

PARISH PASTORAL COUNCIL CHARTER

for

HOLY NAME CATHOLIC CHURCH

November 21, 2016

Parish Mission Statement

We, the Pastoral Council of Holy Name Catholic Church will seek to advise the pastor on all matters affecting the good order of the parish, with an emphasis on strategic approaches to advance the cause of the Gospel in our community, being guided by the authentic teaching of the Holy Roman Catholic Church. As representatives of the parish we will be sensitive and responsive to the needs and concerns of all in a spirit of prayer, commitment and action.

Introduction to the Charter

The Parish Pastoral Council of Holy Name Catholic Church functions in a manner consistent with the Pastoral Council of the Diocese of Juneau and within the direction of Canon Law (511). The pastoral council possesses a consultative vote only and is governed by norms determined by the diocesan bishop.

The Purpose and Scope of the Parish Pastoral Council

The role of the Parish Pastoral Council (hereafter referred to as the Council) is to be consultative and advisory (Can 536.52). In this context members are encouraged to seek the views of other parishioners on important matters and the pastor is strongly encouraged to give due consideration to the advice and recommendations of the Council.

The Council, as a body representative of the parish faithful, whose focus is the whole community is under the leadership of the Pastor. The council serves in a consultative role to the Pastor and as a resource to the parish committees and staff as they chart their plans, goals, and activities aimed at achieving the mission of the parish.

The Council will serve by:

1. Reflecting on local, diocesan and universal Church priorities, recommending ways to integrate them into the life and ministry of the parish;
2. Periodically reviewing and evaluating the parish vision and mission statements, offering relevant revisions as discerned;
3. Evaluating progress toward achieving the long term pastoral plans, goals and objectives to achieve the parish mission and vision.
4. Each member of the council is encouraged to be involved in at least one area of active ministry in the parish.

The Ministry of the Parish Pastoral Council

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The Council's ministry is to encourage and support the Pastor, assigned clergy, volunteers and staff, to respond to their call for counsel, and offer the best consultation possible on pastoral issues, plans, and activities; and for communicating such plans to the parish as a whole and to the Parish Finance Council, as appropriate for financial implementation. The Council is committed to the spiritual growth of the entire parish community.

Role of the Pastor

The Pastor presides at Council meetings in much the same way he presides at the Mass—he is present and participates in the activity, but he does not perform every function. The Pastor is called to consultation by the teaching of the universal Church. In this call he should:

1. Seek counsel from the Council on pastoral matters affecting the life of the parish;
2. Experience and participate in the interaction that follows;
3. Be open, respectful and receptive to the voice or voices of parishioners;
4. Weigh seriously and respond appropriately to the collective wisdom or consensus of the Council;
5. Make every effort to insure that the membership of the Council is truly representative of the whole parish community;
6. Assist in the proper formation, training and orientation of all Council members;
7. Ensure that the Council's concerns reflect the whole Church and its mission;
8. Facilitate Council members building a community of faith, trust and respect;
9. Assist in the preparation of the Council agenda; and
10. Support, encourage, and work diligently toward implementation of any diocesan directives.

The Pastor should consider carefully the recommendations of the Council and provide proper explanation to the Council when acting contrary to its recommendations. The Pastor must withhold acceptance when Council recommendations are in conflict with church teachings, church discipline or matters contrary to diocesan policy.

Membership of Council:

The membership of the Parish Pastoral Council should reflect the entire parish community and, mindful of the diversity of the parish, should act as the voice of that community.

Eligibility:

Membership on the Council is open to all registered baptized and confirmed members of Holy Name Catholic Church who regularly attend Sunday Mass.

Qualifications:

To be a member of the Council, a person must:

1. Regularly participate in the Sunday worship of the parish;
2. Have demonstrated his or her commitment to the parish community; and
3. Be willing to commit the necessary time and talent to the ministry of the Council, and to his or her own spiritual growth and formation.

