

St. Martin Church Parish Handbook



Revised March 2017

Welcome!

St. Martin Church

7148 St. Martins Avenue
Jefferson City, MO 65109

Rectory (573) 893-2923
Fax (573) 893-3865
Email: stmartin@socket.net
Website: www.stmartinjc.org

School

7206 St. Martins Avenue
Jefferson City, MO 65109
(573) 893-3519
Fax (573) 893-7404
E-mail: stmartins1@socket.net
Website: <https://stmartin.eduk12.net>

Convent

6838 Business 50 West
Jefferson City, MO 65109
(573) 893-2352
Fax (573) 893-9587
E-mail: stmartinssnd@gmail.com

Church/Hall

(573) 893-2479

Secretary Office Hours: Monday-Thursday: 8:00 a.m. to 5:00 p.m.
 Friday: 8:00 a.m. to 3:00 p.m.

Registration

To become a member of St. Martin Parish, it is necessary to register. The Parish registration form is in the church vestibule. Please complete the form and then contact the rectory by phone or in person. If you leave the parish, please notify the rectory so that we maintain accurate records.

Schedules

Masses

Sunday:

Saturday (Sunday Obligation)	5:30 p.m.
Sunday	8:00 a.m. and 10:00 a.m.

Weekdays:

Monday	5:30 p.m.
Wednesday and Friday	7:50 a.m.
Tuesday and Thursday	5:30 p.m.

Reconciliation

Saturday	4:30 – 5:15 p.m.
Any time upon request	
Parish Penance Service	Advent and Lent

Bulletin Deadline

All articles and announcements for the bulletin should be in before noon on Wednesday prior to publishing.

Parish Council and Commissions

Parish Council

St. Martin Parish has a Parish Council according to the policy of the Diocese of Jefferson City and fashioned largely according to the "Parish Council Guidelines and Directives" published in 1981.

The Parish Council is meant to be sensitive to the movement of the Spirit among God's people to work for a unified vision or general agreement among its members and to help the whole parish to meet the challenge of being a Church in the modern world.

The functions of the Parish Council are:

1. To organize, promote, and coordinate apostolic activity with the parish.
2. To survey the spiritual and temporal needs of the individual, family, parish, and community.
3. To set priorities, and then establish goals, objectives and policies to meet those needs.
4. To serve as a forum for constructive dialogue among the priest, religious, and laity of the parish.
5. To provide leadership, direction, education, resources, and encouragement in accord with the goals of the parish, the Diocese of Jefferson City, and the Universal Church.
6. To be represented on the Deanery Council.
7. To cooperate with the guidelines and directives given by the Bishop and the Diocese.
8. To be an advisory body to the pastor.

There is a Constitution and by-laws that govern the Parish Council (See Appendix). The three commissions under the Parish Council are Worship and Spiritual Development, Social Concerns and Administration. These commissions carry out assigned responsibilities for parish life and report to the Parish Council. Other committees, standing or short-term, function under one of these commissions. Parish elections take place in April each year to fill terms on the Parish Council, School Board, and Administration Commission. Commission appointments by the Parish Council and Pastor are made for those serving on the Worship and Spiritual Life Commission and Social Concerns Commission.

Worship and Spiritual Life Commission

Purpose: To foster the spiritual growth of the parish community, especially growth in faith, worship, and religious commitment.

Social Concerns Commission

Purpose: The Social Concerns Commission is involved with the physical, psychological, social and economic needs of the people.

Administration Commission

Purpose: To share responsibility for the functional aspects of the administration of the parish and long range planning.

Sacramental Life

The sacraments are an intimate encounter with Christ, which comes to us through living symbols of God's loving care, and which are celebrated by the Church. Baptism, Confirmation and Eucharist initiate Catholics into the Christian Community, Reconciliation and Anointing of the Sick are the healing sacraments; and, Marriage and Holy Orders commit a Catholic to service. The Catholic life centers on these sources of grace at the important turning points in one's life. All parishioners are encouraged to be faithful to the sacramental life.

