



# **HOLY FAMILY CATHOLIC CHURCH**

## **Parish Pastoral Council**

### **Guidelines**

**REVISED**

**MARCH 29, 2015**

# **HOLY FAMILY PARISH PASTORAL COUNCIL GUIDELINES**

The Parish Pastoral Council (Council) of Holy Family Parish shall function as defined herein:

## **ARTICLE I – PURPOSE**

The Second Vatican Council recognized the importance of a pastoral council “to investigate and to weigh matters which bear on pastoral activity and to formulate practical conclusions regarding them.” (*Decree of the Bishop’s Pastoral Office in the Church*, par. 27)

SECTION 1. The purpose of the Council shall be:

- (a) To advise the Pastor in establishing the planning and policies of Holy Family Parish, and
- (b) To monitor the implementation of Parish Plans and Policies.

SECTION 2. The Code of Canon Law states that through a council, where it exists, the Christian Faithful and those with offices of pastoral care “*help in fostering pastoral activity.*” (*Canon 536*) 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. Pursuant to the purpose set forth in Section 1. of this Article, the Council shall take whatever action it may deem appropriate to fulfill the purposes set forth in Section 1. of this Article.

## **ARTICLE II – OPERATION**

The general function of the Parish Pastoral Council is to advise the Pastoral Leader in those pastoral matters presented to it by the Pastoral Leader. The Parish Pastoral Council assists its Pastoral Leader in achieving the cooperation of the parishioners and staff in the task of carrying out the mission of the Church on the parish level.

SECTION 1. The Council shall submit its plan and policy recommendations to the Pastoral Leader in the form of conclusions consisting of motions duly made, seconded and passed by a majority vote of its voting members. However, decisions should not be thought of as occasions for vote taking, but rather as moments to gather the best consideration of all Parish Pastoral Council members to act on behalf of the whole community in consensus. All decisions of the Parish Pastoral Council must be affirmed by the Pastoral Leader.

SECTION 2. If the Pastoral Leader, for grave reasons of fidelity to the Gospel, obedience to Church or civil law, or other serious financial or administrative considerations, feels that he cannot, in good conscience, accept and carry out the recommendations of the Council, he shall fully and frankly communicate his reservation with regard to them to the assembled Council and ask for reconsideration. Pending reconsideration, the effect of the recommendation shall be suspended. If the Pastoral Leader does not communicate such reservations by the next regularly

scheduled meeting of the Council following the date on which the recommendations were submitted to him, the recommendations shall be adopted.

SECTION 3. Decision making by consensus involves prayer, reflection, data analysis, open discussion of the positive and negative consequences of particular actions, and confirmation of an intended course of action determined by a group. In a consensus process, each council member is expected to speak to the issue under consideration so that all points of view are expressed and considered. Consensus does not mean that everyone agrees, but that everyone accepts and supports the decision of the group. If the Pastoral Leader has participated fully in the discernment and decision-making process, conflict between the Council's recommendation and the Pastoral Leader's final decision is unlikely.

SECTION 4. The Pastoral Leader and the Council understand that the Archdiocese affords Due Process by which serious difficulties can be resolved.

(a) If, notwithstanding the reservations expressed by the Pastoral Leader, the Council shall by a two-thirds majority, vote to sustain its original recommendations, and no other means offers itself at the Parish level to resolve the situation, either the Pastoral Leader or the Council, through its chairperson, with or without the consent of the other, may invoke the Archdiocesan Due Process procedure which shall be binding on all parties. Pending review by the Archdiocese, the effect of the Council's recommendation shall remain suspended.

(b) In the event of any other serious dispute between the Pastoral Leader and the Council, including any attempt to disband or to otherwise refuse to recognize the Council, and no other means offers itself at the Parish level to resolve the situation, either the Pastoral Leader or the Council, through its Executive Board, with or without the consent of the other, may invoke the Archdiocesan Due Process procedure which shall be binding on all parties.

### **ARTICLE III – MEMBERSHIP**

The criteria for membership on the Parish Pastoral Council are to be:

- (a) Baptized and confirmed members of the Parish in good standing with the Church and at least sixteen years of age,
- (b) Willing and available to serve,
- (c) Contributing members of the parish in "time, talent and treasure,"
- (d) Willing to engage in ongoing training and personal development, and
- (e) Catholics whose public posture is not inconsistent with Church teaching.

SECTION 1. The Council shall have two categories of membership:

- (a) Non-voting, and
- (b) Voting.

SECTION 2. The non-voting members of the Parish Pastoral Council shall have full voice in its deliberations, and shall be:

- (a) The Pastoral Leader or his designee.
- (b) Permanent deacons assigned and ministering to the Parish.
- (c) Religious, registered in the Parish and ministering in the Parish.

- (d) The Designated Recorder.
- (e) The two Parish Lay Corporators.
- (f) The Finance Committee representative.

