



## Immaculate Conception Parish Council November Minutes

Meeting Date: Tuesday, November 5, 2013  
Meeting Time: 7:00 PM  
Meeting Location: Parish Hall

Member Name	Present	Absent	Position
Fr. Joe Esper	X		Pastor
Deacon Ken Nowicki	X		Evangelization Representative
Nicole Tomaszynski	X		Chairperson
Bill Gilmore	X		Vice Chair
Pat McGrath	X		Council Member
Kathleen Grimm	X		Council Member, VPC Representative
Lori Stefani		X	Council Member
Bob Tharrett	X		Council Member
Tom Dunn	X		Council Member
Ted Stawiasz		X	Council Member
Mary Kot	X		Worship Representative
Anni Adkins	X		Council Member
Pamela Mertes	X		Long Term Planning Representative

**Meeting opened with a prayer at 7:08 PM**

**Minutes of the October 1, 2013 meeting were approved with no changes.**

### **PASTORS REPORT:**

- Work on the church roof is progressing nicely. The workers lost a couple of days due to bad weather, but overall the project seems to be on schedule – which allowed us to get an earlier start on the church repainting.
- Because of the repainting project, all weekday Masses will be held in the parish hall. Weekend Masses will be in still be in the church.
- We will be hosting the Blue Water Vicariate all-staff meeting and luncheon next Tuesday, and because of the individual meetings of the different small groups (principals, clergy, religious education directors, and others), it may be necessary to disassemble part of the daily Mass chapel, and then put everything back together in time for the Tuesday evening Mass.
- A visiting priest for the Christian Foundation for Children and the Aging covered all the weekend Masses October 26-27. He was very pleased with the reception he received here.
- As was done last year, we will be sending out, via bulk mail, a special Advent mailing to all our registered parishioners, including a letter from me, an information sheet on our Advent and Christmas schedules and events, and a sheet promoting stewardship and tithing. This mailing should go out early in Thanksgiving week (so as to reach everyone by the beginning of Advent).

Additions to Fr. Joe's notes:

- Parish Council members contributed to the Christmas booklets that will be distributed to all parishioners as a Christmas gift.
- The Changing Lives Together campaign will be sending each contributing parish a picture as an appreciation gift.

**FINANCE COUNCIL: No notes or representation. Fr. Joe reported.**

- Permission from the AOD was obtained for the church painting and the Finance Council approved the project.
- Fr. Joe discussed a potential deficit in the parish budget. He will be addressing this in his bulletin column of November 10<sup>th</sup>. In light of this, Tuesday, December 10<sup>th</sup>, there will be a meeting to brainstorm ideas on various ways to make up the deficit. Members of the Parish Council, Finance Council, Long Term Planning, Festival Committee, Fish Fry Committee, Tastefest Committee, SCRIP, and PTC, along with any interested Immaculate Conception parishioners are welcome to attend.

**COMMISSION REPORTS:**

**Worship Commission – See attached October meeting minutes.**

Additional comments by Fr. Joe:

- The Archdiocese had asked every parish to tally its weekend Mass attendance on two consecutive weekends in October; we did so the first two weekends of the month, and I reported the statistics in the bulletin (a total of 828 persons the first weekend, and 804 the next).
- The All Soul's Day Memorial Mass, held this past Saturday morning, was well received; over sixty persons were present, and most of them came forward to light candles in memory of deceased loved ones.
- The enrollment ceremony for the First Reconciliation and First Eucharist programs were held this past Sunday at the 12 noon Mass; most of our 2<sup>nd</sup> graders and their parents participated.
- This coming Sunday, again at the 12 noon Mass, there will be a similar enrollment ceremony for the young people who will be receiving the Sacrament of Confirmation next spring.
- We will be hosting the Vicariate Traveling Mass on Sunday, November 17 at 12:00 noon.
- This coming Friday, a special Healing Mass will be held at St. Stephen Church in Port Huron; all parishioners of our vicariate parishes are welcome to attend.
- Our ChristLife parish renewal and personal spiritual growth program will begin in January (meeting on Thursday mornings and Thursday evenings); an introductory DVD will be shown at all the Masses on the weekend of December 14-15.

**Christian Service Commission – See attached October meeting minutes.**

**Education Commission – See attached October meeting minutes.**

- We received a request that more school information be published in the parish bulletin.
- Michael and Nicole Tomaszewski are being trained to be Natural Family Planning (NFP) instructors. Their training should be completed by the spring of 2014. They will be the only training couple in the Blue Water Vicariate.
- It was noted that Fr. Joe is extremely involved and appreciated in the school. The students really look forward to his presence.

**Long Term Planning (LTP) – No report submitted. See below for report.**

- Roof repair has started and the crew is working around the events in the church.
- There will be no affiliated artists in the church.
- Color schemes and mock-ups are in the church. There will be a walk through with the committee before the painting is started.
- Floors – work will be delayed until the spring.
- The basement door repair has been tabled until we get more information.

- Changing Lives Together – The committee will meet sometime in November to discuss how to reach the remaining 75% of the parishioners.
- We are still working on a quote from Thompson Phelan on the gym wall.
- Drain tiles – waiting for more quotes to come in. (Fr. updated this by stating that a bid has been accepted. They are waiting for improved ground water conditions before they begin work.)
- Siding contractor – Jeff Wooten will get in touch with George Sommers to consult with him.
- Awnings will be completed after the roof is done.
- School Logo – Bob DeBusschere is still working with the township on the size, along with what permits may be needed.
- Bituminous asphalt is completed thanks to a donation of two parishioners.
- School cameras will not be pursued at this time because of a lack of parish funds.

**VICARIATE PASTORAL COUNCIL (VPC) – See attached October meeting minutes.**

**AD HOC COMMITTEES:**

**160<sup>th</sup> Anniversary Committee – No report submitted.**

- The committee is looking for participants to be part of the 160<sup>th</sup> Anniversary history play. The play will be performed at 2:30pm on December 8<sup>th</sup>, with a pot luck following.

**Changing Lives Together – No report submitted.**

**Evangelization – No report submitted. See below for report.**

- There will be a meeting November 19, 2013 at 7:00pm in the parish hall regarding the planning for ChristLife. All are welcome and encouraged to attend.

**Festival Committee – No report submitted.**

- It was noted that the parish profit from this year's event was less than budgeted. Thus contributing to a potential deficit in the parish budget.

**NEW BUSINESS:**

- It was a concern that special collection envelopes stuffed into the parish bulletin may fall out. Alternate options were discussed on ways to distribute envelopes and it was determined that stuffing the envelopes in the bulletin was indeed the best way to handle the special collections.

