

**CONSTITUTION AND BY-LAWS OF THE PARISH COUNCIL  
OF ST. ANDREW CHURCH IN HOLTS SUMMIT, MISSOURI**

**Preamble**

In order to discover and accomplish what is our Christian duty as a parish, the members of St. Andrew Parish have agreed to the formation of a Parish Council. This is the Constitution and By-Laws of the Parish Council of St. Andrew Church in Holts Summit, Missouri.

**Article I - Name**

This organization shall be known as the Parish Council of St. Andrew Church in Holts Summit, Missouri.

**Article II—Purpose/Duties**

Section 1

To assist the apostolic work of the Church as it is carried out in the parish.

Section 2

To serve as a permanent structure for dialogue among the people of the parish, so that they may work together in close cooperation.

Section 3

To provide decision-making leadership, direction, resources, and encouragement to the apostolic and spiritual development of all the parishioners.

Section 4

To continually survey all the needs of the parish, the community, and the diocese, and to develop and implement programs aimed at fulfilling those needs.

Section 5

To serve as a coordinating body of all organizations and group activities within the parish.

Section 6

To work with the Parish Finance Council in order to develop appropriate means of communication to ensure the parish finance council does not enter areas of policy and mission, which are the prerogative of the parish council and to ensure the parish finance council advises on the adequacy of resources to accomplish the mission and specific ministries of the parish.

**Article III—Membership**

Section 1

The total membership of the Parish Council shall be fourteen.

Section 2

The Pastor of the Church shall be a member of the Council.

Section 3

There shall be twelve other members of the Council elected by the parish.

Section 4

Each member of the Council shall have one vote using consensus decision making in accordance with Article VI, Section 4.

Section 5

The chair of the parish Finance Council shall also serve as an ex-officio non-voting member of the Parish Council.

**Article IV—Nomination and Election**

Section 1

All members of the parish, except Church employees and members of their immediate family, age 18 or older shall be eligible for nomination and election to the Parish Council. It is recommended that only one member per household serve on a parish-wide elected body, thus allowing for more diverse representation from the parish community.

## Section 2

The term of office shall be for three years, with one third of the lay members elected each year. Annually, in the month of December, successors shall be elected for the third of the Council members whose term of office expires at the end of that year. Newly elected members shall take office on the first day of January after their election and shall hold office until the thirty-first day of December three years thereafter or until their successor is seated, whichever comes first. The Pastor and/or Associate Pastor will announce election results during the next regular Saturday and Sunday Masses.

## Section 3

Annually, in September the president shall appoint from the Council, at least four members as a nominating committee, to establish and carry out election procedures. The committee shall meet prior to solicitation of the candidates and shall, in the process, consult the parish stewardship lists ("time and talent"), in order to procure a list of willing potential candidates. The committee shall try to procure at least eight candidates.

## Section 4

Elections shall be by majority vote of those present at the elections; parish members must be age 18 or older in order to vote in this election.

## Section 5

Council members may not serve more than two successive terms.

## Article V—Vacancies

### Section 1

A vacancy on the Council, which occurs during the year, shall be filled by the consensus of the Council. Such member, so chosen, shall serve the remainder of the term of the member who has been replaced.

### Section 2

Removal: Any member who fails to attend three consecutive Council meetings, without having been excused, shall be deemed to have resigned from the Council.

### Section 3

Resignation: Any member of the Council may resign by giving a written statement of resignation to the president of the Council.

## Article VI—Meetings

### Section 1

Regular meetings of the Council shall be held every second month, starting in January, unless otherwise determined by the Council, and all *Regular* meetings shall be open to *any* member of the parish as an observer. If any member of the parish desires to address the Council, he or she may request to do so by written request to the president at least one week prior to the meeting or, without prior notice, by consensus of the council members at the meeting.

### Section 2

Special meetings may be held at any time at the call of the president upon three days' notice to each Council member stating the purpose of the meeting. Special meetings may be called at the written request signed by any three members of the council submitted to the president.

### Section 3

Quorum: A simple majority of all members of the Council shall constitute a quorum at all meetings of the Council.

### Section 4

All business of the Council shall be conducted by consensus decision of all members of the Council present and participating. Consensus is achieved when all members can live with the decision.

### Section 5

Any member of the Council shall be recognized during any meeting of the Council to discuss any item of pending or new business, which is included in the meeting agenda, and to present any motions to the Council for its consideration after review and recommendations by the appropriate commission and included on the meeting agenda for the following Council meeting.

## **Article VII—Officers**

### Section 1

The members of the Council shall elect by secret ballot from the lay members: a president, a vice president, and a secretary to the Council.

### Section 2

The officers of the Council are to be elected for terms for one year and are eligible to succeed themselves for one additional term. They may serve a third and final term by a unanimous vote of the Council with consent of the pastor.

## **Article VIII—Commissions and Committees**

### Section 1

The Council will establish Commissions to achieve the goals of the Council. There will be three standing Commissions: Worship, Social Concerns, and Education. The Council members shall be a part of these Commissions and serve as a liaison between the Commission and the Council. Any member of the Commission, whether they are a Council member or not, may serve as the chairperson, either appointed by the Pastor or elected by the Commissions. The Commissions should include other members of the parish. Each Commission shall report any action of the of the Commission or its committee to the Council, at their next regular Council meeting. The Council may amend or alter any action taken or suggested by a Commission.

### Section 2

Either the Council or the Council's Commissions may establish committees, and committees may establish subcommittees, if this seems useful. Subcommittees should keep the committees informed concerning their actions. These committees and subcommittees may be permanent or *ad hoc*, at the discretion of the Council or the Commission concerned. Committees are responsible to the Commissions and the Council.

### Section 3

The Finance Council, as established by the Diocese's Financial Management and Control Policies for Parishes and Schools, may form a Facilities and Maintenance Committee. If the Finance Council should do so, the Parish Council may nominate member(s) to serve on that committee as deemed appropriate by the Pastor.

## **Article IX—Procedures**

The decisions of the Council must be ratified by the Pastor before they become final. The decisions are assumed ratified if the pastor speaks no objection. If the Pastor does not ratify the decision, the Council shall reconsider in the light of the Pastor's reasons. If, however, a simple majority of the Council wishes to appeal the Pastor's decision, they may appeal to the Bishop, or to an appropriate office or official of the Diocese.

## **Article X—Amendment of Constitution and By-Laws**

### Section 1

The Parish Council, by the vote of 2/3 of all members of the Council, may amend this Constitution and By-laws, subject to the approval of the Pastor.

### Section 2

The Pastor with 2/3 vote of all members of the Council may deviate from the Constitution and By-Laws on a case-by-case basis.

### Section 3

Notification of such amendment shall be published to the people of the parish and shall also be given to the Chancellor of the Diocese of Jefferson City, Missouri.

This Constitution and By-laws were approved by the Parish Council of St. Andrew Church on November 2, 2005. The revisions and amendments to the Constitution and By-Laws were approved by the Parish Council of St. Andrew Church on March 18, 2021, and September 21, 2023.