Responsibilities:

Each Council member must be willing to participate in prayer and to strive for illumination. Members must be prepared to give time and attention to the work of the Council. Each Council member must also be willing to interact with the other members with an openness that promotes respectful dialogue and careful listening dedicated to advancing the common good of the parish.

Composition:

Considering the relatively small population of Holy Name Catholic Parish, the Parish Pastoral Council shall include six (6) to seven (7) members of the clergy and parish.

The membership of the Council will consist of:

- Clergy assigned to the parish;
- The Parish Pastoral Associate (optional);
- The Chair of the Finance Council;
- Three to four parishioners recommended by the parish and elected by the Council members.

Term of Office:

Council members shall serve staggered three year terms, at the discretion of the Parish Pastor. A Council member who has served a three year term may be appointed to additional three year terms. Terms commence on November 1, and expire on October 31.

Removal of Council Members:

Council members who fail to uphold their responsibilities as Council members may be asked to resign, or may be terminated from the Council by the joint action of the Pastor and the Council members. Council members who fail to regularly participate in meetings and/or activities will be asked to resign.

Selection Process

Nominations to fill council vacancies shall be open beginning on the first Sunday in September every year and continue through the final Sunday of September. The pastor, by the second Sunday of October, shall appoint qualified parishioners to fill vacancies on the council. Vacancies should be filled in a manner that maintains council membership reflective of the diverse population of Holy Name Parish. New members shall attend an orientation meeting of the Pastoral council in October. Their terms begin on November 1, unless they are appointed to fill the unexpired terms of a prior member. All candidates will be contacted directly, either in person or by phone, to inform them of the results of the selection process. Remaining vacancies will be filled as discussed below.

Vacancies

If there is a vacancy in an elected position leaving a vacant term greater than one year, the Pastor may select a new member from those not selected from the previous final pool of candidates. If no one is available from the previous pool then the Pastor may select a new member from the parish at large.

Council Leadership

The pastor is the leader of the council. However, the Chair and Recorder, both appointed by the Pastor, serve as a Leadership Team for the council.

Gifts, Talents and Other Requirements for the Leadership Team:

1. The Leadership Team must have time to:

- Meet with Pastor and Council members to plan future meetings; and
- Prepare background materials as needed for Council meetings or otherwise put in the effort to make sure Council meetings are productive.

2. The Leadership Team should have good facilitator/leadership skills. Desired facilitator/leadership qualities include:

- Adhering to a schedule while maintaining flexibility to let a discussion come to fruition where appropriate;
- Ensuring that everyone is heard and all points-of-view are given an adequate hearing;
- Knowing when and how to delay action on an issue when appropriate to allow the Council to reflect more fully or to gather more information.

3. The Leadership Team should be people who, in consultation with the Pastor are willing and able to balance both short term and long term issues when planning the Council's agenda for the upcoming year.

4. The Leadership Team should be capable of collaborating with the Pastor. This requires the Leadership Team to understand the Council's proper role – to advise and support the Pastor. It also requires the Leadership Team to be able to reach consensus with the Pastor and Council on issues.

Specific Duties of the Chair:

1. Convenes and leads all Parish Pastoral Council meetings.
2. Prepares and sends correspondence or delegates as appropriate on behalf of the Council.
3. Contacting Council members to request information on selected activities,
4. Calling Council members to request participation in selected activities,
5. Performing tasks which facilitate Council communication and visibility with the parish.

Specific Duties of the Recorder:

1. The Recorder must be committed to maintaining complete, objective and accurate records of Council activities. Council actions, and recommendations made by the Council should be included in these records. Subjects discussed and conclusions reached by the Council should be recorded. The Recorder must be committed to maintaining intra-Council, Council-parish and Council-Pastor communications.
2. The Recorder, with the Chair, is responsible for identifying materials the Council needs for meetings. They are jointly responsible for the timely distribution of these materials to Council members prior to meetings. (e.g. the minutes, agenda and background materials).
3. The Recorder may be charged with the following activities:

- Putting appropriate notices in the parish bulletin to keep the parish apprised of Council activities, and
- Posting minutes and meeting notes to the parish Web site.