**OLD BUSINESS:**

- Changes to the Immaculate Conception Parish Operations Manual were approved. They will be implemented.
- K of C is looking at the possibility of starting the Wednesday Euchre Nights back up. Nothing has been decided at this time, it is in the discussion phase.

**OPEN FORUM: Nothing for Open Forum at this time.**

Meeting closed with a prayer at 8:30 PM

Next Meeting: December 3, 2013 following the 6:30pm Mass.

Minutes Respectfully Submitted: Amy O'Gara, Recording Secretary

## **WORSHIP COMMISSION MEETING MINUTES**

### **November 14, 2013**

Meeting opened at 6:30 pm with prayer.

Present: Fr. Joe Esper, Deacon Ken Nowicki, Pat Austin, Ed Ross, Carol Gawel, Sandy Kott, Eliana Hogarth, Carole Gafa, Jim Mattina, Mary Kot. Not Present: Rene Meldrum.

Minutes of October 24, 2013 were approved with one addition: Pg 2, Art & Environment: Add the following to the end of that paragraph: Deacon Ken will also contact Mr. Bob regarding the mold situation.

#### **FR. JOE'S REPORT:**

- Work on the church roof is nearly completed and the interior of the church is in process of being repaired and repainted. Plaster work is being done and must cure before painting can be completed. Weekday Masses are being held in the parish hall, including the school Masses. The sacristy safe was repainted today, therefore, the Blessed Sacrament is currently in the portable tabernacle here in the hall, and liturgical vessels are in the locked hall closet.
- A parishioner has asked if we would consider repainting the large statues in the church in bolder colors instead of the current pastel shades. Fr. Joe invited our commission members to accompany him into the church after our meeting to view the progress on the work being done and to visualize how the statues would look if we did in fact have them repainted as suggested. *After the meeting we did view the completed and uncompleted work in the church and gave our consensus of opinion that the statues would bring out the jewel colors in our beautiful stained glass windows if they were actually repainted in bolder colors.*
- Next Monday's Mass of Reparation will be held in the parish hall.
- We are hosting a retreat for religious education catechists from throughout the vicariate this Saturday morning; Mass at 8:30 am (in church, not the parish hall), to which our parishioners are invited.
- The vicariate Traveling Mass will be held here this Sunday at 12 noon. A welcoming banner will be placed in church.
- An Advent mailing is being sent to all our registered parish households, among other things, it will include a sheet giving our complete Advent and Christmas schedule, and a list of upcoming parish events.
- Children's collection envelopes are being provided to all our parish students in the school and the faith formation program. Homeschooling families can pick up envelopes at the parish office, if they wish.
- The Rite of Admission for our catechumens will be held at the 10 am Mass on Sunday, December 1.
- Advent penance services have been scheduled for the faith formation students on Monday, December 2, and for the school students on Tuesday, December 3.

- Because December 8 falls on a Sunday, the Feastday of the Immaculate Conception is transferred to Monday, December 9, and this year is *not* a holyday of obligation; therefore, we will have only one Mass that day—at the regular time of 8:30 am.
- A volunteer appreciation dinner was originally scheduled for a Saturday evening in January, but that has been rescheduled to Saturday, May 17; all parish volunteers and their families will be invited to a dinner in their honor that evening.
- An informational DVD on the upcoming Christlife program will be shown at all the Masses on the weekend of December 14-15; a training session for Christlife volunteers will be held on Saturday, December 7, beginning with the 9 am Mass.

Carole Gafa brought up the subject of replacing the tiara on Mary's head with a crown after the possible repainting of the statue is completed. There was a discussion about this issue, whether there is an existing crown and if so, where is it? Carole will research what is available so a new crown can be provided.

#### **REPORTS & UPDATES**

**MUSIC:** Pat reported the choirs are preparing for Advent and Christmas and practices are being held in the parish hall.

**ART & ENVIRONMENT:** Jeff Wooten will hang the Advent banners, Carole has some hangings for the school. For Christmas, the colors will be white, gold and a little red. Her daughter Savannah is learning and a big help. Christmas decorating will begin on Sunday, December 22, after the noon Mass.

**LITURGICAL MINISTRIES:** Deacon Ken stated that Jane Mount had placed an article in the Spotlight asking those who are taking Holy Communion to the homebound to contact her. The only one who responded was Rick Rhein. She will rerun the article and has a booklet "Communion to the Sick and Homebound" to give to each minister. Also, Extraordinary Ministers are now called "Extraordinary Ministers of Holy Communion".

**SACRISTANS:** Ed received a notice that he is in the "red" in the area of votive candles, but possibly the reason is because of the work being done in the church and people not having the usual access to the candles.

**USHERS:** Jim Mattina, who represented the ushers at this meeting, reported that Mike Mytinger could not get access to the basement of the church to check on the flooding and sump pump issues. However, Deacon Ken stated that he did talk to Mr. Bob about the mold. Right now there is no problem with mold but Bob thinks we need an adequate dehumidifier. Deacon Ken said he talked to Mike about whether there was any protocol for ushers and they should look into that. Ushers may seat people up until the beginning of the first reading but not afterward. At the Christmas Masses the ushers will be asked to distribute the books that are a gift to each parish household.

**ALTAR LINENS:** Anxiously waiting to use our new linens as soon as the work in the church is completed. Deacon asked why the covers for the altar cloths are not being used.

**LOVING HANDS:** Our ladies cleaned the radiators in preparation for repainting. Canceled our regular cleaning schedule until the work in the church is done and we will just try to help with the clean-up to prepare for weekend Masses.

**UPCOMING LITURGICAL EVENTS:**

**12/8 Sunday IC Play at 2:30 pm; potluck dinner afterward.** Carol talked about the play and the need for more people to sign-up for parts.

**12/9 Monday Mass at 8:30 am**

**12/24 Christmas Eve Both 4:30 and 6:30 pm Masses are Children's Masses**

**Midnite Mass at 11:00 pm.**

**1/05/14 Sunday Epiphany concert 3:00 pm**

Christmas decorations to come down beginning January 13.

**NEW BUSINESS**

Deacon Ken feels the altar servers are not reverent enough when they serve Mass. It is observed that the older ones are less reverent and the younger are more so. Suggestion that the sacristans try to give them a "look" or maybe some other type of gesture as a reminder to be more reverent.

Deacon Ken distributed copies of the November 2013 Worship News explaining some of the information contained therein. We can sign-up to be on Sr. Georgette's mailing list to receive future copies, if we wished, at [zalewska.georgette@aod.org](mailto:zalewska.georgette@aod.org)

Next meeting on Thursday, January 9, 2014 at 6:30 pm.