Sacrament of Baptism

The sacrament of Baptism is the first sacrament that is celebrated in a person's Catholic life. It begins the initiation into the Catholic Church. The baptism of infants should take place within a reasonable time after childbirth. Parents who present their child for Baptism are required to be registered in the parish and attend Sunday Mass regularly. Catechesis and preparation for Baptism should take place prior to childbirth. One preparation session for parents is required. Godparents are invited to attend the preparation session. These sessions are held as noted in the parish bulletin.

As a requirement, one godparent must be a Catholic in good standing with the Church. It is necessary to have at least one godparent.

Ordinarily, the baptism of infants takes place during a weekend Mass. For other options, consult the pastor.

Sacraments of Eucharist and Reconciliation

Preparation for these Sacraments happens through St. Martin's School, the Parish School of Religion program (PSR) and the Rite of Christian Initiation of Adults (RCIA).

Sacrament of Confirmation

The Diocesan policy for the Sacrament of Confirmation is followed in St. Martin Parish. A parish-centered program of preparation, approved by the Bishop, precedes the celebration and includes the elements of catechetical instruction, Christian service, prayer and retreats, and integration into the parish community. The program begins nine months prior to the reception of the sacrament. Confirmation is celebrated every two years in St. Martin parish.

Sacrament of Marriage

Christian marriage is a sacrament in which a baptized man and baptized woman pledge their love and faithfulness to each other through a special covenant. This covenant most fully reflects Christ's love for his Church.

Preparation for your wedding:

1. Contact the pastor at least six months prior to the desired date of your wedding.
2. Arrange to meet for an assessment process which will involve a number of steps to assist in discerning your readiness for a life-long commitment in marriage.
3. Establish the date for your wedding.
4. Participate in a formal marriage program. St. Martin's offers four different programs. The couple needs to participate in at least one of the four:
 - a) One couple to one couple. This process usually involves three one-hour sessions.
 - b) Engaged Encounter. This is a weekend program beginning Friday evening to Sunday including overnight stay.
 - c) Pre-Cana. This program is usually held at St. Mary's Health Center in Jefferson City on a Saturday beginning at 9 a.m. and concluding at 3 p.m.
 - d) Home study preparation. This involves a series of three audio tapes (six sides – on half hour on each side). These tapes are available from the rectory. Upon completion of the tapes, they are returned to the rectory.
5. Begin your preparation for the reception of the sacrament of marriage:
 - a) Paper work.
 - b) Liturgy preparation.

Sacrament of the Anointing of the Sick

The Sacrament of the Anointing of the Sick is a sacrament by which the Church continues the concern of the Lord himself by sharing with the sick special sacramental gifts passed on from Jesus Christ.

This sacrament is no longer referred to as “The Last Rites” or “Extreme Unction.” The Anointing of the Sick may be received more than once.

Any person whose health is seriously impaired by sickness or old age is encouraged to receive this sacrament.

A person who will be undergoing surgery is encouraged to receive the Sacrament of the Anointing of the Sick before entering the hospital. Simply call the rectory to arrange for the sacrament.

A communal Anointing of the Sick celebration takes place annually on the first Monday of November at St. Martin Church.

The Sacrament of the Anointing of the Sick is not administered if a person has already died. The priest prays to God to forgive the person’s sins and that God will receive this person into His love. Then the priest prays with the family the prayers for the dead.

Rite of Christian Initiation of Adults (RCIA)

Adults who wish to inquire about the Catholic faith are invited to participate in the process known by R.C.I.A, which is conducted by a team of parishioners.

Funerals

Funerals will be handled individually in consultation with the pastor.

Liturgical Ministries

Our worship of God, especially through the Celebration of Eucharist, is the most important event of the parish community. The following liturgical ministries are shared with guidelines:

- **LECTORS** – proclaim God’s word in the worshipping assembly.
- **MASS SERVERS** – assist the celebrant in the sanctuary.
- **EUCCHARISTIC MINISTERS** – assist the celebrant in the distribution of Holy Communion. They may also take the Eucharist to shut-ins.
- **DIRECTORS OF WORSHIP** – strive to enable the Mass to flow properly and also serve as commentators.

