

## **SS. JOHN & PAUL PARISH PASTORAL COUNCIL OPERATING GUIDELINES**

### **ARTICLE I - NAME**

#### **SECTION 1. ORGANIZATION NAME**

This organization shall be known as SS. JOHN & PAUL PASTORAL COUNCIL, hereafter referred to as the "PASTORAL COUNCIL".

### **ARTICLE II - ROLE**

#### **SECTION 1. ROLE OF PASTOR**

By virtue of his office, the Pastor presides over the Parish Pastoral Council and fully participates in its deliberations, planning and policy development. Decisions affecting the mission of the Parish and its goals and objectives are made through a sharing of common concerns and a drawing on a collective wisdom. Such decisions are made by the Pastor in consultation with the Parish Pastoral Council.

#### **SECTION 2. ROLE OF PARISH PASTORAL COUNCIL**

The Parish Pastoral Council is to be sensitive to the movement of the Spirit among God's people, to work for a unified vision or general consensus among its members, and to help the whole parish to fulfill its mission in the world.

The Parish Pastoral Council is a consultative body to the Pastor and the coordinating and unifying structure of the Parish community. The Parish Pastoral Council is the means of achieving the full participation of the whole Parish in its mission by giving all a voice in supporting, guiding and directing the various aspects of Parish life. It gathers together the visions, hopes, and needs of the community, reflects upon them until a consensus is reached, and translates this consensus into Parish planning through the establishment of goals and objectives. The Council sees that these goals and objectives are implemented by the Parish commissions and committees and are evaluated annually.

#### **SECTION 3. RELATIONSHIP OF PARISH COUNCIL TO PARISH GROUPS**

All existing groups, organizations, societies, clubs, and committees within the parish community relate directly, or indirectly, to the Parish Pastoral Council because it serves as the coordinating and unifying body of the Parish. The Council is not to see itself as simply one group within the parish, responsible for carrying out only certain activities. The Council's concern is always for the welfare of the whole parish and for unifying the work of parish commissions. It is at the commission level that the practical working out of the Pastoral Council's decisions take place.

### **ARTICLE III - MEMBERSHIP**

SECTION 1. TOTAL MEMBERSHIP

All of the following are full voting members: Pastor, any Associate Pastor, up to twelve Parish Members selected at large, and a Youth Representative. In addition, up to two Vicariate Pastoral Council Representatives and one Finance Council Representative are members of the Pastoral Council but do not have a vote.

SECTION 2. TERMS OF OFFICE

A. TWELVE PARISH MEMBERS

The term of office for the twelve parish members shall be three (3) years, eligible to serve a second consecutive term through the lottery selection process. These members may serve for only two (2) successive terms of three (3) years each. However, they may serve again after a one (1) year recess by again entering their name in the selection process.

B. YOUTH REPRESENTATIVES

Youth Representatives are to be teens, Confirmed or in the process of preparing for Confirmation. This role may be shared by more than one teen, if so desired. The Youth Representatives may serve until they are 20 years of age.

C. FINANCE COUNCIL REPRESENTATIVE

The Parish Finance Council is responsible for sending one of its members to every Pastoral Council meeting so that proper communication may be maintained between the Councils.

D. VICARIATE REPRESENTATIVES

Two Vicariate Representatives, appointed by the pastor and approved by the Pastoral Council, are to serve as liaisons between the Pastoral Council and the North Macomb Vicariate. Vicariate Representatives are appointed for three (3) years and are eligible to serve a second, consecutive three (3) year term. The representatives are to attend Vicariate Council meetings and convey all pertinent information and decisions back to the Pastoral Council in written form or by report at the next Pastoral Council meeting. Ordinarily such representatives are to be either current or past members of the Pastoral Council.

E. SELECTION PROCESS

Each year a selection process will occur in May-June. Names of registered parish members will be gathered by a nominating committee. A pre-selection meeting with nominees will introduce them to the way the council operates and finalize nominations. At a Sunday Mass all qualified and confirmed nominees will have their name placed in a basket. After prayer, the names will be drawn to

fill vacant positions. The additional nominees' names will be drawn to determine an order, if a vacancy should occur before the next selection. If more than one youth has been nominated, a separate lottery selection will take place for the Youth Representative. The selection process will ordinarily replace 4 Parish Members each year, unless other unforeseen vacancies have occurred.

F. TENURE OF OFFICE

All terms of office begin July 1. Both the outgoing members and the newly selected members are encouraged to attend the June meeting together for a smoother transition.

SECTION 3. COUNCIL INSTALLATION

Each year in the fall the Pastoral Council is to be recognized and installed, usually at a parish Liturgy.

ARTICLE IV - VACANCY

SECTION 1. VACANCY OF A COUNCIL MEMBER

A vacancy on the Pastoral Council of a selected member shall be filled by selecting the next name in order (refer to the SELECTION PROCESS described earlier) who is still willing to serve. In the event there is no person eligible as described above, the Pastoral Council shall appoint a qualified successor. The person described above will serve the balance of the unexpired term. The Council is free to not fill the vacancy until the next yearly selection process, if it so chooses.