Meeting closed at 7:38 pm with prayer.

Respectfully submitted,

Mary Kot, Secretary

**Immaculate Conception -Education Commission  
November 19, 2013**

Present: , Randy Proctor, Beth Kjerrumgaard, Pat Phelan, Nicole Tomaszynski, Tina Kovalcik, Megan Weins (Youth Ministry Rep)

Absent: Andrea Tripicchio,

Excused: Bob Mueller

Opening Prayer: Jane & Deacon Ken

**Formation: Jane gave a presentation on ChristLife. We previewed the video that will be shown at all masses the weekend of Dec 16/17. Excellent turn out**  
**Old Business:**

- Beth suggested a brief 5 question survey asking for the needs of the parish. Nicole concurred. All agreed. Beth volunteered to attend the next Council meeting until we can establish a regular representative. She will present the survey to Council for approval or suggestions.
- A suggestion was made to ask Fr if we can do a 2 minute talk on faith sharing at announcement time. (reflecting testimonies)

**New Business:**

- Mike and Nicole will finish the NFP training by June 1<sup>st</sup>.
- Family Foundations - \$1.50 per issue. Magazine for newly married couples or engaged couples.

**Reporting**

**Faith Formation:**

- Baptism Prep – baptism team is finalizing Christian Parenting component.
- Catechist topics and enrichment offerings were discussed.

**Youth Ministry**

- Lock in/overnight approximately 20 attended
- Megan graciously answered questions about youth ministry. Yes, scripture is taught and influenced in everything they do, Yes, morality is discussed openly at meetings (no pressure questions are asked and answered), community service is done, vicariate events are participated in as well as AOD events.
- Approximately 30 youth are involved in YM.
- Thanks Megan for attending our meeting! : )

Next meeting: December 17, 2013 \*bring someone with you

IMMACULATE CONCEPTION PARISH COUNCIL  
CHRISTIAN SERVICE MEETING MINUTES  
NOVEMBER 14, 2013

OPENED WITH A PRAYER

ATTENDANCE – 8 MEMBERS PRESENT

APPROVAL OCT. 8, 2013 MINUTES BY CONSENSUS

DEL HASKIN – 8 CARDS SENT IN OCTOBER

ROSARY MAKERS – MET AFTER 10 AM MASS – NO ADDITIONAL REPORT

FUNERAL LUNCH – TWO FUNERAL LUNCHEONS

COFFEE/DONUT SUNDAY, NOV. 17<sup>TH</sup> – RECEPTION AFTER 10 MASS FOR DEACON KEN'S 20<sup>TH</sup> ANNIV., PARISHES FROM VICARIATE WERE INVITED TO THE NOON MASS – DID NOT NOTICE ANY UNFAMILIAR FACES

160<sup>TH</sup> ANNIV. HARVESTFEST, OCT. 20<sup>TH</sup> – HAD APPROX. 20 PARTICIPATE IN SOFTBALL GAME, KIDS GAMES ONLY SIX KIDS, DINNER HAD APPROX. 80 TOTAL

LUNCHEON FOR ALL SOUL'S DAY AFTER 11 AM MASS, NOV. 2<sup>ND</sup> – APPROX. 70 PEOPLE ATTENDED – NOTE: PLAN FOR MORE PEOPLE NEXT YEAR

ALL STAFF VICARIATE LUNCH, NOV. 12<sup>TH</sup> – WAS ATTENDED BY APPROX. 60 PEOPLE, HAD MOSTACIOLLI, CHICKEN, SALAD, DESSERTS – WENT VERY WELL

STARS OF CHRISTMAS – TREE WENT UP NOV. 2<sup>ND</sup> – CARDS HAVE BEEN TAKEN BY PARISHIONERS – GIFTS ARE BEING RETURNED – SORTING DATE: WED., NOV. 4<sup>TH</sup> AFTER MASS

NEW BUSINESS:

A LUNCH WAS REQUESTED FOR PRIESTS COMING FOR RECONCILIATION ON TUESDAY, DEC. 3<sup>RD</sup> AT NOON – THERE WILL BE SIX PRIESTS FOR LUNCH –

RELIGIOUS FORMATION IS ASKING HELP FROM CHRISTIAN SERVICE WITH CHILDCARE DURING THE MORNING SESSIONS OF THE CHRISTLIFE PROGRAM – WILL BRING UP AT NEXT MEETING

CLOSING 160<sup>TH</sup> ANNIV. EVENT WILL BE SUNDAY, DEC. 8<sup>TH</sup> WITH A PLAY ABOUT THE HISTORY OF I.C. ....THE JOURNEY CONTINUES... PLUS A POT LUCK DINNER TO FOLLOW IN THE PARISH HALL

NEXT MEETING: TUES., JAN 7<sup>TH</sup>, NEXT COFFEE/DONUTS: SUN., JAN. 12<sup>TH</sup>  
WILL ADVERTISE TO COLLECT BOXTOPS FOR I.C. SCHOOL





**IMMACULATE CONCEPTION**  
**LONG TERM PLANNING COMMITTEE MEETING MINUTES**  
**Tuesday November 19, 2013 –Un-Approved Draft Corrections in Red**

Attendees:      Father Joe Esper              Dennis Cyr              Pam Mertes              George Eichorn  
                         Robert Clancy              Ron Vigneron              Jim Mattina              Bob DeBusschere  
                         Jeff Wooten

Absent:              Jim Haase

**Call to Order / Opening Prayer**

Meeting was called to order at 7:13 pm

Fr. Joe led the group in an opening prayer

Meeting Notes from the October 15<sup>th</sup> were reviewed by all present and approved.

Robert C. reviewed the evening's agenda

**Church Painting Restoration Update:**

- Painting:
  - Comments from parishioners are favorable.
  - Overall scope is moving forward.
  - Wet plaster work to repair the water damage = \$ 8,540.00
  - Clean-up for weekend mass is very good.
  - The floor project will be postponed until the spring.
  - Outside painting including the steeple to be postponed until spring.
  - Outside doors to be refaced by Joe Whitenight & Pat Clancy.
  - A parishioner wants to repaint the 4 statues with more vibrant / bold colors. Approved to proceed.
- Church Roof Issues:
  - The Insurance company check was for \$12,846.86 for inside repairs and \$1,996.50 for the temporary roof repairs (done last winter).
  - The roof replacement included the requirements for proper ventilation such as soffit/eve vents
  - The brick under the problems spots to be cleaned & sealed by Bob D.
  - Gutters & Downspouts to be installed by Nov. 27
  - All drains to be cleaned out by "American Spirit Plumbing"
- Basement doors
  - Cost to replace the man door to the basement was \$ 1,968.00. On hold, Need more quotes.
  - Replacement of the storm doors is under review by TGP. Updates as they are available.