- **MINISTERS OF HOSPITALITY (Ushers)** – welcome and help people to feel comfortable prior to Mass. They assist in seating, gathering the collection, handing out bulletins, and doing whatever needs to be done for good order.
- **MUSICIANS AND SONG LEADERS** – enhance the quality of the worship. Musicians may play the organ, piano, guitar, or other instruments.
- **CHOIRS** – are formed for Easter, Thanksgiving and Christmas from volunteers who are willing to practice for several weeks prior to these special occasions.

Offerings

Mass Intentions

Each Sunday and Holy Day, it is required that one Mass be offered for the people of the Parish. Arrangements can be made to have Masses offered for the deceased or for other intentions by offering a Mass stipend. It is suggested that families limit their requests at this parish to six Masses per year. The offering can be the amount of your choice with a \$5 minimum being customary.

Stole Fees

An offering is usually made on the occasion of baptisms, weddings, and funerals. This is not payment for religious services, rather, a free-will offering as a sign of gratitude to God. The amount is left to the discretion of the donor and is used for operations of the parish.

Parish Outreach

Samaritan Center

The Samaritan Center is a cooperative effort of the Catholic parishes as well as several protestant congregations in the Jefferson City area. The goal of the Center is to respond to the needs of the poor by providing food and utility assistance. The Samaritan Center is located just east of Immaculate Conception Church and is always in need of volunteer workers. A collection is taken up in our parish on the first Sunday of each month as an extra collection for the Samaritan Center.

Christmas Food Baskets

Parishioners are invited to bring canned goods during Advent. The canned or non-perishable goods are distributed to needy families in this parish and other families whose names are given to the parish by the Samaritan Center.

Advent Angel Tree

During Advent parishioners may take an ornament from the bulletin board. The ornament gives information for a gift for the needy of this parish as well as families from the Samaritan Center. These gifts are wrapped and brought to church for distribution.

Parishioners in Hospitals or Nursing Homes

Please notify the rectory when you or a parishioner you know enters a hospital or nursing home, or is a shut-in. We want to maintain contact with them through occasional visits. At your request the person's name will be included in intercessory prayers.

Prayer Line

The purpose of the prayer line is to support families and individuals in their time of need. When someone has a special need for prayers (sickness, death, etc.), call the leader. The prayer line will be activated immediately.

Parishioners may join the prayer line by calling Sandie Cope (619-2424), the Convent (893-2352) or the Rectory (893-2923).

Funeral Dinners

Parishioners will prepare, set up, serve, and clean up for any family in the parish for a funeral dinner. This service may be requested by contacting the rectory. The family will provide meat and cheese.

Catholic Education

St. Martin's parish carries out the Mission of Jesus by offering the opportunity for Religious Education to the young parishioners through a Catholic school and PSR program.

St. Martin School

St. Martin Parish supports an accredited, non-tuition elementary school encompassing grades PreK-8. Other information and a policy handbook are available upon request by calling the principal at (573) 893-3519 or writing to St. Martin School, 7206 St. Martins Avenue, Jefferson City, MO 65109.

The school underwent a \$3.5 million expansion in 2009. Renovations and improvements included additional classrooms, making the building handicap accessible, expanding and relocating the administrative offices, providing a seamless student traffic flow between all building wings and improving the parish parking lot to provide more parking spaces and a safer drop-off point for students.

St. Martin's Parish School of Religion (PSR) Classes

This is a religion program for children in grades 1-8 who do not attend Catholic school but do clearly indicate their desire to grow in the Catholic faith. The program is staffed by volunteers who receive specialized training and is in conformity with the diocesan policy. A set of PSR policies and a calendar are given to the parents at a September meeting. Notices are published in the Parish Bulletin during August and the registration form is made available. Classes are held each Wednesday from 6-7:15 p.m. in the school. PSR sessions coincide with the school year.

Helias High School

Helias is a diocesan catholic high school which many of the parents choose for their high school age youth. The parish gives tuition assistance to the youth who attend Helias.

