

St. Peter the Apostle Catholic Church

Pastoral Advisory Council By-Laws

Mission

The mission of this Council is specifically that of an advisory and consultative role to assist the Pastor in areas of parish planning, goals and determination of parish policies. The Council will keep the "Big Picture" of the whole parish as its focus, promoting the fullest participation of all members of St. Peter the Apostle Parish. The Pastor and Committees will take care of specifics.

Vision

The parish Pastoral Council strives to ensure that the parish is carrying out its stated mission and that the pastoral needs of ALL parishioners are met. These needs include the formation of community, the proclamation of the Gospel message, the celebration of the sacraments and service to other parishioners and to the global community.

Membership

The Pastor is a permanent member with final decision making authority.

A maximum of fifteen (15) members elected by the registered members of the parish or appointed by the Pastor will serve on the Pastoral Council. Members will be registered and active members of the parish and shall be elected or appointed for a three-year (3) term. To provide continuity, 1/3 or a maximum of five (5) members will be elected or appointed each year. Elected or appointed members may serve no more than two (2) consecutive terms followed by a period of ineligibility of one (1) year. Elections or appointments will be held each March at the direction of the Pastor.

If a representative cross section of the parish is not obtained through the election or appointment process, the Pastor, in consultation with the Pastoral Council, may appoint additional people to the Pastoral Council.

The Council, at the first meeting in April, will elect the Chairman, Vice Chairman and the Recording Secretary. These officers will serve for a period of one year and may be re-elected.

If a member of the Parish Council fails to attend two or more consecutive meetings without being excused by the Chairman, that position may be considered vacant and may be filled by the Pastor by appointment.

Officers and Duties

The Pastoral Council Chairman, Vice Chairman and Recording Secretary will be the officers of the Council and serve as the Executive Committee.

The Chairman will conduct meetings, publish agendas and assign duties to other council members. Agendas will be published to each member and posted on the church bulletin board seven days prior to the meeting.

The Vice Chairman will fulfill the duties of the Chairman in the event of his/her absence and perform other duties as assigned by the Chairman.

The Recording Secretary will record and prepare minutes of all Council meetings and forward them to all members of the Council for additions, deletions or corrections. The minutes will then be posted on the church bulletin board within seven days of the Council meeting.

Pastoral Council Meetings

The Council meetings will be held on the first Wednesday of the month in the Fellowship Hall after the nine (9) AM Mass. The Pastor, in conjunction with the Chairman, can call special meetings as necessary.

Meetings will be announced in advance and all parishioners are welcome to attend. Parishioners wishing to address the Council will notify the Chairman ten days in advance and must provide a written outline of the subject to be discussed.

Parishioners addressing the Council will be limited to five minutes for presentation and discussion.

Meetings should begin and end promptly. Council members should be prepared to discuss and deliberate agenda items. Council members can work together between meetings to ensure tasks are accomplished on time.

Finance Council

The Finance Council is separate and distinct from the Pastoral Council. The Chairman or his/her designated representative will attend meetings of the Finance Council to help ensure that the goals of each council and those of the Pastor are being met.

Members of the Finance Council are ineligible to serve on the Pastoral Council.

Parish Committees

A parish needs small groups of people with similar interests and skills to carry out the specific work of the parish, along lines set by the Vision statement and long range planning. In collaboration with the Pastor and the Pastoral Council, committees contribute to the vision and work to implement the mission of the parish. Each committee develops long range goals and short range objectives. Members of the committee see to the accomplishment of the plan and assure that their work meshes well with other efforts in the parish. Communications between committees and the council, and among committees should be clear and effective, but must not be burdensome. Committees should provide quarterly reports of their activities to the Pastoral Council and the parish at large.

By-Laws Amendments

These By--Laws may be amended by a majority vote by the Pastoral Council and approval by the Pastor. Proposed amendments must be presented in writing and a thirty (30) day notice must be given to all members of the Pastoral Council before it may be put to a vote.

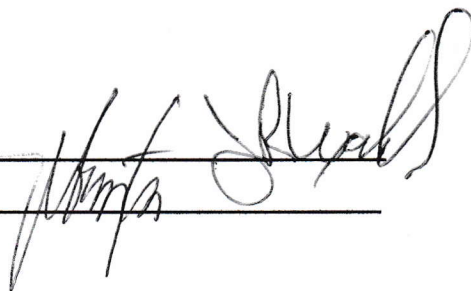
Approved by Pastoral Council 2/18/2017

Revised by Pastoral Council 1/15/2020

Revised by Pastoral Council 8/19/2020

Chairman _____

Pastor _____

Handwritten signatures of the Chairman and Pastor, written over the signature lines.