**Changing Lives Together Update:**

- George E. updated information to date: \$512K pledged from 359 of the 1379 registered families.
- Father will send out a letter to all parishioners with an update.

#### Gymnasium Update:

- TPG has contacted Bill Arnold to remove a panel of the gym wall to verify installation of what type & style of flashing was used.
- Quotes to repair or replace walls on hold until after Changing Lives Together campaign is complete.
- The drainage system around gym completed 11/19/13 complete with catch basins & tied into storm sewer. Total cost = \$ 11,000
- Some repairs to brick work below grade from prior water damage has been done.
- HVAC repairs or replacement still need to be addressed in final recommendations.

#### School Logo on Outside Gym Wall:

- Tabled until the spring.

#### Hedge Removal:

- Ongoing & to be complete prior to Thanksgiving.
- Access to Mary's garden from driveway to be installed.

#### Handicap Parking:

- George Sommers sent over proposed parking area revisions.
- Project put on hold until spring.

#### Budget / Fund Raising Ideas:

- Meeting Scheduled for Dec. 10<sup>th</sup> after 6:30 mass in the parish hall.

#### Campus Security:

- PTC is considering paying a portion of the security cameras, but has not agreed to it at this point. Mrs. Steele is going to look into the possibility of funding it with monies from School, Faith Formation and Athletic budgets. Once she has that info, PTC will consider putting money toward the final cost, if needed
- More cameras can be added at a later date.
- Mrs. Steele to look at other budgets to find funding for more cameras.

#### LTP Representative @ Parish Council Meetings

- The Long Term Planning Meeting to send a representative to Parish Council Meetings
- It was agreed that all members will take a turn representing the committee with Jim Haase representing the committee on Dec. 3.

#### Open discussion:

- Metal Recycling is now available on the parish grounds
- Pam M. would like better exposure between the school & parish. She suggested a weekend mass with the school children lecturing & as EME's.
- Fr. Joe had been at a parish which used a Family Liturgy & would have no issue if someone wanted to chair the committee.

Next Meeting: Tentatively Scheduled January 21 @ 7:00. Location: Parish Hall.

**Meeting Adjourn and Closing Prayer at 9:45**



IMMACULATE CONCEPTION CATHOLIC PARISH

# OPERATIONAL PROCEDURES

PARISH PASTORAL COUNCIL

**For 2013/2014 Year**

This Operational Procedures manual is specific to Immaculate Conception Catholic Parish (Ira Township, Michigan) and should be used in conjunction with the Parish Pastoral Council Guidelines & Handbook provided by the Archdiocese of Detroit.

## TABLE OF CONTENTS

MISSION STATEMENT .....	3
PURPOSE AND FUNCTION OF PARISH PASTORAL COUNCIL .....	3
SCOPE OF PARISH PASTORAL COUNCIL.....	3
MEMBERS OF PARISH PASTORAL COUNCIL.....	4
MEMBERS-AT-LARGE MEMBERSHIP PROCESS.....	4
TERMS OF MEMBERSHIP .....	6
SECOND TERM OF MEMBERSHIP .....	6
ABSENCES .....	6
RESIGNATIONS & VACANCIES .....	6
CHAIRPERSON .....	6
VICE CHAIRPERSON .....	7
SECRETARY .....	8
<b>RELATIONSHIP OF PASTOR TO PARISH PASTORAL COUNCIL .....</b>	<b>8</b>
<b>MEETINGS.....</b>	<b>9</b>
AGENDA COMMITTEE .....	9
AGENDA .....	9
DISTRIBUTION OF PACKETS PRIOR TO PARISH PASTORAL COUNCIL MEETING .....	9
COMMUNICATION WITH THE PARISH .....	10
PARISH PASTORAL COUNCIL EVALUATION .....	10
CONSENSUS METHOD.....	10
<b>ROLE OF PARISH PASTORAL COUNCIL COMMISSION REPRESENTATIVES .....</b>	<b>12</b>
PARISH PASTORAL COUNCIL ORGANIZATIONAL CHART .....	12
FUNCTIONS OF THE PARISH PASTORAL COUNCIL COMMISSIONS.....	12
OVERVIEW OF THE PARISH PASTORAL COUNCIL COMMISSIONS.....	13
RECOMMENDATIONS .....	13
RELATIONSHIP BETWEEN COMMISSIONS.....	13
COMMISSION MEMBERSHIP ON THE PARISH PASTORAL COUNCIL .....	13
<b>AMENDMENTS TO OPERATIONAL PROCEDURES .....</b>	<b>14</b>
<b>GOALS AND OBJECTIVES .....</b>	<b>14</b>

## MISSION STATEMENT

As a faith community in the Roman Catholic tradition and as part of the Archdiocese of Detroit, we, the people of Immaculate Conception Parish, seek to live as followers of Jesus Christ by being formed through the grace of the Holy Spirit as servants and heralds of the Gospel.

Through our commitment to authentic lifelong formation, outreach to the needy among us, and our invitation to active participation by all our parishioners, we strive to be a place of refuge and growth for all those seeking to know Jesus Christ.

By our efforts to be a warm and welcoming community, we are committed to praising and glorifying God in all our words and deeds.

*(Mission updated October 2012)*

## PURPOSE AND FUNCTION OF PARISH PASTORAL COUNCIL

The Parish Pastoral Council is a consultative body to the Pastor and the coordinating and unifying structure of the Parish communion. 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 communion, reflects upon them until a consensus is reached, and translates this consensus into Parish planning through the establishment of goals and objectives. The Parish Pastoral Council sees that these goals and objectives are implemented by the Parish Commissions and committees and are evaluated annually.