St. Martin School Board

The School Board is a regulatory body that has its primary functions in the determination of general policies, plans, programs, and procedures for the school. General supervision is exercised by the School Board. Instruction is carried out by its educational personnel. The School Board consists of nine elected members. The ex-officio members are the pastor, the school principal, and the liaisons from the Parish Council and Home and School Association. Three board members are elected each year for three year terms. Meetings are held monthly.

Home and School Association

The main functions of the St. Martin Home and School Association are to promote a clearer understanding of the mutual educational responsibilities of parents and teachers, to encourage greater communication between home and school, and to provide opportunities for educational updates and for the presentation of student accomplishments. This association operates under the responsibility of the school board.

St. Martin Cemetery

Information regarding burial in St. Martin Cemetery may be obtained from the Parish Office.

Parish Stewardship

Catholics believe Christian Stewardship is an integral part of Catholic life. Stewardship or tithing is giving back to the Lord as the Lord has given to us.

Each year, in October and November, the parish conducts a Stewardship Renewal Program and participates in the Catholic Stewardship Appeal. Homilies are given on designated Sundays to motivate people in Christian Stewardship. Parishioners are asked to share the time, talent, and treasure for God's work throughout the parish. Opportunities to offer service are listed on the Time and Talent sheet given to all parishioners. The parishioners are asked

to complete a Parish Commitment card in regard to parish financial support; requesting a 5% contribution of their income for parish support, 1% to the annual Catholic Stewardship Appeal, and 4% to charities of their choice.

Records of financial contributions are kept and annual statements are issued to families for tax purposes. A yearly financial report of the parish is provided for all parishioners by mid-August. The parish's fiscal year runs from July 1 through June 30.

All households and single young adults who are out of school and working, as well as high school students who request church envelopes will receive them by mail each month. Grade schools students are given boxed sets or envelopes each September. All are asked to use envelopes for tithing.

Parish Picnic and Other Fund Raisers

The parish organizes and sponsors an annual Parish Picnic and Fall Festival to which the public is invited. The second Sunday of July is reserved for the parish picnic. This is the major fund raising effort of the year. All parishioners are expected to donate toward the picnic by means of food and/or cash. In addition, parishioners are expected to work at this event. A complete work list, together with various raffle tickets, are given to everyone prior to the picnic day.

The last Sunday of September is reserved for the Fall Festival. All parishioners are asked to donate money and work.

In the early spring fish fries are held with the leadership of the Home and School Association.

St. Martin Parish Hall Rental Policy

Information regarding renting the parish hall may be obtained from the parish office.

Organizations

St. Martin Youth Group

Membership in the St. Martin Youth Group is for young people from their 8th grade graduation through their completion of high school. The purpose of the Youth Group is to provide opportunities for teenagers of our parish to get together for spiritual, service, and social activities.

Quilting

The ladies meet to quilt once a week during the fall, winter and spring months in the church alter room. The quilts are donated to the parish picnic.

Picnic Quilt Committee

The Picnic Quilt Committee was organized for the purpose of making quilts for the annual parish picnic. The quilt tops are made and/or donated by members of the parish. A donation is also requested from parishioners to help defray the expenses of this organization.

50 Plus Club

Senior members of the community gather on the first Monday of each month for social, educational and spiritual activities. The elected officers consist of a president, vice-president, secretary, and treasurer. The meetings begin with a carry-in dinner at 1:00 p.m. all year long. The annual dues are \$2.00 per person.

Other Active Organizations In Our Parish

- Knights of Columbus
- St. Martin Knights of Columbus Ladies Auxiliary
- Boy Scouts
- Girl Scouts
- St. Martin Catholic Educational Foundation, Inc.
- St. Martin Jaguar Club (Volunteers at school.)
- School Athletic Committee

St. Martin Parish Council

Bylaws

(Revised January 2017)

Preamble

We, the members of the St. Martin Parish, in concert with our pastor, and under the authority of and accountable to our bishop, and with the guidance of the Holy Spirit, establish a parish council to serve and direct the parish in furthering Christ's mission on earth by building up His community.

