

GUIDELINES
for
PARISH PASTORAL COUNCILS

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1. Parish name: MARY, MOTHER OF THE REDEEMER

2. Parish Mission Statement:

MISSION STATEMENT OF THE
ROMAN CATHOLIC PARISH
OF MARY MOTHER OF THE REDEEMER

Under the patronage of Mary, Mother of the Redeemer, we are a growing faith community centered in the Eucharist and dedicated to worshipping God, our Father.

In response to our baptismal call, we commit ourselves to promote the Gospel of His Son, Jesus Christ, through Christian hospitality, spiritual nurturing, evangelical outreach and shared social experience.

We call upon each parishioner to share his or her talents in addressing the needs of our parish and society at large.

We implore the Holy Spirit to consecrate each of us in this mission.

October 19, 1993

Rev. Msgr. Philip C. Ricci

3. The Purpose and Function of the Council

The purpose of the Parish Pastoral Council is to foster full participation of the entire parish in the life and mission of the parish and of the Universal Church. The parish faith community participates in this mission by: worshipping God; creating and nurturing Christian community; growing in faith and holiness and serving those in need, especially the poor.

The general function of the Parish Pastoral Council is to advise the Pastor in those pastoral matters presented to it by the Pastor. It carries out its function by:

1. Informing the Pastor of the needs and concerns, gifts and resources of the whole parish and its members;
2. Developing and reviewing a parish mission statement and periodically re-evaluating and revising it;
3. Developing a parish pastoral plan;
4. Participating in ongoing pastoral planning;
5. Recommending policies, procedures and programs which would assist in the implementation of the mission statement and the pastoral plan;
6. Reviewing and evaluating the effectiveness of existing programs;
7. Reflecting on Archdiocesan pastoral priorities and recommending how they can be implemented in the parish.

4. Meetings

Parish Pastoral Council Meetings are convened by the Pastor at least six times a year. Extraordinary meetings can be held at the request of the Pastor. All meetings require a quorum of members consisting of the simple majority of members.

At Mary, Mother of the Redeemer Parish, general meetings of the Council are scheduled monthly, from September through May. Meeting date is the third Wednesday of each month.

Members are required to attend all general meetings. Members will be asked to leave the Council if they miss more than two of the general meetings in any year.

5. Membership

The Parish Pastoral Council is composed of the Pastor and his Parochial Vicar(s), representative parish staff members and lay members of the parish. Since the Council is to be representative of the entire parish community, the members of the Council ought to reflect the diversity within the parish. Lay members of the Parish Pastoral Council are to be parishioners in good standing. In addition to the Pastor and Parochial Vicar(s) there will be twelve members of the Pastoral Council: six ex-officio and six elected and/or appointed.

EX OFFICIO MEMBERS

Besides the Pastor and Parochial Vicar(s) there are six ex-officio members:

One ex officio member must be a member of the Parish Finance Council.

Four ex-officio members are parish staff members, including the Principal / Vice Principal of the elementary school, Director of Religious Education, Permanent Deacon, Youth Minister, or other professional staff members.

The Cluster Liaison will also be an ex-officio member.

The pastor exercises the pivotal role between the Pastoral Council and the parish staff, the parish committees and organizations and the parish at large.

However, in union with the pastor, parish staff persons who serve as Pastoral Council members can assist the pastor in keeping the other staff members and parish committees abreast of the current topics, directions and future plans being discussed at council meetings.

Ex-officio members may be exchanged with other staff members at the discretion of the pastor.

ELECTED AND APPOINTED MEMBERS

There will be a total of 6 elected and/or appointed members.

Elected Members

Three to six members of the Council are elected by the parishioners. In a newly elected Council one-third serve a three year, a two-year and a one-year term respectively. This is done in order to establish a system of replacing one-third of the membership each year. Thereafter, elected members serve a three-year term with the possibility of serving a second term. Members are not restricted to two

terms of office but are restricted to two consecutive terms of office. Those members elected for a one-year term may, at the end of their one-year term, be re-elected twice to serve two additional consecutive terms.

Appointed Members

The Pastor is to appoint up to three members to the Council representative of the community in order to reflect the diversity in the parish community. Appointments should take place after the elections.

Appointed members serve a three-year term with the possibility of serving another term. Members are not restricted to two terms of office but are restricted to two consecutive terms of office. In a newly-formed council, a member appointed for a one-year term may, at the end of the one year, be appointed twice to serve two additional consecutive three year terms.