Functioning as a consultative body, the Parish Pastoral Council concerns itself with the following aspects of Parish life:

- A. As the leadership body within the Parish, its basic purpose is to set the broad direction for the Parish and act as a consultative body to the Pastor;
- B. Service, not power. The Parish Pastoral Council serves to assist the growth and development of the Parish as a people of faith;
- C. By giving due consideration to the legitimate concerns that are brought to it, the Parish Pastoral Council acts as a source of unity, and if necessary, reconciliation within the Parish communion;
- D. "Making every effort to preserve the unity which has the Spirit as its origin and peace as its binding force." (Eph. 4:3) Calling forth, enabling and empowering the charisms, gifts given by the Holy Spirit to individuals members of the faith community for the good of all;

## SCOPE OF PARISH PASTORAL COUNCIL

**The Parish Pastoral Council's role is clearly that of a consultative body to the Pastor. As the primary structure within the Parish, it coordinates and unifies the activity of the Parish. The Parish Pastoral Council develops and recommends policy.**

Matters of administration are distinct from Parish Pastoral Council activity and should not involve the Parish Pastoral Council. All decisions of the Parish Pastoral Council must be affirmed by the Pastor. A Pastor may decline to accept a decision by the Parish Pastoral Council if the Pastor judges that the decision violates any of the following:

- Matters of faith or morals

- Church law
- Archdiocesan policy
- Good order in the Parish

Any discrepancy between the Pastor and Parish Pastoral Council should be first resolved through further reflection, discussion and prayer. In the event the Pastor does not affirm the Parish Pastoral Council's decision and the Council remains committed to its original recommendation, the Council, after reaching consensus, may request the Vicar to mediate. If the Pastor is the Vicar, the request is directed to the Auxiliary Bishop of the Region.

## **MEMBERS OF PARISH PASTORAL COUNCIL**

In order to have an ideal situation for personal interaction among the Parish Pastoral Council, the Parish Pastoral Council shall consist of no less than 7 or more than 20 people. The members of the Parish Pastoral Council shall include the following:

- The Pastor
- Other Priest(s) assigned to full-time ministry in the Parish by the Archbishop
- Nine members-at-large who are involved and active in the life of the Parish (including the Parish Pastoral Council Chairperson, Vice-Chairperson, and Secretary)
- A member from each Commission
  - I. Education
  - II. Christian Service
  - III. Stewardship
  - IV. Christian Worship
- A member from the Blue Water Vicariate
- A member from the School Advisory Committee
- A member from the Evangelization Committee
- A member from the Youth Group (SHINE)
- The director of Christian Formation

## **MEMBERS-AT-LARGE MEMBERSHIP PROCESS**

The Parish Pastoral Council is the leadership body of the Parish and should have members who will speak for all the people in the Parish. Any registered member of the Parish who is 18 years or older and is a non-staff member is eligible to become a member of the Parish Pastoral Council. Any person who is a spouse, parent, child or sibling of a current Parish Pastoral Council Member is not eligible for the membership process until the current member has completed their term or chooses to resign from the Parish Pastoral Council. There are two basic forms of choosing members that are recommended by the Archdiocese with various modifications in local situations:

- A. Election-A familiar and practical process which mirrors that political model of nomination and Parish wide ballot.
- B. Selection-Within the context of prayer, a Scripture service, or Eucharistic liturgy and reflection, names (of those willing to serve) are drawn by lot to fill the vacant seats of the Parish Pastoral Council

The “Selection” process is commonly used in this Parish for establishing membership on the Parish Pastoral Council because it allows for the Holy Spirit to choose the leaders of the church. The selection process provides the best distribution of members and affords all interest parties and equal opportunity. The “selection” procedure includes the following elements:

- A. Nomination- A period of time is established for nomination of potential candidates. Nominations can be made by any parishioner eligible for a seat. Parishioners are asked to suggest names of fellow parishioners they feel are particularly well suited to serve as a Parish Pastoral Council member. Parishioners may also nominate themselves.
- B. Invitation- Those nominated for selection are invited, usually by Parish Pastoral Council Members to consider being candidates for the vacant seats.
- C. Prayer- The Parish is informed that the nomination process has been completed and invited to pray for the guidance as those nominated are considering membership. Appropriate petitions in the General Intercessions at weekend Masses should be included during this time.
- D. Selection- An appropriate public setting is determined for the selection procedure. In the context of public prayer, the communion is invited to invoke the guidance of the Holy Spirit in calling these parishioners to positions of leadership in the Parish. Following the prayer, the Pastor draws the appropriate number of names from a container to select those who are called to serve.

Each year there will be at least three vacancies on the Parish Pastoral Council. In order to find those willing to serve, a notice should be put in the bulletin three weeks before the date of the selection process for Parish Pastoral Council. Nomination forms will be available prior to the selection and submitted through the Parish office along with a letter to the Pastor stating why the candidate is qualified to serve on the Parish Pastoral Council. Any member of the Parish can nominate himself or be nominated by someone in the Parish to be on the Parish Pastoral Council.

Prior to the selection process, the selected nominees are asked to participate in one or more “orientation” sessions to enable them to understand the role they are being nominated for. Only then do they need to declare whether they are willing to be considered a candidate for selections. They are asked to prayerfully consider whether they are being called to this position of Parish leadership. In the event that there are not enough Parish members nominated to Parish Pastoral Council, nominations will be made by members of the current Parish Pastoral Council to the Pastor. All nominations should be contacted to see if they are willing to serve as a Parish Pastoral Council member.

Nominations must be received no later than March 31<sup>st</sup> and a complete listing of the individual nominated will be in the weekly bulletin before April 30<sup>th</sup>. The selection can take place on any designated Sunday in May as determined by the Pastor. Depending on how many Parish Pastoral Council members are needed for the year, with the help of The Holy Spirit, one should be drawn at each Mass to cover the seats available.

The Commission Members and Youth Group Member should be chosen from its own membership, as a person to speak for the Commission as a member of the Parish Pastoral Council. The Vicariate Pastoral Council member is done on a volunteer basis and an announcement will be made at all Masses and in the Parish bulletin if there is a need for this position to be filled.

## **TERMS OF MEMBERSHIP**

The term of office for lay members of the Parish Pastoral Council shall be a three year term. Parish Pastoral Council members may not serve for more than two consecutive terms in the same position. Each year there will be at least three vacancies on the Parish Pastoral Council. Any other vacant positions due to resignations or sickness can also be filled at this time. When the resignation or sickness happens before the change of council seats, the Parish Pastoral Council can request a person to be added to the Parish Pastoral Council. This should be accomplished by the membership process and this member will only finish the term of the Parish Council Member being replaced. Once this term is complete, this individual must complete the membership process for their own three year term.

## **SECOND TERM OF MEMBERSHIP**

At the end of the first term (3<sup>rd</sup> year) on the Parish Pastoral Council a Parish Pastoral member may be asked by the Pastor if they want to serve a second three year term. If they choose not to serve, that would open an additional spot. Otherwise the only three spots open would be those that have completed their 2<sup>nd</sup> 3year term.