Vision

We, the members of St. Martin Parish, envision the membership to be enlightened by the Holy Spirit and enflamed with an enthusiasm for our faith. We desire to share our beliefs freely by word and example. We want to lead all in our environment to seek the saving message of Jesus Christ by living their lives in fulfillment of his message of salvation and thereby fostering Christian/Catholic values in all aspects of our society. We promote the sanctity of life, the dignity of all persons, and emphasize the Christian family as the keystone of Christian society.

Parish Mission

The parish council is established to serve and direct the parish in its mission to:

- Proclaim the message of Jesus Christ to all.
- Build up, in unity, the community of Jesus Christ.
- Serve the needs of the community with the love of Jesus Christ.
- Celebrate, as a community, the Holy Sacrifice of the Mass.

Article I - Name

The name of the organization shall be: **St. Martin Parish Council.**

Article II - Purpose

The purpose of the St. Martin Parish Council shall be to:

- Organize, promote and coordinate apostolic activity within the parish.
- Promote constructive dialogue among the parishioners and between the parishioners, the pastor and the religious of the parish.
- Identify the spiritual and temporal needs of individuals, families, parishioners and the community in general.
- Prioritize the needs identified and set goals, objectives and policies to meet the needs.

- Provide leadership in all matters of the parish under the direction of the pastor in union with the guidelines and directives of the bishop and his office.

Article III – Council Membership

1. The St. Martin Parish Council shall consist of:
 - a. Clergy assigned to the parish (ex officio members).
 - b. Pastoral ministers assigned to the parish (ex officio members).
 - c. St. Martin School Principal and School Board President (ex officio members)
 - d. Twelve lay members of the parish.
2. The lay members of the council shall be Catholic, eighteen years of age or older and members of St. Martin Parish.
3. The pastor may appoint two youth of the parish to serve a year term on the council. The youth appointed shall be between sixteen and twenty years of age and will not be voting council members.
4. The pastor of St. Martin may appoint up to three additional persons to serve on the council or commissions in order to bring a certain perspective or experience beneficial to the council or commission in carrying out its purpose. The special appointees are voting members and serve at the pleasure of the pastor and may be relieved of their duties at the discretion of the pastor.
5. The elected lay members of the council shall serve terms of three years each. The terms shall be staggered so that one-third of the lay member positions are brought up for election each year.
6. Those elected or appointed to the commissions shall serve a two-year term. The terms shall be staggered so that two commission members are elected or appointed each year.
7. In the event the position of one of the twelve lay members is vacated before the end of his or her term, the position shall be filled at the discretion of the council president considering the amount of time remaining on the term of the vacated position. If the position is to be filled, the Election Committee will present two names to the council to select a replacement to the vacated position. Upon the approval of the pastor, the replacement person will begin serving out the remainder of the term.
8. The sharing of the talents, skills and abilities of each member of the council is important to the success of the council. If a member cannot or will not regularly attend the scheduled council meetings, the pastor and the council president, after conferring with the delinquent member, shall decide whether or not to ask the member to resign the position so a replacement may be considered. If the delinquent member refuses to resign, the pastor and the council president may jointly decide and are granted the authority to remove the member from the position. If the delinquent member is the council president, the pastor, the council vice president and secretary shall confer.

Article IV – Selection of Lay Members

1. The Election Committee shall consist of three members of the St. Martin Parish Council.
 - a. The council president shall select the committee members.
 - b. The Election Committee, which is to be appointed at the January meeting, is responsible for submitting a list of eligible candidates by the last Sunday in

