

**Saint Peter Parish Council**  
**Fulton, MO**  
**By-Laws**

These are the By-laws of the Saint Peter Parish Council in support of the Saint Peter Parish Council Constitution. As such each Article of the by-laws directly supports the corresponding Article of the constitution.

**Article III Nomination and Election of Members**

**Section 1. Election Committee**

- a. The Parish Council Vice-President will serve as the election committee chairperson.
- b. The election committee will consist of two (2) additional members of the Parish Council as appointed by the Pastor and/or Parish Council President.

**Section 2. Eligibility**

- a. All active members of the parish in good standing (as determined by the Pastor), eighteen (18) years of age and older shall be eligible for nomination of election to the Saint Peter Parish Council.

**Section 3. Nomination and Election Process**

- a. On the second Sunday of October nomination forms shall be distributed among parishioners attending each weekend Mass. Any qualified parishioner whose nomination did not result from the canvas and who wishes to have his/her name placed on the ballot may submit a written request to the parish office prior to the third Sunday in October.
- b. Results of the nomination process shall be presented to the Pastor to determine eligibility of the nominees. The resulting nomination list will be published in the parish bulletin on the fourth Sunday of October and the first Sunday of November and is to include a brief biography of the nominees.
- c. On the second Sunday of November election ballots shall be distributed among parishioners attending each weekend mass. The two (2) candidates receiving the highest number of votes shall be declared the winners. Election results will be published in the parish bulletin on the third Sunday of November. The winning candidates will begin their term of office on January 1<sup>st</sup>.

**Section 4. Vacancies**

- a. In the event a council member is unable to fulfill their term the term may be filled under the preceding guidelines.
  1. The candidate having received the next higher number of votes in the last election will be appointed to fill the remainder of the vacant term.
  2. If that person is unavailable or unable to serve then the vacancy will be filled by a consensus of the council.
    - i. For vacancies of less than half of the term the appointee will serve out the remainder of the term.

- ii. For vacancies of more than half the term the appointee will serve out the current year. At the next regularly scheduled election the candidate receiving the third highest (or next highest) number of votes will be selected to complete the term.

## **Article IV Officers of Saint Peter Parish Council**

### **Section 1. Officer Nomination and Election Process**

- a. Election of Officers will be held during the January meeting or the first meeting of the calendar year.
- b. A closed ballot nomination process will be followed for each office.
- c. A simple majority is required.

### **Section 2. Officer Responsibilities**

- a. *President* – to preside at all meetings, develop the agenda along with the Pastor, name ad-hoc committees, appoint committee members, assign duties to members as needed, call special meetings, represent the council at parish or other public functions.
- b. *Vice-President* – to perform the duties of the president in his/her absence. To serve as chairperson of the membership election committee.
- c. *Secretary* – maintain minutes of all meetings, attendance records, take care of needed council correspondence, 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 to the parish bulletin within two (2) weeks following each meeting.

## **Article V Meetings**

### **Section 1. Parliamentary Authority**

- a. The Council should strive for consensus in its decisions. However, a majority vote, presuming the presence of a quorum, is sufficient to reach a decision.
- b. Meetings should be conducted as informally as the agenda will allow. However, the President (or Chairperson) may invoke Robert's Rules of Order if he/she deems it necessary in a particular case.
- c. These same procedures will carry down through the commission and committee levels.

## **Article VII Commissions**

### **Section 1. The basic roles of the four Parish Council Commissions mentioned under Article VII in the Constitution are:**

- a) To investigate the needs of their own areas of concern in parish life and to make recommendations to the Council on these needs;
- b) To collaborate with clergy and parish staff in their areas of concern in implementing the objectives and policies of the Parish Council. The Council

- retains and exercises the right to mandate, affirm and review Commission programs and activities;
- c) To keep the Council up to date on their key decisions and major activities;
  - d) To ascertain and implement policies of the Diocese
  - e) To communicate with the people of the parish whereby they can make requests and/or observations known to the Council;
  - f) To communicate with the diocesan agency, committee, or commission which pertains to the area of responsibility of the parish council commission.

## Section II. **Commissions' Responsibilities:**

- a) Choose a chairperson annually (by appointment of pastor or by election of commission membership). No individual should serve as chairperson for more than two consecutive years. Meetings should be held as needed in order to accomplish all the business that pertains to the individual commission, but no less frequently than quarterly.
- b) Each Commission should select a Parish Council liaison to represent the commission to that body and to facilitate communication between the council and the commission. The liaison serves for a term of two years after which the assignment may be re-evaluated.
- c) Establish the necessary committees as needed when there is too much work for the commission. These committees report directly to the commission.
- d) An accounting of each sub group under the commission should be made to the commission at its regular meeting. Minutes of each commission meeting should be submitted to the Parish Council liaison assigned to the commission, thereby making up the material needed for regular reporting to the Parish Council.