## **ABSENCES**

The Parish Pastoral Council serves as a leadership body within the Parish communion and sets a broad direction for the Parish. It is important that each member of the Parish Pastoral Council is active in the Parish life as well as the Parish Pastoral Council Meetings. Regular meeting attendance should be the goal of each member. The Secretary is responsible for the maintaining a roster of the members and records of attendance. If a member is absent for three meetings within a twelve month period, upon notification from the Secretary to the Chairperson, the Parish Pastoral Council reserves the right to ask the member to resign from their position. All of the circumstances surrounding the absences shall be reviewed and discussed by the Pastor and the Parish Pastoral Council Chairperson and a decision will be made.

## **RESIGNATIONS & VACANCIES**

If at any point in time a Parish Pastoral Council member is unable or unwilling to fulfill his/her calling to serve the Parish, then he/she should notify the Pastor and Chairperson of the Parish Pastoral Council in writing. The vacant position (due to resignations or sickness) may be filled during the normal membership process, or if the vacancy occurs in the beginning of the members' term, then a special membership process may take place at the discretion of the Pastor and the Parish Pastoral Council. At this time, the Parish Pastoral Council can request a person to be added to the Parish Pastoral Council. This should be accomplished by the membership process and this member will only finish the term of the Parish Council Member that they are replacing. Once this term is complete, this individual must complete the membership process for their own three year term.

## **CHAIRPERSON**

Any member nominating him/herself for Chairperson must be eligible. Eligibility requirements are: (1) at least be in the 2<sup>nd</sup> year of their 1<sup>st</sup> term (2) did not have more than two unexcused absences in the prior year served. In the event that more than one member of the Parish Pastoral Council is willing to serve as the Chairperson, then an election will take place among the Parish Pastoral Council Members. The election process will take place at the first Parish Pastoral Council meeting in September among all members who are present. The votes will be counted by two (2) individuals other than the nominees. The nominee with the majority of the votes will be elected the new Chairperson. The other nominee who did not receive the majority vote may have the opportunity to run for Vice-Chairperson. In the event of a tie the following may take place: (1) one nominee may choose to step down (2) the vote can be completed again (3) the nominees may choose to be



Chairperson and Vice-Chairperson with the nominee with that is further in their term as the Chairperson and the second as the Vice-Chairperson (the entire Parish Pastoral Council must have consensus in order to have this option.) The Chairperson of the Parish Pastoral Council is responsible for chairing the meetings of the Parish Pastoral Council. The main responsibility of the Chairperson is to move the meeting smoothly through the agenda. Although responsible for the smooth functioning of the Council, the Chairperson is not an executive responsible for the implementation of all decisions. The person is selected to serve as Chairperson of the Council by ensuring that meetings are conducted in a way that allows for the full consideration of the appropriate dimensions of the issues and for the maximum participation of all involved. The specific duties of the Parish Pastoral Council Chairperson included:

- A. Provide significant time for prayer and reflection to situate each meeting in a climate of faith
- B. Chair the agenda committee meetings
- C. Chair all regular and special Parish Pastoral Council Meetings
- D. Motivate the various members/groups in the Council to fulfill their specific responsibilities
- E. Monitor the time frame for each agenda item
- F. Encourage all Council members to participate actively and express ideas freely
- G. Assist discussion by restating, summarizing, contrasting ideas and sentiments expressed by Council Members
- H. Remind Council members and guests of time limits and procedural rules
- I. Clarify Council Procedures
- J. Make certain everyone has input into the consensus method
- K. Identify and clarify the consensus reached by the Council
- L. Set up processes for evaluation of Council effectiveness
- M. Identify and clarify the topics that need to be placed on a future agenda and the reason for doing so
- N. Schedule periodic Parish Assemblies
- O. Encourage and support communications between the Parish Pastoral Council and the parishioners
- P. Encourage and support communications between the Parish Pastoral Council and the Commissions (and their committees)

The term of Parish Pastoral Council Chairperson will be for one year.

### **VICE CHAIRPERSON**

Any member of the Parish Pastoral Council, through prayerful selection, who is willing to serve in the capacity of Parish Pastoral Council Vice-Chairperson will nominate him/herself at the meeting designated for the selection of the Parish Pastoral Council Chairperson, Vice-Chairperson, and Secretary. If more than one member of the Parish Pastoral Council is willing to serve in this capacity, then an election will be held. The election process will take place at the first Parish Pastoral Council meeting in September among all members who are present. The votes will be counted by two (2) individuals other than the nominees. The nominee with the majority of the votes will be elected the new Vice-Chairperson. The other nominee who did not receive the majority vote may have the opportunity to run for Secretary. In the event of a tie the following may take place: (1) one nominee may choose to step down (2) the vote can be completed again. The Vice-Chairperson chairs meetings in the Chairperson's absence and attends to other responsibilities designated by the Council. All members returning to the Council the following year are eligible. It is hoped that the Council Vice-Chairperson will become the Pastoral Council Chairperson the following year. The term of Parish Pastoral Council Vice-Chairperson will be for one year.

## **SECRETARY**

Any member of the Parish Pastoral Council, through prayerful selection, who is willing to serve in the capacity of Parish Pastoral Council Secretary will nominate him/herself at the meeting designated for the selection of the Parish Pastoral Council Chairperson, Vice-Chairperson, and Secretary. If more than one member of the Parish Pastoral Council is willing to serve in this capacity, then an election will take place among the remaining Parish Pastoral Council Members. The election process will take place at the first Parish Pastoral Council meeting in September among all members who are present. The votes will be counted by two (2) individuals other than the nominees. The nominee with the majority of the votes will be elected the new Vice-Chairperson. The other nominee who did not receive the majority vote may have the opportunity to run for Secretary. In the event of a tie the following may take place: (1) one nominee may choose to step down (2) the vote can be completed again.

The Secretary should be a current or former member of the Parish Pastoral Council who volunteers for this position. The Secretary is commissioned with the new Parish Pastoral Council each year, and may actively participate in Parish Pastoral Council discussions. The Secretary is responsible for the general secretarial duties of the Parish Pastoral Council. These duties include:

- A. Coordinating communications and keeping records of the activities of the Parish Pastoral Council
- B. Provide for a record of the minutes of the regular and special meetings. A copy of the minutes shall be forwarded to the members Parish Pastoral Council the week prior to the next Parish Pastoral Council meeting.
- C. Maintaining a roster of the members and records of attendance
- D. Notifying the Chairperson of those members missing three regular meetings in a twelve month period
- E. Continually update Council documents
- F. Distribute information and correspondence to Council members as directed and to care for the necessary correspondence in the following manner:
  - a. Receive and file all Council business correspondence
  - b. Make known all Council correspondence under the prior meeting procedure
  - c. Attend to such correspondence as is delegated to the Secretary by the Chairperson of the Council
- G. Keep on file careful records of the Council's history, development, minutes, decisions, and names of leaders

## **RELATIONSHIP OF PASTOR TO PARISH PASTORAL COUNCIL**

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. The Pastor has final approval for all recommendations of the Parish Pastoral Council regarding plans and policies for the Parish. He should withhold ratification when, in his judgment, such recommendation departs from Church law, the teaching of the Church, or the known policy of the Archdiocese and/or would negatively effort the Parish Community. It is also his responsibility to oversee their implementation by the Pastoral Staff and other Parish groups.