- February for the council, Administration Commission, and school board positions to be filled at the next parish election. The committee is also responsible for submitting a list of persons willing to be appointed to the Social Concerns and Worship and Spiritual Life commissions to fill the positions of those whose term will expire in June.
- c. The committee will make every effort to obtain at least two names for each position to be filled.
 - d. The committee shall seek to obtain a ballot representation of the members of the parish considering age, sex, nationality, time in the parish, marital status, children or not, school age children or not, children attending St. Martin Grade School or Helias High School or not and any other factors deemed appropriate.
2. Parish elections should be held on the third Sunday in April or an adjacent Sunday if necessary.
 3. The parish pastor shall review the list of candidates and respective positions sought before the prospective candidate is contacted.
 4. Parish members eighteen years of age and older are eligible to vote.
 5. The council president shall cause Guidelines for Parish Elections to be created and/or reviewed periodically. See appendix 1.
 6. Every year, preferably before the newly elected council and commission members take office, the council president shall have arranged an orientation for new and returning members of the council and commissions. The orientation shall present the bylaws, guidelines and the purpose of the council and commissions and an overall view of how these fit into the diocesan and worldwide church plan. The duties and expectations of the commission and council members shall be presented. All parishioners are welcome to attend the orientation. The orientation shall include prayer, meditation, reflection and discussion.

Article V – Election of Officers

1. The newly elected St. Martin Parish Council members shall be invited to the May council meeting, however, their first official meeting as a member of the council is the June meeting.
2. Prior to the June meeting, the council secretary shall coordinate providing the newly elected members a council handbook. The handbook should contain at a minimum:
 - a. Council agendas and meeting minutes for the previous April and May council and commission meetings.
 - b. A roster of council members.
 - c. The June meeting agenda.
 - d. Council bylaws.
 - e. Commissions' purpose statements.
 - f. Other appropriate information.
3. The current council president shall preside over the June meeting.
4. Near the close of the June meeting, the current council president shall ask the returning and new members to elect a council president, vice president and secretary.
5. The council president shall preside over all the council meetings.
6. The council vice president shall preside in the absence of the council president.
7. The council secretary shall be responsible for recording the minutes of the meetings.

Article VI – Meetings

1. St. Martin Parish Council meetings should be held each month on a day and at a time decided by the council.
2. A special meeting may be called by the council president at the direction of the parish pastor or if requested by at least five members of the council.
3. Each meeting shall begin and end with a prayer.
4. Meetings shall be conducted by parliamentary procedure; however, consensus shall be sought in all decisions coming from the council.
5. A quorum will consist of a majority of the voting members.
6. Council meetings will be open meetings unless circumstances require a meeting to be closed.
7. Notice of regular council meetings and the meeting agenda shall be posted in the vestibule of the church or published in the parish bulletin prior to the meeting.
8. Council meeting minutes shall be published in the parish bulletin as soon as possible.
9. The parish pastor must approve all decisions of the council before the decisions are acted upon or become effective. Any decision of the council rejected by the parish pastor shall be brought back to the council for reconsideration and resolution. If the council members and the parish pastor are at an impasse on an issue, the council may appeal to the Diocesan Office for Parish Councils by a two-thirds vote of the council.

Article VII – Committees

1. The council president may appoint members of the St. Martin Parish Council to serve on special committees and shall designate a chairperson. Committees shall be designated as a standing or temporary committee.
2. The council president may appoint persons, not on the council, to serve on a committee.
3. The committee chairperson shall keep the parish pastor, council president or the council informed of the progress of the committee and shall make a final report to the council at which time the council president may disband the committee or give it another assignment.

Article VIII – Commissions

1. The parish commissions shall be:
 - a. Administration
 - b. Social Concerns
 - c. Worship and Spiritual Life
2. The Administration Commission shall consist of six members. Two members from the council and four members elected from the parish membership. The four members from the parish membership shall have the same qualifications as council members and shall be elected as stated in Article IV – Selection of Lay Members, in these bylaws.
3. The Social Concerns and Worship and Spiritual Life commissions shall each consist of six voting members. Two members from the council and four members appointed by the council with the advice and consent of the pastor.

4. The council president shall assign two council members to each commission. The council members shall attend their respective commission meetings and serve as liaisons between the commission and the council.
5. Each commission should meet at least once during January, March, May, July, September and November. Newly elected and appointed members shall replace outgoing members at the July meeting. At the July meeting, the six elected or appointed members shall designate a chairperson and a recording secretary to serve until the next July meeting.

