

**Parish Pastoral Council
CONSTITUTION and BYLAWS
The Church of St. Peter
Mendota, Minnesota**

CONSTITUTION

Article I (Name)

The name of this organization shall be the Parish Pastoral Council of the Church of St. Peter. Throughout this document the Parish Pastoral Council will be noted as the PPC.

Article II (Mission)

Mission statement of the Church of St. Peter: St. Peter's is here to bring the good news of the Gospel to all, so that every person can have a personal, life changing, life giving relationship with Jesus Christ.

The mission of the PPC of the Church of St. Peter is to support the Pastor in his service of the spiritual and temporal good of the parish and to offer understanding and counsel on pastoral vision and ministry. The PPC is also accountable to the parish community and to the Archbishop of Saint Paul and Minneapolis.

Article III (Purpose)

The PPC is a body that has an advisory and consultative role with the Pastor of the parish (1983 Code of Canon Law, c. 536). An active, well-formed PPC is a key element to promote the mission of the parish.

The purpose of the PPC is in the process of pastoral planning:

- Investigate and study pastoral matters
- Prayerfully consider and reflect upon issues, problems and the heart of the matter
- Formulate and present conclusions in the form of recommendations, which the pastor may choose to implement with the help of parish staff and volunteers

Consultation is at the heart of the decision-making process for the administration and stewardship of the mission of the parish. The Pastor will utilize the consultative role of the PPC to discern and make the final decision in all matters that come before the PPC.

Members of the PPC shall be committed to support those final decisions by the Pastor through the sharing of information, and to listen and contribute to any related discussions among parish members.

Implementation of pastoral matters is the responsibility of the pastor together with those he delegates.

Article IV (Scope)

The scope of the PPC is the pastoral nature of the parish in serving the parish mission. The PPC must observe canon and civil law in sound management of the parish. The advice of the PPC will be sought for both acts of ordinary and extraordinary administration, as defined in Archdiocesan Policy.

BYLAWS

Article I (Membership and Terms of Office)

The PPC shall be composed of up to 9 members (at Pastor's discretion based on his vision and need) who serve a three-year term with the option of one additional consecutive term or at the Pastor's discretion. Former PPC members are eligible for reappointment after a single term off the council.

Ex officio member is a non-voting member, who offers a consultative role, with a term limit defined by the Pastor. The Pastor is an ex officio member of the Council.

The term of office for each appointed member shall commence on July 1 and end on June 30, to coincide with the parish fiscal year.

The Pastor is to use his discretion, and has the final authority, in the selection of qualified members from among the faith community, which includes the following requirements:

- Committed to the faith and mission of the Catholic Church
- Have on file a complete and current Essential Three Safe Environment (Virtus) Training, background check and signed Code of Conduct for Church Personnel
- Be a registered parishioner of the Church of St. Peter
- Be a fully initiated, practicing Catholic, vetted by the Pastor
- Not an employee of the parish, or a member of the employee's immediate family
- Not a relative of the Pastor
- Represents the diversity of the community
- Understands and supports the parish mission
- Agrees to participate in the majority of the PPC meetings

Openings for new PPC members will be announced in the parish bulletin. The pastor will interview each qualified applicant. The names of those selected will be published in the parish bulletin.

Article II (Vacancies)

Vacancies on the PPC by reason of resignation, death, disability or other cause, shall be published in the bulletin and be replaced by appointment of the Pastor.

PPC members who seek to resign their position will submit a written letter of resignation with signature to the Pastor.

PPC members with three (3) unacceptable absences during the course of a fiscal year shall forfeit their position and therefore create a vacancy. A vacancy may be determined by pastoral discretion.

Any member of the Parish Pastoral Council is subject to removal by the Pastor, at the Pastor's discretion, whenever the conduct or action of that individual violates the teachings, principles, and beliefs of the Roman Catholic Church or the Archdiocesan Code of Conduct.

Article III (Officers-Nomination, Election and Duties)

The Pastor presides over the PPC as an *ex officio*, non-voting member (c. 536 §1).

The officers of the PPC shall be the Chairperson, Vice Chairperson, and Secretary.

The officers of the PPC shall be elected by members of the council at the last meeting of the fiscal year or when a vacancy occurs. The term of office shall be a three-year term (unless limited by their term as a councilor) or until the election of a duly qualified successor.

All officers shall be voting members of the PPC.

Nomination:

- Officer candidates will be nominated at the meeting prior to the final meeting of the fiscal year.
- Any councilor of the Parish Pastoral Council (PPC) may nominate themselves or current councilor.
- The Pastor may not nominate PPC councilors for officer positions.