## MEETINGS

Parish Pastoral Council meetings are held ten to twelve times a year. A thoughtfully prepared agenda should facilitate the ongoing formation of the Parish Pastoral Council through prayer, study/reflection/sharing, business and evaluation. Meetings should not exceed normally 1 ½ hours.

## AGENDA COMMITTEE

Each Parish Pastoral Council forms an Agenda Committee. The Agenda Committee consists of the Pastor, the Parish Pastoral Council Chairperson and/or Vice-Chairperson. This Committee prepares the Parish Pastoral Council meeting agenda, plans the meeting and preparation processes to accomplish this agenda. The agenda items should describe the:

- focus and parameters of the discussion;
- time frame for discussion;
- background reading to be done;
- questions to be reflected on before the meeting;
- time for evaluation of the meeting.

No agenda is complete without a period of prayer and reflection. In addition, members of the Parish Pastoral Council are expected to take part in formation experiences to help them fulfill their roles within the Parish more effectively.

## AGENDA

Parish Pastoral Council meetings should generally be held monthly, open to all Parishioners, and they should not exceed normally 1 ½ hours. The agenda should state the suggested length of time for each section as well as include, but not be limited to, the following:

- Prayer/Continuing Formation/Reflection
- Attendance (Noted by Secretary)
- Approval of Minutes (5 Minutes)
- Commission Reports- Clarifications Only (20 Minutes)
- Old Business (15 Minutes)
- New Business (20 Minutes)
- Open Forum-Time limited by chairperson (20 Minutes)
- Report of Pastor (20 Minutes)
- Next Meeting (Date, Time, Place) and Assignments (Noted on Agenda)
- Closing Prayer

## DISTRIBUTION OF PACKETS PRIOR TO PARISH PASTORAL COUNCIL MEETING

- Pastor must review the Agenda before it is distributed.
- Items requested to be placed under the *New Business* heading of the Agenda must be submitted to the Chairperson at least one week prior to the next meeting date.
- The week prior to meeting the Parish Pastoral Council Secretary prepares a packet including the agenda, background reading for discussion, reports from Commissions and minutes from the previous meeting. This packet can be emailed to each Parish Pastoral Council member. Any member that does not have an email address, the documents will be available in the Parish office for pickup the Friday prior to the Parish Pastoral Council meeting during regular office hours.
- The entire packet must be read in its entirety by each Parish Pastoral Council member prior to the meeting.

## COMMUNICATION WITH THE PARISH

The Parish Pastoral Council needs to be in communication with the broader Parish on a regular basis. A summary of the key issues raised at the Parish Pastoral Council meeting should appear in the Parish bulletin the week following the meeting. As a courtesy, the Parish Pastoral Council Chairperson or Vice-Chairperson (with the Pastor's approval) should notify the appropriate Parish Staff member of any updates for Parish and School events to the campus calendar as well as the individual in charge of publishing the Parish bulletin.

It is the responsibility of the Parish Pastoral Council to ensure that Parishioners are familiar with the process they can use to express their needs and concerns to the appropriate Commission.

## PARISH PASTORAL COUNCIL EVALUATION

It is important to set aside time on regular basis to help the Parish Pastoral Council know how effectively it is meeting the needs of the Parish. After each meeting, each member should ask themselves, "How did I experience Christ in this meeting?"

A more formal evaluation should be conducted during the first year of a new pastor's assignment to the parish by the Chairperson according to the examples set forth by the Archdiocese of Detroit.

## CONSENSUS METHOD

The Parish 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, Parish Pastoral Council should discern by way of 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 discussion. Consensus demands that members be more caring, responsible and fair with each other. It provides a structure in which these qualities are legitimate and necessary.

### CONSENSUS PROCESS

The consensus process is based on:

- A. Honest dialogue among members.
- B. The sharing of all pertinent data with all Council members.
- C. Each Council member is prepared for the discussion.
- D. Devoting enough time to the discussion so that each member clearly understands (though not necessarily agrees with) the issues and feelings shared at the table.
- E. Each Council member should be open to the possibility of the discussion changing or modifying his/her opinions, feelings and position.

### STEPS IN THE CONSENSUS PROCESS

- A. A clear agenda needs to be set prior to and reviewed at the beginning of the meeting. Council members will know what the discussion will cover and what its parameters are.
- B. The Chairperson introduces the item from the agenda.
- C. Background information is given either by the person or by the group that requests the agenda discussion.
- D. The Chairperson invites someone to begin discussion. An individual introduces and idea/opinion as to how the topic/issue might be approached.
- E. A second speaker responds to that statement and adds ideas or reaction of their own.

- F. A third speaker develops ideas further.
- G. The Chairperson:
  - a. Keeps discussion on the topic. Should there be a need the Chairperson rephrases complicated or confusing comments. He or she summarizes points of agreement and points of difference;
  - b. Ensures that all viewpoints are heard and understood by the group;
  - c. Ensures that the person speaking uses “I” statements.
- H. When most of the viewpoints have been expressed, all necessary information has been given and/or parts of the discussion begin to be repeated, the Chairperson states the direction in which the group appears to be moving.
- I. The Chairperson tests for consensus by asking if there is anything else of importance to be offered that has not been said.
- J. The Chairperson reviews the areas of agreement and areas of disagreement.
- K. The Chairperson asks if consensus has been reached.
- L. If consensus has not been reached, the discussion continues until the areas of disagreement are reduced or eliminated.
- M. If the group cannot reach a consensus because more information is needed, a person(s) is delegated to gather the information within a certain time frame (e.g., next meeting).
- N. The consensus that is reached may not completely satisfy everyone of the Parish Pastoral Council, but it must be one that all group members are willing to live with and to support.

