

SAINTS PETER & PAUL PARISH  
PASTORAL COUNCIL CONSTITUTION

Aware of the blessings, which almighty God has bestowed upon Saints Peter & Paul Parish and in an effort to form the parish as a Christian community of the Universal church in the spirit of renewal in keeping with:

- 1.) the documents of Vatican Council II,
- 2.) the directives of the Bishop of Belleville, and
- 3.) under the guidance and approval of the Pastor,

we, the parishioners of Saints Peter & Paul Parish, as represented by the Pastoral Council, do hereby adopt this instrument to be used as a guide for the purpose and with the duties and limitations herein contained, as the Constitution of the Saints Peter & Paul Pastoral Council (referred to herein as “the Council”).

## I MISSION STATEMENT

The Mission of the Council is as follows:

As members of Saints Peter & Paul Parish in Waterloo, Illinois, we will strive to become the bearers of God’s Word to one another and to members of our community through faith development at all age levels. We commit to be an active, welcoming, and giving parish community that will be open to change as needed for growth in our parish. We will encourage active participation throughout the parish. We commit to strive to grow in the love of God and to be the best community we can be.

## II PURPOSE

The role of the Council is to assist the Pastor and the Associate Pastor in leading parishioners and carrying out the Mission of the Council. In doing so the Council shall:

- Serve as a consultative body to the Pastor advising him on all aspects of parish life;
- Assist the Pastor in discerning the needs, temporal and religious, of the parish, its people, and the wider community of which the parish is a part;
- Initiate as well as promote activities, which implement the Mission;
- Act as an authentic representative voice of the People of God to the Pastor;
- Assist the Pastor in building a strong community of faith and prayer, reaching out to the alienated, unchurched, and bringing Gospel values to bear on all aspect of life;
- Call forward parishioners to dedicate time, talent and treasure to carry out the Mission;
- Actively cooperate in the mission of the church within the parish and diocese; and,
- Coordinate the programs of the various parish organizations.

### III FOCUS/FUNCTION

The Council collaborates with other Parish organizations, councils, boards and committees of the Parish such as, but not limited to, Finance Council, Board of Education, Christian Formation, The Parish School of Religion (PSR), Rite of Christian Initiation(RCIA), Parish Fund Raising Committees, School Fund Raising Committees, etc. to offer pastoral direction for parish activities.

The agenda of the Council is the pastoral life of the parish. Consideration should concentrate on the broad and more serious questions that relate to the spiritual well being of the parish community.

The Council shall work towards maintaining the focus of the parish on the qualities of a genuine Christian community that are:

- People who know Jesus and one another;
- People who want to worship together;
- People who want to reflect together; and,
- Serve one another and the community.

The Council shall, in the manner and to the extent set forth in this Constitution, assist the Pastor in all matters of the parish including, but not limited to, the spiritual, educational, social, and financial, except to the extent limited by Church law, faith and morals, diocesan policy and civil law

In any case where the Pastor interprets an action of the Council or any of its committees to be outside its limits, he shall promptly present such interpretations to the Council or committee for reconsideration. Pending reconsideration, the effect of the action shall be suspended.

If the Pastor, for grave reasons of fidelity to the Gospel, obedience to Church or civil law or other serious financial or administrative considerations, feels that he cannot in good conscience accept and carry the recommendations of the Council, he shall fully and frankly communicate his reservations to the Council. If the Pastor feels that he cannot in good conscience accept and carry out the recommendations of the Council his obligations to state his reservations in this regard is to be considered a very grave one. The Council has an equally grave responsibility to listen and to weigh seriously these reservations and to reconsider its own position in the light of them. Full and frank communications between the Pastor and the Council is highly essential, and if done with openness and charity it should lead to a speedy resolution of the issue.

If not withstanding the reservation expressed by the Pastor, the Council shall by consensus or a two-thirds majority vote to sustain it's original recommendations, and no other means offer itself at the parish level to resolve the situation, either the Pastor or the Council through its chairperson may petition the matter at issue to the Bishop for such action as he may deem fitting. The Pastor is delegated and commissioned by the Bishop and he

represents the Diocesan Church. It is in this second capacity that he ratifies or does not ratify the Council's recommendations. If the Council uses consensus decision making, withholding ratification should be rare.