## Section III. **Commissions' Membership**

- a) Commission membership consists of parishioners involved in the area of concern for a term of two (2) years. After the term has expired, the assignment may be reassessed. Parish staff with special expertise or responsibility in the area of concern may be ex-officio members of that particular commission, and should be of service to that commission, (they should not, however, be chairperson of the commission).
- b) Pastor or his representative is a member of each commission.

## Section IV. **Specific Commissions' Responsibilities**

### *Section 4.01 Worship and Spiritual Development Commission*

- a. Initiates and coordinates those activities of the parish which foster the spiritual growth of the members, especially those pertaining to the celebration of the Liturgy of the Church.
  - i. Liturgy
    - 1. Planning, implementing and evaluating worship experience
    - 2. Music Ministers
    - 3. Lectors
    - 4. Eucharistic Ministers
    - 5. Ushers

6. Greeters
7. Environmental Ministers (decoration of liturgical setting)
- ii. Spiritual Growth
  1. Planning, implementing and evaluating means of spiritual growth
  2. Parish Missions
  3. Retreats (Parish, TEC, Cursillo, Engaged and Marriage Encounter)
  4. Courses on prayer and spiritual growth
  5. Parish Devotions
  6. Vocations
  7. Ecumenical Ministries Worship Services
  8. Prayer Line
  9. Prayer Group

***Section 4.02 Social Concerns Commission:***

- a. Is involved with the physical, psychological, social and economic needs of the people.
- b. The Commission is a liaison between the Parish Council and the various parish organizations or committees including, but not limited to, the following:
  - i. Knights of Columbus
  - ii. Knights of Columbus Ladies Auxiliary
  - iii. Ladies Society
  - iv. Hospitality Committee
  - v. Health Care Ministry Committee
  - vi. Pro-Life Committee
  - vii. Quilters
  - viii. Senior Citizens
  - ix. SERVE

***Section 4.03 Christian Education Commission:***

- a. To assist individuals and families to attain that level of Christian maturity and commitment needed to lead full Christian lives.
  - i. Director of Religious Education
    1. PSR (K-12)
    2. Life Teen
    3. Middle School Youth Group
    4. College/Young Adult Group
    5. Intergenerational Faith Formation
    6. Sacramental Preparation
      - a. Baptism
      - b. First Reconciliation and First Eucharist
      - c. Confirmation
  - ii. School Principal
    1. Home and School

2. ECLC
  - a. Pre-School
- iii. Adult Education
  1. Faith Formation
  2. Basic Doctrine
  3. Inquiry/RCIA
  4. Marriage Preparation

***Section 4.04 Administration Commission***

- a. To share responsibility for the material needs and functional aspects of the administration of the parish including long-range planning.
  - i. Finance Committee
    1. Budget
    2. Bookkeeping
  - ii. Parish Fund Raisers
    1. Fall Festival
    2. Mardi Gras
    3. May Fling
    4. Rummage Sale
  - iii. Demographics
    1. Census
    2. Talent
  - iv. Building and Grounds
    1. Maintenance
    2. Use of Space
    3. Landscaping

**Article IX—Deanery Representation**

Section 1. The Council will appoint a representative and an alternate to serve as liaison between the Mexico Deanery and the Parish Council. Primary responsibility will be to provide informational interchange between the two organizations. The rules will be as follows:

- a. The Pastor will appoint two (2) members of the parish to serve as primary and secondary representative.
- b. The representative(s) must be at least 18 years of age and a member of the parish in good standing and need not be a member of the parish council.
- c. Representative(s) will serve a term of one year and may be re-appointed for no more than three (3) consecutive years.
- d. The secondary representative will serve as a back up to the primary representative and will perform the duties of the primary representative in his/her absence.

## **Article X - Rules and Regulations**

Section 1. The Constitution and By-Laws shall be reviewed annually at the February meeting and revised if necessary. Revisions however, can be recommended at any given meeting as the need arises.

- a. Roberts Rules of Order will be invoked when revising the constitution or by-laws.
- b. The Pastor or any elected member of the parish council may make motions for amendment of articles within the constitution or by-laws.
- c. Constitutional amendments must be presented at one meeting, published in the agenda, and voted on at the next meeting and require a two-thirds (2/3) vote to pass.
- d. By-Law amendments may be completed within the same meeting and requires a simple majority vote to pass.