SECTION 2. REMOVAL

Any member of the Pastoral Council may be removed from the council if they have three (3) un-excused absences during the year from September through June. The matter must be brought to the attention of the Pastoral Council by the President or Secretary and the Council must reach a consensus on the decision. The Secretary will then notify the person of the Pastoral Council's decision by letter.

ARTICLE V - OFFICERS

SECTION 1. PASTORAL COUNCIL OFFICERS

Pastoral Council Officers shall consist of a President, Vice President, and Secretary.

SECTION 2. ELIGIBILITY

The President, Vice President and Secretary shall be lay members of the Pastoral Council. Additional officers may be established by the Pastoral

Council as deemed necessary. Officers shall be elected by members of the Pastoral Council by simple majority or through a lottery selection process.

SECTION 3. DUTIES OF COUNCIL OFFICERS

- A. The President calls meetings to order, chairing all Pastoral Council meetings, and is responsible for monitoring how Council decisions are being implemented. Together with the Vice President and the Secretary and the Pastor, the President forms the agenda for each meeting. The Vice President serves on the Agenda Committee and is responsible for chairing meetings at which the President is not present. The Secretary is responsible for taking the minutes of meetings, maintaining a roster of members and attendance, and carrying out Pastoral Council communications as agreed upon by the Council. The Pastoral Council may engage the services of a Recording Secretary, so that the Secretary may more easily participate in meeting discussions.
  
- B. The Vice President becomes the new President on July 1st of each year. If he/she is in the last year of a term, that term is extended one additional year, in order to be able to fulfill the duties of president of the council. This extension year is considered as separate from any membership eligibility the person is able to exercise via Article III Section 2A.

As soon as is reasonable after July 1st the council is to elect a Vice President and Secretary.

SECTION 4. TERMS

Terms of all offices shall be one (1) year.

ARTICLE VI - MEETINGS AND PROCEDURES

SECTION 1. PLACE OF MEETING

Meetings of the Pastoral Council shall be held on parish property at a place convenient to the Pastoral Council members and observers.

SECTION 2. PARLIAMENTARY PROCEDURE

Meetings are to be run on a consensus model. Only if the Pastoral Council finds it necessary to conduct business and cannot reach a consensus may it turn to *Robert's Rules of Order* and operate on parliamentary procedure.

SECTION 3. REGULAR MEETINGS

Regular meetings of the Pastoral Council shall be held monthly between August and June at a fixed date and time. All regular meetings of the Pastoral Council shall be open to all members of the

parish, and notice of such meetings shall be published in the SS. John & Paul Bulletin.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Pastoral Council may be called by the Agenda Committee on their own initiative, or by written request of at least three members who are not officers. Advance notice of such special meetings will be given to each Council member by the President or the Pastor personally or by mail, telephone, email, or fax which shall state time, place and purpose of the meeting. The only business transacted shall be for which the meeting was called.

SECTION 5. MINUTES

Minutes shall be maintained of all Pastoral Council meetings by the Secretary and summarized in the SS. John & Paul Bulletin.

SECTION 6. QUORUM

Attendance by more than 50% of the Pastoral Council members shall constitute a quorum.

SECTION 7. CONSULTATIVE DECISION MAKING:

A. THE CONSENSUS METHOD

The Pastoral Council seeks to discover how the spirit is working in the parish: to develop parish unity and harmonious relationships, and to fulfill the mission of the parish. With this in mind, the Pastoral Council should discern by way of consensus. To reach consensus, members strive to reach substantial, though not necessarily unanimous, agreement on all matters of direction and policy. A consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it feel they have had their chance to influence the decision.

B. THE PASTORAL RESPONSE

The Pastor listens to the members of the Pastoral Council who are consultative to him. Consultative means that the Parish Pastoral Council's roles in the decision making are the roles of the recommender and evaluator. Consultation is not decision making, but it is an essential part of any decision. While the Pastoral Council's decisions are not binding upon the Pastor and the Pastoral Staff, they are strongly compelling and must not be lightly and arbitrarily disregarded. If the Pastor or other Pastoral Administrator decides against a recommendation backed by a high degree of consensus among Pastoral Council members, such a person has a moral obligation to explain the rationale of the decision and be prepared to enter into further dialogue about the decision.

C. MEDIATING CONFLICT

If necessary, the President of the Pastoral Council, with the consensus of the other Pastoral Council members, may approach the Vicar of the North Macomb Vicariate and/or the Regional Moderator to seek help in mediating any conflict between the Pastor and the Pastoral Council.

D. LEVEL OF DECISION MAKING: SUBSIDIARITY

Decisions should be made at the most appropriate level. Decisions about matters that pertain to any commission shall be made at the commission level.

ARTICLE VII - AMENDMENTS

SECTION 1. REQUIREMENTS

The Pastoral Council by a consensus of the total membership shall have the power to make and change these operating guidelines to further the mission of the parish, as long as such changes remain within the guidelines set by the Archdiocese of Detroit.

As amended December 2007

Further amended November 2008

Further amended April 2012