In any case where reconsideration has failed to resolve the problem, and the Pastor and/or a delegate or delegates appointed by the Council have taken the matter for mediation and resolution to the Bishop, depending upon the policies then in effect with the Diocese, the effect of the Councils or Committee's action shall remain suspended. If either party fails or refuses to join or participate in such appeal; the other party may proceed alone with the appeal.

A petition to the Bishop should only be used as a very last resort, and the provision that either the Pastor or the Council may present such a petition is intended, of course, to safeguard the rights of both.

#### IV MEMBERSHIP/REPRESENTATION

##### IV. A. General

The Council shall consist of seven voting members nominated by the Parishioners.

The two Trustees shall be ex officio and voting members of the Council.

The Pastor is an ex officio member of the Council with veto powers.

Ex officio non-voting members of the Council shall also include the Deacon, the Saints Peter and Paul (SPPS) Principal and/or delegated representative, Coordinator of Parish School of Religion (PSR) and/or delegated representative, and the Pastoral Associates for Youth Ministry and Adult Faith Formation.

Each selected member of the Council shall serve a term of three years. Selected members may not serve more than two consecutive terms of office.

##### IV.B Requirements/Qualifications

The following are the eligibility requirements for elected membership on the Council:

- be at least eighteen (18) years of age by the date of the nomination;
- a participating registered Catholic member of the Parish;
- willing to attend all meetings of the Council;
- willing to chair and/or serve on committees;
- willing to share the Christian commitments with others and promote the best interest of the parish;

- have the ability to communicate with other parishioners as well as individuals and groups;
- be sensitive to the diversity of the parish and its needs;
- a person of integrity who is willing to share their insights and listen to those of others;
- willing to do whatever work is required between meetings to carry out the mission;
- capable of offering his/her insights in a prayerful and respectful manner;
- no paid parish employees and their spouses are eligible to serve on the Council; and,
- no one may serve as selected member on the Council, while concurrently serving on the Board of Education, PSR Advisory Board or the Finance Council.

The Pastor will determine the adherence to fulfillment of these qualifications.

#### IV.C Nomination and Election

A notice shall be placed in the January bulletins stating that the names of all nominees for the Pastoral Council should be submitted to the Parish office for review by the Pastor. All nominees shall be invited to an orientation meeting. At the close of the orientation, nominees will be asked to indicate their interest in serving on the Council. All interested nominees will be invited to participate in the discernment process. The Pastoral Council and the pastor will outline the discernment process.

The discernment process shall be held in March. The process of selection by discernment will continue watch year until all presently elected members have completed their terms and whose position has been filled by a member selected through the discernment process. There shall be a three-year selection cycle. The first year three persons shall be selected by discernment, the second year two persons shall be selected by discernment, and the third year two persons shall be selected by discernment. The process will continue by discernment thereafter. Term of office is effective with the first regular meeting in July; however, newly selected members to the Council can attend the May and June meetings of the Council as observers. A commissioning ceremony of new members to the Council shall be conducted before the parishioners at one of the Sunday Masses in June.

#### IV.D Resignation and Removal of Members

Any member of the Council may resign by filing a written resignation with the Pastor. At any meeting of the Council, one or more elected members may be removed for just cause by consensus of the Council (two thirds vote if

necessary). Just cause shall include missing three consecutive meetings without excuse, physical or mental incapacity, moving from the Parish, or losing good reputation in the Parish community. It is stressed that attendance at the meetings are vital. If any member shall be unable to attend any of the meetings, he/she shall notify the Chairperson in advance of the meeting and request that he/she be excused. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Vacancies among selected members shall be filled for the unexpired term by an appointment by the Pastor and the council acceptance. Vacancies among representatives of special groups and committees shall be filled by the group, which has lost its representation.