Selection of Council Leadership Team

The Leadership Team of the Council shall be elected by the Parish Pastor determined through a discernment process that includes the following elements:

- Individual reflection of members
- Group discussion

Terms of Council Leadership Team

The Council Chair and Recorder will serve a mandatory one-year term within the minimum three-year council membership term, with an option to extend the leadership position beyond one year. Extending the leadership term will be at the discretion of the Parish Pastor determined through a discernment process delineated in "Selection of Council Leadership Team" (above).

Committees

The Pastor will appoint members of the Council to standing and ad hoc committees.

There will be a standing Strategic Planning Committee whose purpose will be to evaluate and communicate the implementation of the Parish Pastoral Plan.

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

Council Meeting Schedule and Length

All meetings of the Council are open to the parish. Meetings of the Council will usually begin at 6:00 p.m. on the 3rd Monday of each month. Meetings will start and close with shared prayer. Meetings may be held on other occasions when called by the Pastor, or Council leadership, with reasonable notice to all Council members. Business portion of council meetings will, if at all possible, be limited to two hours in length.

Parish Pastoral Council Agenda

Agendas and any accompanying papers will be sent out no later than the Friday prior to the meeting so that Council members and the Pastor may have time to consider matters prior to the meeting. A call for agenda items will be open to any Council member prior to or at the beginning of each meeting.

Council Decision Making

The main function of the Council is to provide consultation and advice to the Pastor. As a result, in reaching a recommendation, every effort should be made to have that recommendation reflect the collective wisdom and consensus of the Council members. Ultimate decisions on recommendations provided by the Council lies within the authority of the Parish Pastor.

Areas of Parish Life

The effectiveness of the Council is enhanced by regular communications with parish pastoral staff and lay persons working in the following key areas of concern:

- Worship - area of concern: all committees, organizations and matters dealing with worship.
- Education - area of concern: all matters dealing with religious education, faith formation and matters pertaining to Holy Name Catholic School.
- Social Justice - area of concern: all matters dealing with service to and advocacy for others.
- Community Life- area of concern: all matters dealing with community life—social, grief support, community outreach, etc.
- Stewardship and Development- area of concern: All matters dealing with time, talent and treasure with a special emphasis on financial stewardship.

The Council will develop and implement a pastoral plan that details the timing and content of communications it needs and desires from these areas. The Council will rely upon the parish pastoral staff in each area to generally conduct/implement the elements delineated in the pastoral plan as well as the following:

- Investigating the needs in their area of concern and make policy recommendations on meeting these needs to the Council for consideration.
- Implementing policies, goals, and objectives set by the Council in a 'parish life' area of concern.
- Keeping the Council advised regarding a 'parish life' area's key decisions and major activities.

Other Parish Leadership Groups

The Council recognizes that it must maintain a regular, ongoing dialogue with other leadership groups within the parish. These groups include:

- Holy Name Catholic School Advisory Board;
The Parish Pastoral Council includes an ex-officio position on the School Advisory Board
- Parish Facilities Committee; and
- Parish Finance Council.
The Parish Pastoral Council includes an ex-officio position on the Finance Council.

The Parish Pastoral Council will develop a regular schedule to receive information and reports from these leadership groups. Typically, each group will be expected to provide a bi-annual report to the Council.

The Council recognizes that there are times and circumstances when the Pastor, in consultation with the Council, will need to establish temporary ad-hoc groups for specific purposes.

The Council, other leadership groups and other parish entities are units of service, not authority.

Amendments to the Parish Pastoral Council Charter

Amendments to the Parish Pastoral Council Charter may be adopted by the affirmative vote of two-thirds of the Council members present at any duly held meeting, provided written notice has been given

to the Council members two weeks prior to the meeting. The Council is encouraged to review its operating guidelines annually.

The Charter of the Parish Pastoral Council of Holy Name Catholic Church takes effect immediately upon its approval by the Parish Pastoral Council and acceptance by the Pastor.

Approved by: Patrick J. Trane
Date: 12/19/2016