Article IX – Amendments

1. Nothing contradictory to the rules or procedures, written or unwritten, of the Diocesan Office for Parish Councils, shall be contained in these bylaws. Any part of the bylaws, which may be contradictory to the Diocesan Office for Parish Councils, shall be null and void.
2. Any proposed amendments to these bylaws shall be presented in writing at a St. Martin Parish Council meeting and shall be given to each member present and to each member not in attendance as soon after the meeting as possible.
3. No vote shall be taken to accept or reject the proposed amendment at the meeting in which the amendment was presented. The vote to accept or reject may be taken at the following meeting or a subsequent meeting.
4. The council may, by consensus of a quorum, amend these bylaws.

Suggested council prayer:

Lord, grant that we may understand the depth of our purpose in fulfilling your will. Take away from us the tiny rivalries, sensitivities, discourtesies, pride, everything that distracts from You, everything which divides or discourages. Give us a spirit of self-sacrifice, humility, charity and unity so that all our spirits united in a common purpose will have one single spirit, Yours Jesus. May Your Spirit fill our hearts and direct our words thoughts and actions for Your greater honor and glory.

Appendix 1

Guidelines for Parish Elections

- 1 Contact retiring members of the St. Martin Parish Council, School Board, and Administration Commission to ask if they are planning to run again for the position they are vacating, or another position.
- 2 Formulate a list of candidates from the roster of parish families paying particular attention to those individuals who volunteered on the parish stewardship forms. Every attempt should be made to have a minimum of two (2) candidates per vacated position. An attempt should be made to have a balanced ballot as in an equal number of men and women. The list of candidates needs to be approved by the pastor before candidates are contacted.
- 3 After candidates are secured, have them contact the parish office to pick up a biography. Their biography should be published in the parish bulletin prior to the election.

ADMINISTRATION COMMISSION

- PURPOSE:** To share responsibility for the functional aspects of the administration of the parish and long-range planning.
- MEMBERSHIP:** The commission should include parishioners who have some training or knowledge in the areas of finance, maintenance and/or planning.
- RESPONSIBILITIES:** All parish organizations, raising or holding funds in the name of St. Martin Parish must report on or before June 30th of each year to the commission.

SOCIAL CONCERNS COMMISSION

- PURPOSE:** To assist with the needs of the community.
- MEMBERSHIP:** The membership of this commission should include parishioners knowledgeable in community organizations, empathetic towards human problems and sensitive to issues of social justice.
- RESPONSIBILITIES:** Coordinate efforts to care for the needy and to take action and organize efforts on their behalf.
Oversee and coordinate both services and action in the parish.
Become aware of the needs of those around us and educate others to become aware, e.g. missions and the Samaritan Center.

WORSHIP & SPIRITUAL LIFE COMMISSION

- PURPOSE:** To foster the spiritual life of the parish community, especially growth in faith worship and religious commitment.
- MEMBERSHIP:** Members of the commission are to be persons interested in developing a greater appreciation in the areas of spiritual growth, worship, music and liturgical environment.
- RESPONSIBILITIES:** Establish the necessary committees to carry out the programs and goals of the commission and provide the assistance and resources necessary for the committees to carry out their work.
- Educate (provide background information, recommend reading, etc.) the members of the various committees, ministries, and organizations that are oriented to worship and spiritual development, e.g. Liturgy Committee, Vocation Committee, prayer groups, and various liturgical ministries.
- Utilize the resources of the diocesan offices as listed under the present structure of the Diocese.

Diocesan Structure

As of 2017, the division of former offices into the new diocesan structure presently is composed of four general areas. Those areas are as follows:

Formation

Child and Youth Protection
School Office
Hispanic Ministry
Youth Ministry – PSR
Events
Vocations Office
Diaconate Office
Ministry to Preists

Administration

Finance Office
Buildings and Grounds

Mission Advancement

The Catholic Missourian Newspaper Office
Communications Office
Assistant to the Chancellor
Development/Stewardship/CSA
Missions Office
Human Resources
Office of the Bishop

Tribunal

Marriage