To remove a Council member, the just cause and the name of the Council member to be removed must be submitted to the Pastor in writing, and signed by the person filing the complaint. The Pastor shall notify the Council member concerning the complaint before any action is taken. The Council member involved in any such action shall have the opportunity to meet both the Pastor and the Council in a closed session prior to removal from office. A consensus (two-thirds vote if necessary) of the Council shall be required for removal.

## V STRUCTURE OF THE COUNCIL

### V.A Officers

The officers of the Council shall be chosen from the seven elected members of the Council and shall be a chairperson, vice-chairperson, and secretary.

The members of the Council shall, at the August meeting, vote among them for the three offices specified above. Following nominations, voting shall be by consensus (two-thirds vote if necessary). Each office shall be voted on individually beginning with the chairperson, vice-chairperson and secretary, thus permitting candidates not elected to an office to be nominated for the next subsequent office.

The chairperson shall preside at all meetings of the Council, and shall have the authority to call such special meetings that in his/ her judgment may be necessary. He/she shall render periodic reports to the Pastor and the parishioners on the completed and projected work of the Council, and shall perform all other duties that customarily revolve upon the office of chairperson, not specifically mentioned herein. The chairperson with consulting with the Pastor will formulate and distribute the agenda to the Council members prior to the next meeting.

The vice-chairperson in the absence of the chairperson or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the chairperson. The vice-chairperson shall also, perform such other duties as may be delegated to him/her by the chairperson

The secretary shall take minutes of all regular and special meetings of the Council, reduce such minutes to writing, distribute the **minutes and the agenda** to the Council before the next meeting, and preserve them in a permanent record at the parish offices. The approved minutes of each meeting shall be posted on the church website and any other prominent places for all parishioners to review. He/she shall also prepare and send all correspondence necessitated by the work of the Council and shall maintain permanent files of such correspondence. He/she shall also prepare notices to appear in the parish bulletin pertaining to the work of the Council.

In the event of a vacancy in any office except that of the chairperson, the Council shall elect someone from among its own membership to fill the office until the next regularly scheduled discernment process. In the event of a vacancy in the office of chairperson, the vice-chairperson shall automatically succeed and fill out the unexpired portion of the term.

Each officer shall, at the expiration of his/her term of office, turn over to His/her successor all books, papers, and other records and property pertaining to His/her office not later than ten days after said expiration. The officers shall serve a term of one year or until their successors have been duly elected and installed.

The Pastor shall appoint at least one of the members of the Council to serve on the Finance Council as a full voting member for a one-year term. The member, or members, shall serve as the liaison between the Council and the Finance Council

#### V.B Standing Committees of the Council

The Council shall establish certain 'policies' for the parish. These 'policies' shall be put into writing and kept in a 'policy book' maintained by the secretary. As is appropriate and necessary, standing committees shall be directed by the Council to implement said 'policies'. The Council, and/or Pastor, shall have the authority to create other special or temporary committees that may from time to time be deemed necessary to implement 'policies'.

The Standing Committees of the Council shall be: Worship/Liturgy, Christian Education/Formation, Stewardship, Social Outreach, Maintenance/Project Management, Cemetery, and Service.

· **Worship/Liturgy:** This committee shall be responsible to study and deepen their appreciation of worship. The committee shall assist with the planning and celebration of parish liturgies and para-liturgical celebrations.

The committee shall also be responsible for training and coordinating the various liturgical ministries and arranging the worship environment. The committee shall also promote amongst the parishioners' appreciation of worship and inform them of the liturgical guidelines as promulgated by the Holy See and the Diocese of Belleville.