SECTION 3. Thirteen lay persons who are active members of the Parish constitute the voting members of the Parish Pastoral Council. The voting members of the Council shall be:

- (a) Four members, each of whom are designated to represent one of the four pillars of the church (Evangelization, Liturgy, Education, and Service/Stewardship),
- (b) One or more youth representative(s), not to exceed three, but having only one vote regardless of the number of persons in this category at any time, and
- (c) Eight at-large members.

#### **ARTICLE IV – TERMS OF MEMBERSHIP**

SECTION 1. The Council Vice Chairperson shall serve as chairman of the Nominating Committee. The committee shall consist of the Pastoral Leader, three voting Council members, and three non-council members selected by the Pastoral Leader. The committee shall meet each year during the month of February. The Nominating Committee will implement the following procedures:

- (a) Announcements that nominations are being accepted shall be made at all Masses and in the Parish bulletin for at least two weekends prior to close of nominations. All parishioners who are interested shall be encouraged to submit their names to the chairman of the Nominating Committee. A parishioner may also submit the name of another parishioner.
- (b) It shall be the duty of the Nominating Committee to consider active, qualified parishioners and to obtain their consent to be considered as candidates for the Council.
- (c) The Nominating Committee shall make available to the sitting Parish Pastoral Council a slate of nominees for their discernment and vote.
- (d) The Pastoral Leader should then review the slate of nominees and provide direction to the Council, raising any concerns regarding any or all of the nominees prior to the March council meeting.
- (e) The Council will formally adopt the slate of nominees at the March council meeting.
- (f) The Council will present the slate of nominees to the Parish for an up or down vote by all confirmed parishioners sixteen years of age or older, prior to the April Council meeting.
- (g) The Pastoral Leader or his designee should announce the new Council members to the Parish at all Masses and in the bulletin by the May Parish Pastoral Council meeting.
- (h) In the event the slate of nominees is not approved by the Parish, the Nominating committee shall present an alternate slate for consideration.

SECTION 2. The term of a voting member shall be for two years. No parishioner shall be eligible to serve more than two consecutive, full terms.

SECTION 3. New Council members shall begin their term of service at the June Council meeting, and they may attend the May “transition” meeting with the sitting Council. In the event a vacancy of a voting member occurs on the Council, a parishioner, meeting the criteria of membership set forth above, shall be nominated to serve the remainder of the vacating member’s

term, by a Nominating Committee consisting of the Executive Committee of the Council and the Pastoral Leader. The Council shall vote to accept or reject the nominee within thirty-one days.

## **ARTICLE V – OFFICERS**

SECTION 1. The officers of the Council shall be the Chairperson, Vice Chairperson, and Secretary. Collectively, these officers serve as the Executive Committee.

SECTION 2. The voting members of the Council shall elect from among themselves at the June Council meeting, the three officers specified in Section 1. above. The Council officers shall each serve for one year, or until their successors are elected.

SECTION 3. The Chairperson shall preside at all meetings of the Council and shall have the authority to call such special meetings as may be necessary. In consultation with the other members of the Council, the Chairperson shall appoint the chairpersons of all special council committees and shall be an ex-officio member of all committees.

SECTION 4. The Vice-Chairperson, in the absence of the Chairperson or in the event of the latter's inability for any reason to carry out the function of the office, shall assume, during such absence or disability, the duties of the Chairperson. The Vice Chairperson shall coordinate the work of all committees and, where necessary, shall report to the Council on the meetings and activities of such committees. The Vice Chairperson shall perform such other duties as may be delegated by the Chairperson.

SECTION 5. The Secretary shall take, or arrange to have someone, who need not be a member of the Council, minutes of all regular and special meetings of the Council. The Secretary shall reproduce such minutes in a permanent record in the parish office, and send copies of such minutes to all members of the Council at least one week prior to the next regularly scheduled meeting along with the agenda for that meeting.

SECTION 6. In the event of a vacancy in any office, except that of the Chairperson, the Council shall elect someone from among its voting membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall automatically become the Chairperson and complete the unexpired term of office.

SECTION 7. Each officer shall at the expiration of their term of office, turn over to their successor in office all books, papers, records, and property pertaining to such office, no later than ten days after term expiration.

## **ARTICLE VI – MEETINGS**

SECTION 1. Regular meetings of the Council shall be open to parishioners as observers. It shall be left to the discretion of the Executive Committee as to whether any special meetings shall be open.

SECTION 2. A quorum to hold a meeting requires one-half of the voting membership of the council. Two-thirds of the voting members must be in attendance to vote on an issue.

#### **ARTICLE VII – AMENDMENTS**

These Guidelines may be amended at any regular meeting of the Council by a two-thirds vote of the voting members of the Council, provided that the proposed amendments have been submitted in writing at the previous regular meeting.