REPLACING MEMBERS

Members who move from the parish or resign from the Council are to be replaced in the following manner:

If a member leaves the Council within six months after an election, the person with the next highest number of votes in the election will take his or her place, or a former member of the Council will be asked to finish out the term until the next election. If a member leaves after six months from an election the Council position remains vacant.

PROCESS FOR ELECTING MEMBERS

A process for nominating and electing new members will be conducted by a Nomination Committee chaired by the Vice-Chairperson of the Parish Pastoral Council.

The Council needs to include women and men, the old and the young, the married and the single, people of different economic levels, different racial and ethnic origins and different educational backgrounds. It needs to have people of varying opinions and ideas. All the members must be committed to fostering the life and mission of the Church and to promoting the good of the whole parish.

The Nomination Committee is responsible for developing a process for nominating and electing the Pastoral Council members, as well as conducting the Nomination and Election Process.

NOMINATION AND ELECTION PROCESS

The annual nomination and election process will be publicized in the parish bulletin, website and / or other appropriate medium so that all parishioners have the opportunity to participate in the process. It is also recommended that all ministry leaders be contacted to communicate the nomination process to their ministry members.

A request for nominations for members to the Pastoral Council, and an explanation of the process, will be publicized on the first and second Sundays in September. Parishioners can nominate themselves; current Pastoral Council members may also participate in the nomination process. All nominations will be due on the Third Sunday in September. The pastor will review all nominations to ensure the nominees meet the membership criteria. A brief biography and statement of interest will be published for all approved nominees on the Fourth Sunday in September and the election will take place on the first Sunday in October.

The Nomination Committee will assist the pastor in coordinating the tally of the votes. The open Pastoral Council positions to be elected will be filled with those members receiving the highest number of votes. For example, if two Pastoral Council positions are to be filled, the two nominees receiving the two highest numbers of votes will be elected.

New members will begin their service at the October meeting.

6. Coordinating Committee

The Coordinating Committee is composed of the Pastor, who is the chairperson, the vice-chairperson and the secretary. It is responsible for formulating the Council's agenda and dealing with Council matters between meetings.

The vice-chairperson and the secretary are members of the Council who have served preferably one year on the Council, and who have a basic understanding and working knowledge of the Council process. They are chosen by the Council members and serve a two year term, unless their membership expires prior to completion of a two year term.

VICE-CHAIRPERSON:

1. The Vice-Chairperson presides at meetings in the Pastor's absence;
2. Assists the Pastor in conducting the Council's work;
3. Serves on the Coordinating Committee;
4. Carries out other duties, such as chairperson for Nominating Committee for elections.

SECRETARY:

1. Records the minutes of the Parish Pastoral Council and Coordinating Committee meetings and sees that the minutes and the agenda are made available to the Council members;
2. Maintains attendance and other records;
3. Handles all Council correspondence;
4. Serves on the Coordinating Committee;
5. In the absence of both Chairperson and Vice-Chairperson, the Secretary will be the presider at the Council meeting.

The Coordinating Committee is responsible for formulating Provisional Guidelines for the Parish Council and reviewing and updating the Guidelines, and formulating any amendments to the Guidelines.

7. Relationships

Relationship With Parish Committees

The Parish Pastoral Council cooperates with parish committees and parish organizations such as worship/spirituality, evangelization, education, parish life and human/social concerns, finances, etc. These are not Pastoral Council committees.

Parish staff members and parish committees are a resource to the Parish Pastoral Council. Parish committees through the Pastor and staff are linked to the Parish Pastoral Council.

To encourage unity and integration and to foster a close working relationship among all parish groups, the Parish Pastoral Council will meet at least once a year with the leaders of parish committees and parish organizations.

Relationship With Parish Finance Council

The Parish Finance Council, mandated by the Code of Canon Law, is separate and distinct from the Parish Pastoral Council. Communication between the two Councils is, however, essential. In order to ensure the communication, a member of the Parish Finance Council serves on the Parish Pastoral Council as an ex officio member.

8. Amendments to the Guidelines

When the need arises for an amendment to the Parish Guidelines, the Coordinating Committee will decide on the wording of the amendment and after notifying the Council of the amendment will incorporate it into the Guidelines.