- Christian Education/Formation: This committee shall oversee the Christian education and formation in the parish, i.e. Rite of Christian Initiation of Adults (RCIA), Parish School of Religion (PSR), Saints Peter and Paul School (SPPS), Pre-Cana, Sacramental preparation, adult study, Sunday School, Vacation Bible School (VBS), youth ministry, etc
- Stewardship: This committee shall organize and implement the annual stewardship campaign assist with the annual diocesan appeal and other special offerings and help to develop among the parishioners a better understanding of Christian stewardship.
- Social Outreach: This committee shall be responsible for the education of the parish on current social issues, the coordination of assistance projects, Pro-Life, etc.
- Maintenance/Project Management: This committee shall be responsible for all capital improvements required in the parish and the maintenance of parish facilities and properties.
- Cemetery: This committee shall oversee the operation and maintenance of the cemetery.
- Service: This committee shall be responsible for coordinating with the many organizations and committees of the parish that provide fund raising and service within the parish such as, but not limited to, Holy Name Society, Mary & Martha Society, Youth Ministry, Knights of Columbus, Parish fund raising committees, school fund raising committees, Saints Peter and Paul School development committees and Parish School of Religion fund raising committees.

Each of the Standing Committees shall develop its own mission statement for ratification by the Council. A member of the Council shall serve on each Standing Committee to serve as a liaison between the Council and the Standing Committee. The Council shall recruit/appoint the Chairperson of each Standing Committee, having regard to the professional knowledge and competence desired in each case. The Chairperson of each Standing Committee, in consultation with the Pastor and the Council, shall be free to name to his/her committee members in order to provide the breadth and depth of the work that the Standing Committee requires.

To the maximum extent possible each of these Standing Committees should have the autonomy and authority to discharge the duties assigned to it. On matters of great importance or that requires expenditure of parish funds in excess of \$500 or affect the parish community, the committee shall, after it has fully studied and documented its recommendation, submit its recommendation to the Council for its deliberation and final approval prior to acting on such matters.

## VI MEETINGS OF THE COUNCIL

Regular meetings of the Council shall be held each month, usually on the second Tuesday of the month or as otherwise determined. Advance notice of the time and place of regular meetings of the Council shall be published in the Parish bulletin.

The Pastor or the Council Chairperson may call special meetings. Except in cases of emergency, at least three days notice of any special meeting shall be given to the Council members.

Regular meetings of the Council shall be open to all parishioners as observers. The Chairperson may call the Council to Executive Session. It shall be left to the discretion of the Pastor/Council as to whether any special meetings shall be open.

Any parishioner wishing to address the Council shall contact the Chairperson at least 2 weeks before the meeting and request to be put on the agenda for that meeting; however, parishioners are encouraged to first present their concerns to a Council member to take to the Council for resolution.

A simple majority of the voting members of the Council shall constitute a quorum. No voting or decision-making shall be conducted at a meeting without a quorum.

The Council Chairperson with consultation with the Pastor shall prepare an agenda for each meeting and the secretary shall deliver it along with the minutes of the previous meeting to all Council members in advance of the regular meetings. The agenda should have the following order:

1. Call to Order and Prayer
2. Review and Acceptance of the Minutes
3. Review and Acceptance of the Agenda
4. Introduction of Guests
5. New business
6. Old business
7. Committee Reports
8. Adjournment and Prayer

Prayer shall be an integral part of every meeting and shall not be excluded to save time.

## VII AMENDMENTS TO THE CONSTITUTION

This constitution may be amended at any regular meeting of the Council by consensus (two-thirds vote if necessary) of all elected members and ex officio voting members.

The Chairperson must present amendments to the Council at least two (2) weeks prior to voting on such.

Adopted this 18th day of December, in the year 1999 by:

Wilton D. Gregory  
Thomas D. Flach  
Susan Morris  
Tony Morris  
Laverne Diekemper  
R. Ken Gibbs  
John M. Hermes  
Dorothy M. Kohler  
Vernon L. Kovarik  
Thomas J. Helfrich

Note: Actual signature page available at the parish rectory.

Amended this 12<sup>th</sup> day of August, in the year of 2008 by:

Monsignor Thomas Flach  
Deacon Douglas Boyer  
Carol Postlewait, Trustee  
David Dermody, Trustee  
Paul Callahan  
Bonnie Garner  
Gina Green  
Kenny Kuhn  
Randy Kaiser  
Dave Miskell  
Conny Myer