

PARISH PASTORAL COUNCIL BY-LAWS

PREAMBLE: Conscious of our membership in the living Body of Christ, the Church, we, the members of St. Luke the Evangelist Parish, shall proclaim His Word, build His Community, celebrate His Presence and serve His people.

ARTICLE 1: THE PURPOSE AND FUNCTIONS

The Parish Council shall be the apostolic vehicle through which a representative body of the People of God at St. Luke the Evangelist Parish, in communion with one another, meet to deliberate and decide, in common agreement, those matters for which they are responsible, as a pastoral team and which affect the good of the total Church as witnessed through this Parish. Simply stated it is the goal of the Pastoral Parish Council to implement the parish mission.

Section 1: To coordinate, encourage and promote apostolic activity within St. Luke's through which the parish community discharges its common responsibility of making the Gospel known.

Section 2: To assure through its commission a continuous survey of both spiritual and temporal needs of the individual, family, parish, community and world, and after setting priorities, develop and implement programs aimed at meeting those needs.

Section 3: To serve as a permanent, flexible structure for constructive dialog between priests, religious, and laity of the parish working in close collaboration as a truly Christian community in fulfilling Christ's saving mission.

Section 4: To provide leadership, direction, goals, education, resources, and encouragement in accordance with the current and future goals of the Parish Community, Archdiocese and universal Church.

Section 5: To cooperate with and to effectively carry out guidelines and directions given by the Archbishop of St. Louis.

Section 6: To determine, utilize and encourage talents of all members of the parish.

ARTICLE 2: MEMBERSHIP

Section 1: The Parish Council shall consist of seven (7) registered adult parishioners. Each member shall be a voting member of the Parish Council. Non-voting members of the Parish Council shall consist of the Pastor, Deacon, any assigned Deanery Representative and any other member of the parish as directed by the Pastor.

Section 2: Adult parishioners are defined as being 18 years of age and over.

Section 3: Following selection, new Parish Council members shall be offered the opportunity to participate in orientation sponsored by the Archdiocese and provided a copy of the By-laws and Parish Mission statement. It is strongly recommended to attend the orientation.

ARTICLE 3: SELECTIONS AND TERMS OF OFFICE

Section 1: A parish council year begins at the start of July and concludes in June of the following year. (July 1st thru June 30th)

Section 2: The general Parish selection of new members shall be by an annual lottery at a Eucharistic Celebration on Pentecost Sunday. Alternatives of two adult members will also be drawn.

Section 2A: The Pastor may fill vacant positions, as needed, for the remainder of the Parish Council year after all alternates have been activated.

Section 3: No more than two members of the immediate family may serve on the Parish Council at a time.

Section 4: The term of office for all selected adult members of the Parish Council shall be three years. The term of an adult member will expire at the end of June of the third year.

Section 5: A Council member who serves for three (3) years or resigns from the Council may not serve as a member again until the person has been off the Council for a minimum of one (1) year.

Section 6: Vacancies of positions on the Parish Council shall be filled by the first alternate person whose name was drawn in the previous lottery selection (followed by the second if the first alternate has already joined the Parish Council). At the general Parish Council member selection each Pentecost Sunday, 2 additional names shall be drawn as first and second alternates to fill vacancies if they occur. The alternates shall be recorded in the Council minutes for future reference. The replacement member shall complete the unexpired term of the leaving member.

Section 7: Any member of the Parish Council may resign by filing a written resignation with the Pastor and/or a member of the Executive Council (see Article 4, Section 1).

Section 8: A member shall notify the Pastor or an Executive Council member if they will be absent from a monthly meeting. Any member who has two unexcused absences per Parish Council year will cease to be a member of the Council and shall be replaced by Article 3, Section 6.

ARTICLE 4: OFFICERS

Section 1: The Executive Council shall consist of the Parish Council Chairperson, Vice-Chairperson and Secretary.

Section 2: Executive Council members shall be elected by the Parish Council members at the first regularly scheduled meeting in September.

Section 3: Terms of the members of the Executive Council shall be for one year. A member of the Executive Council will not hold the same office for more than two consecutive years.

Section 4: Executive Council member vacancies will be filled at the first scheduled meeting following the vacancy by the majority vote of the remaining Council members.

Section 5: The Chairperson shall preside at all Council meetings. The Vice-Chairperson shall preside in the absence of the Chairperson. The Secretary shall record and report the minutes of each meeting. The minutes will be given to Parish Council members within five days time.

Section 6: The minutes of the Council meetings shall be available to the parish community following Council approval.

Article 5: AUTHORITY

Section 1: Decisions will be made by the consensus process of the Council Members in attendance.

Section 2: Since the Pastor is the Archbishop's Representative by virtue of his appointment to the Parish, he may, for sufficient reason, disagree with the Parish Council. If the reasons for his disagreement are not acceptable to the Parish Council members, they may after discussions and by two-thirds (2/3) majority vote, appeal to the Archbishop for further assistance in arbitrating the issue at hand. The Archbishop, if the occasion requires, may be requested to settle the matter under discussion.

Article 6: MEETINGS

Section 1: The Parish Council shall meet formally monthly except for the months of July, August, and December. Parish Council meetings may not exceed ninety (90) minutes unless there is a consensus of the members in attendance. At the discretion of the Pastor or Executive Council, a general parish meeting may be held where all parish members are invited to attend and/or participate.

Section 2: Special meetings of the Parish Council may be called with forty-eight (48) hours notice to each member by the Pastor and/or a member of the Executive Council.

Section 3: A minimum of fifty-one percent (51 %) of the voting members of the Parish council shall be sufficient to transact business at any meeting, regular or special.

Section 4: Council members shall set a draft agenda for the next meeting at the end of each meeting and it shall be recorded in the minutes of that meeting.

Section 5: The Chairperson shall facilitate the meeting within the allotted time.

Section 6: Registered parishioners are free to attend meetings, however they must contact a member of the Executive Council to request a meeting with the council to present their agenda. Each meeting will allow for an "Open Forum" section at the beginning of the meeting where the Chairperson will allow interested parishioners time to provide a brief and to the point explanation of their agenda. This may be followed by questions and clarifications from the Parish Council members. A synopsis of items from the Open Forum section will be placed in the minutes and, if time allows, may be immediately acted upon at the discretion of the Executive Council or at the request of the Pastor.

Section 7: Organizations or committees of the Parish may also request a meeting with the Parish Council. This presentation will be similar to the Open Forum allowed to registered parishioners allowing for questions and clarifications and a synopsis to be placed in the minutes and taking action upon by the discretion of the Executive Council or request of the Pastor.

ARTICLE 7: ADDITIONS AND AMENDMENTS

Section 1: Additions or amendments to these By-laws may be adopted at the meeting following their initial presentation by majority of the Parish Council present.

Section 2: The Chairperson shall appoint a Committee to review the By-laws to insure that they are current and complete. The members of the Committee will serve for one year; however, if agreeable to the parish Council they may serve two (2) years, but not more.