- The PPC Chair shall prepare a nomination form, listing the open officer positions, and distribute it to the councilors.
- Each PPC councilor may nominate only one councilor for each officer position.
- After voting has taken place, the PPC Chairperson will collect the ballots and give to the Pastor for tabulation.
- The Pastor will tabulate the nominations and announce the nominations for each officer position. The nomination forms will be disposed of by the Pastor.
- The nominees will be noted in the meeting minutes.
- If nominated, a councilor can rescind the nomination.
- PPC members are not required to make nominations.

Election:

- Officers will be elected at the final meeting of the fiscal year.
- The PPC Chairperson will provide a ballot, listing the names of the nominees for each officer position.
- Each PPC councilor may vote for only one councilor for each officer position.
- The Pastor may not take part in the voting.
- After voting has taken place, the PPC Chairperson will collect the ballots and give to the Pastor for tabulation.
- The Pastor will tabulate the votes for each of the PPC officer positions and announce the results to the council. The election forms will be disposed of by the Pastor.
- In the case of a tie between two nominees, a simple coin flip will determine the winner.

Upon election, it is expected that the outgoing officers will coordinate and schedule time with the incoming officers to review PPC agenda items, status of initiatives and orient the new officers with their roles to ensure a seamless transition for the PPC.

Vacancies of any PPC officer position by reason of resignation, death, disability, or other cause, shall be filled by the same nomination and election process outlined above at the soonest possible convenience of the PPC. The newly elected officer will finish out the term the previous officer was elected to serve.

There is no need to conduct an annual confirmation of each officer during non-election years at the final meeting of the fiscal year.

Duties:

The Chairperson:

- Officiates in a parliamentary manner at all meetings
- Facilitates council discussions and is committed to provide opportunity for all voices to be heard
- Collaborates with other council members between meetings as needed
- Consults with the Pastor to prepare the agenda, select the hour and location of the meetings and perform other duties as assigned
- Appoints a recording secretary to take minutes in the absence of the designated secretary.

The Vice Chairperson:

- Performs the duties of the Chairperson when the Chair is unable to do so
- Coordinates the selection and orientation process for new PPC members
- Assists the Chairperson as assigned

The Secretary:

- Records the minutes of each meeting
- Distributes the minutes to all PPC members at least seven days prior to the next scheduled meeting
- Provides the approved minutes to parish staff for parish publication

Article IV (Meetings)

The PPC will meet quarterly each fiscal year, with additional meetings called by the Pastor, if circumstances require it.

Special meetings may be called by the Pastor, the Chairperson, or upon request of the majority of PPC members.

A quorum for the conducting of business at any meeting of the PPC shall be a majority of voting PPC members.

No recommendation, voting or formal action of the PPC may be conducted without the presence of the Pastor, or designee of the Archbishop.

The Pastor, in consultation with the Chairperson, may determine that parish trustees or employees of the parish may attend meetings, but always in a consultative, non-voting capacity.

The PPC may, by consensus of the members present, or if called by the Pastor or designee of the Archbishop, hold an executive session closed to the public when confidentiality of the subject takes precedence over the interest of public attendance.

Members of the PPC will maintain confidentiality on those matters designated as confidential.

Materials such as agendas, meeting minutes, and review materials must not be disclosed to others when designated as confidential.

The parish shall retain in the parish office, meeting minutes, agenda, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties in accord with the Archdiocesan Records Retention Policy.

Parishioners who choose to address the PPC will contact the pastor to receive an invitation.

Article V (Commissions and Committees)

The PPC shall establish such commissions or committees, as it deems appropriate to meet the needs of the parish.

A commission as necessary may create additional committees, permanent or temporary.


The Parish Finance Council is required by canon law to be established as a separate body, and functions in collaboration with the PPC.

The Chairperson or Secretary of each commission shall submit a written report of all approved meeting minutes to the PPC.

Article VI (Amendments)

This Constitution and By-Laws may be amended annually by a two-thirds majority vote of attending PPC members.

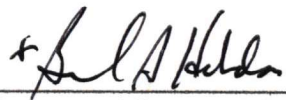
Prior to adoption, the Pastor and the Archbishop of Saint Paul and Minneapolis or his designee must approve all amendments.



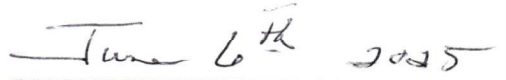
Father Steven Hoffman, Pastor



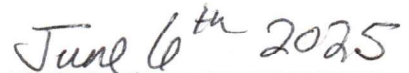
Ann Hoey, Chair of the Parish Pastoral Council



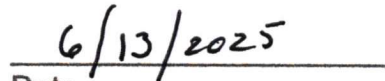
Most Reverend Bernard A. Hebda
Archbishop of Saint Paul and Minneapolis



Date



Date



Date