

# **GOOD SHEPHERD CATHOLIC CHURCH**

## ***GOOD SHEPHERD CATHOLIC CHURCH - LOVING AS CHRIST LOVES, SERVING AS CHRIST SERVES***

### **PARISH PASTORAL COUNCIL**

#### **Charter**

*As sharers in the role of Christ as priest, prophet, and king, the laity has their work cut out for them in the life and activity of the Church. Their activity is so necessary within the Church communities that without it the apostolate of the pastors is often unable to achieve its full effectiveness. Strengthened by active participation in the liturgical life of their community, the laity is eager to do their share of the apostolic works of that community. The laity offers their special skills to make the care of souls and the administration of the temporalities of the Church more efficient and effective.*

Excerpted from Decree on the Apostolate of the Laity, No. 10

As Christian faithful, we believe that it is essential that the parish structures serve the community in carrying out the mission of the Church; celebrate the Eucharist, preach the Gospel, form community, and serve those in need. The parish organizational structures shall work to promote the mission of the parish, the diocesan Church and the universal Church

#### **Purpose**

The role of the Parish Pastoral Council is to be consultative and advisory (Can 536.§2) and members are encouraged to recognize and promote the dignity and baptismal responsibilities of fellow members and of all parishioners. In this context members are encouraged to seek the views of other parishioners on important matters and the pastor is strongly advised to give due consideration to the advice and recommendations of members.

The Parish Pastoral Council (hereafter referred to as the Council), as a body representative of all the parish faithful under the leadership of the pastor, focuses holistically on the community and serves in a consultative role to the pastor regarding:

- Leading the process of establishing long term pastoral plans, goals and objectives to achieve the parish mission;
- Evaluating progress toward achieving the goals;
- Serving as a consultative resource to the Pastoral Team and parish committees as they chart their unique, focused plans, goals and activities aimed at achieving the mission.

#### **Goal**

The goal of the Council is to ensure effective pastoral planning in light of church teaching, and the vision and mission statements of Good Shepherd.

The Council will accomplish this through recognizing each parishioner's need to live his or her baptismal call to grow in faith by:

- Reflecting on Gospel values and Church teachings;
- Acknowledging the need to evangelize the parish community;
- Empower each parishioner to meet his or her full potential.

Therefore it will:

- Establish strategic goals and plans in collaboration with the pastor, the Pastoral Team, parish committees, and parish lay leaders;
- Conduct reviews and evaluations of the effectiveness of parish ministries, processes and systems, toward achieving goals and recommending changes;
- Provide insight regarding the needs, concerns, gifts and resources of the parish;
- Periodically review and evaluate the parish vision and mission statements, offering relevant revisions as discerned;
- Collaborate with Anawin to foster unity and cooperation and integration of relevant plans and goals;
- Reflect on local and global Church priorities, recommending ways to integrate them into the parish.
- Institute a process by which parishioners can express issues, feedback, concerns or questions and the mechanism for resolution.
- Develop in conjunction with parish committees a communication structure to inform and dialogue with parishioners of plans, programs, and processes.

### **Membership**

Members should have a desire for spiritual growth for themselves and the parish. They should be open to the workings of the Holy Spirit for guidance to serve as ministers of service.

The membership of the Council will consist of nine members. In addition, there shall be three ex officio members: the Pastor, Parish Administrator and the Chair of the Finance Council. Other members may be added as needed to support specific needs.

### **Discernment, Application, and Selection Process**

Council members are to be chosen to reflect the wisdom of the people of God. Members need the ability to study, investigate, and examine pastoral matters thoroughly. Members should have the capacity to reflect widely and the patience to ponder deeply. Council members should be able to listen to differing opinions, integrate various points of view, and discern with others what is best for the parish.

- Parishioners should prayerfully consider their own gifts and others who have specific gifts and talents and ways that they can be best used in the community.
- Parishioners should call upon themselves and others to discern a role on the Parish Pastoral Council.
- Those interested in Council membership should read parish leadership documents and follow the application process.
- The pastor using his personal gifts and the Holy Spirit and in collaboration with parish lay leaders will discern the individuals who make up the council.

**Terms of Office.** Appointed Council members shall serve a three-year term with the possibility of serving subsequent term(s). As part of ongoing discernment and strategic planning and in light of parish needs, the pastor may adjust membership terms.

**Vacancies.** A vacancy will be filled through discernment and appointment by the pastor.

### **Council Responsibilities**

The Council is responsible to:

- Participate in prayer and study to identify and prioritize the ways in which the parish is being called to fulfill its mission;
- Commit time to fulfilling Council goals and conducting Council business;
- Participate actively in the planning, goal setting and evaluation processes and other Council business;
- Use discernment in discussion and consensus in decision making;
- Interact with the other Council members with an openness that promotes respectful dialogue and careful listening;
- Energetically encourage parishioners to exercise good stewardship.

### **Council Leadership**

Council leadership shall model servant leadership, actively listening and incorporating prayer and study as a significant part of the Council deliberations.

The Council leadership shall consist of the Chair, Vice-Chair and Secretary. Discernment and judgment of the pastor and council membership will determine appointment and rotation of leadership.

#### **Duties of the Council Leadership.**

1. Consult with the pastor to plan meetings.
2. Publish an agenda in advance for each meeting.
3. Prepare background materials as needed for Council meetings.
4. Appropriately facilitate meetings.

#### **Duties of the Council Chair.**

1. Convene and lead all Council meetings.
2. May serve as an ex-officio member of any parish committee (may be delegated).
3. Effectively communicate and correspond as appropriate with and on behalf of the parish.

#### **Duties of the Council Vice-Chair.**

1. Convene and lead all Council meetings in the absence of the Chair.
2. Carry out requests of the Chair.

### **Duties of the Council Secretary.**

1. Maintain complete and accurate records of Council activities.
2. Identify and distribute materials to Council members prior to meetings.
3. Place appropriate notices in various parish media to keep the parish apprised of Council activities.

### **Frequency of Council Meetings**

Council meetings are convened by the pastor at least four times a year. Additional meetings shall be convened at the request of the pastor or the Council Chair.

- All meetings of the Council are open to the parish membership.
- Meeting dates and times will be announced in parish media.

### **Subcommittees**

The Coordinating Committee, composed of the Pastor, other clergy as appropriate, Parish Administrator, Council Chair, Vice-Chair and Council Secretary, shall be a Standing Subcommittee, responsible for dealing with Council matters between meetings.

Ad hoc subcommittees may be formed to conduct Council business as appropriate.

### **Relationship with the Parish Community**

The Council is made up of parishioners and will maintain open dialogue with community members.

### **Relationship with the Pastoral Team and Parish Committees**

The Council is a resource to the Pastoral Team, staff members and parish committees, meeting at least semi-annually with them to encourage unity and cohesion of purpose.

### **Communication**

It will be incumbent upon all Council members to have open communications with each other and parishioners to ensure honesty and that all relevant opinions and information are openly discussed.

January 21, 2006