### **BLOCKING**

Blocking occurs when one or two members still oppose an otherwise agreed upon direction that has been developed through *full group participation* and adherence to the consensus process. This is a serious situation in the life of the Council. The Council needs to have the person(s) restate their reason(s) for objecting. They need to state whether they feel they have been listened to (not agree with, but that members have understood the objection) and considered the objection carefully. The Chairperson must ask whether the person can live with and not impede in any way the direction being recommended. If the answer is in the affirmative, then the Council can move on to the next item. **NOTE:** Occasionally, members of the Council will find themselves outside the circle of agreement. This can happen in every group and should not be viewed as a problem but as an opportunity to develop creative alternatives. However, if the same person is consistently at odds with the direction after consensus has been correctly entered in to, then that person should reflect on these five questions.

- A. Are you considering what is best for the group?
- B. Are you objecting because of some personal need or past hurt/frustration?
- C. Do you need more assurance that the group really understands your objection?
- D. Do you understand all the data that has been given?
- E. Have you carefully listened to the discussion and the reasons given by the others for their support?

In an extreme situation there might be such a difference between a Council member and the rest of the group that he or she should prefer to leave the group and offer their time and talent elsewhere in the Parish.

# ROLE OF PARISH PASTORAL COUNCIL COMMISSION REPRESENTATIVES

## PARISH PASTORAL COUNCIL ORGANIZATIONAL CHART

(Highlighted areas where I.C. participates)

### FUNCTIONS OF THE PARISH PASTORAL COUNCIL COMMISSIONS

The Commissions work to:

- Each year designate one specific individual to be the Commission Representative to report the Parish Pastoral Council and attend all required Parish Pastoral Council meetings (see Commission Membership on the Parish Pastoral Council for eligibility requirements)
- investigate the needs of their own areas of concern in Parish life
- make recommendations to the Parish Pastoral Council on meeting these needs;
- ascertain needs and to understand and implement policies of the Church, e.g.: Parish, Diocesan, National, and Universal;
- collaborate with the Pastoral Staff in its areas of concern;
- develop objectives flowing from the Parish Mission Statement and Goals;
- follow all guidelines set forth in each Commission Operational Procedures;
- provide an annual evaluation of objectives and programs; report regularly to the Parish Pastoral Council on the status of their objectives, planning, and implementation--Council approval is needed for major changes, policies and actions, e.g.: an addition/ deletion of an objective or projected budget overrun;
- use the consensus method, respecting the principle of subsidiary (working from the lower levels up);
- choose a Chairperson and to hold regular meetings;
- review and to implement the policies of the Archdiocese of Detroit and to take advantage of Archdiocesan Central Services and programs;
- propose policy for the Parish Pastoral Council's consideration;
- oversee the work of its committees;
- provide minutes of all meetings to the Parish Pastoral Council Secretary 10 days prior to the Parish Pastoral Council meeting if at all possible, **(the minutes must first be approved by the Chairperson of the respected committee before it is forwarded to the Parish Pastoral Council Secretary, or otherwise labeled as unapproved)**;
- have all meetings within the two weeks following the Parish Pastoral Council meetings which will be the 1<sup>st</sup> Tuesday of the month

## OVERVIEW OF THE PARISH PASTORAL COUNCIL COMMISSIONS

As it participates in the mission of Jesus, the Parish accomplishes its work in an organized and systematic way through effective working groups or Commissions. These are:

- A. Education
- B. Service
- C. Stewardship
- D. Worship

The Parish Finance Council is a separate body, equal in authority to the Parish Pastoral Council. Each group should be represented on the other, or ensure timely communication and consultation in some other effective manner.

A Parish may wish to form additional Commissions at times, according to its needs. The purpose of each Commission is to assess needs, develop objectives and implement programs through committee work. Every effort should be made for effective two-way communication:

- A. between the Parish Pastoral Council and its Commissions,
- B. between the Parish Pastoral Council and the Finance Council,
- C. among the Commissions themselves,
- D. between the Commissions and their respective committees.

## RECOMMENDATIONS

- A. Commissions should be involved in ongoing formation, including prayer, study/ reflection/ sharing, business, and evaluation.
- B. Each Commission appoints appropriate working committees as needed, with a Spokesperson of the Commission. These committees may be standing or ad hoc.
- C. Commissions include members from the Pastoral Staff and significant groups within the Parish, e.g.: persons with disabilities, youth, and young adults, senior and unemployed persons.

## RELATIONSHIP BETWEEN COMMISSIONS

The Commissions are equal partners. No one of them has greater importance than another. The individual Commissions are not intended to function independently nor in a state of isolation from one another. Instead, they relate through the coordinating work of the Pastoral Staff. Commissions should communicate directly and collaborate on common projects.

## COMMISSION MEMBERSHIP ON THE PARISH PASTORAL COUNCIL

The Commission chooses one specific member as a Representative on the Parish Pastoral Council each year. This individual will attend all Parish Pastoral Council meetings. This individual preferably should not be the Commission Chairperson. Any person who is a spouse, parent, child or sibling of a current Parish Pastoral Council Member is not eligible to be the Commission Representative until the current member has completed their term or chooses to resign from the Parish Pastoral Council. The Commission should also choose one specific alternate Representative that will serve in the regular Commission Representatives' absence. The alternate must attend the Parish Pastoral Council meeting, be prepared to report to the Parish Pastoral Council, and filter any information and/or questions to the regular Commission Representative.

Individuals, who are appointed by their Commissions, will represent that Commission on the Parish Pastoral Council for no more than three years. After such time, another individual will be selected from the Commission as a Parish Pastoral Council Representative. Individuals may return as

Commission Representative after one year off.

## **AMENDMENTS TO OPERATIONAL PROCEDURES**

Any portion of these Operational Procedures may be modified or changed by a consensus of Parish Pastoral Council members present, presuming that a Quorum of the Council exists. Such action by the Parish Pastoral Council will not take place at the same meeting at which the proposed amendment was presented, and will follow publication to the Parish membership of the intended amendment, through the Parish newsletter. Adequate opportunity for members of the Parish to be heard, pertaining to the proposed modifications or changes, will be given before a decision of the Parish Pastoral Council is made. Any Parish Pastoral Council member may sponsor a proposed modification or change to these Operational Procedures. The proposed modification or change is to be submitted in writing to the Chairperson or Secretary at least two weeks prior to the regular Parish Pastoral Council meeting. The Pastor reserves the right to modify or change to these Operational Procedures if it is for the benefit of the Parish without going through the formal amendment process.

## **GOALS AND OBJECTIVES**

In light of the Mission Statement, the Parish Pastoral Council formulates Parish goals, prioritizes and approves 3 to 5 objectives developed by the Commissions so that the Parish can budget properly all its resources- time as well as treasure. These goals and objectives should be reviewed at least annually.