities" Is changed to read: "Report on Youth Ministry activities by youth Parish Pastoral Council member"

**Article 8, Section 1.** Added sentence to read: "A brief description of each of the standing committees is contained the Appendix." Item #3. As reads: "Social Outreach" Is changed to read: "Social Justice Committee"

**Article 8, Section 3.** As reads: "A parish pastoral council member shall be appointed as a Council Liaison to each standing and ad hoc committee. The chairperson, with the advice of the pastor, shall make these appointments." Is changed to read: "Parish Pastoral Council members will be encouraged to act as a Council Liaison to each standing and ad hoc committee. The chairperson, with the advice of the Rector, shall make these recommendations."

**Appendix A through D.** Added to description of standing committees

**Appendix E.** Added to illustrate changes