

Guidelines for Holy Apostles Parish Pastoral Council

PURPOSE: Canon Law calls for the establishment of a parish pastoral council within each parish:

Can. 536 §1. If the diocesan bishop judges it opportune after he has heard the presbyteral council, a pastoral council is to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity.

§2. A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop.

Parish Pastoral Council members are those who are involved in the ministries of the parish and who bring a variety of backgrounds and perspectives to the council. They provide support to the pastor's direction and ministry with the laity. Specifically, the purpose of the Parish Pastoral Council is to assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating, and reviewing the service activities within the parish.

The Parish Pastoral Council is consultative in nature; therefore, the pastor is responsible for the final approval of all PPC recommendations concerning planning, programs, and services for the parish as well as their implementation.

MEMBERSHIP: The size of the PPC should be large enough to allow for the needed expertise and yet small enough to allow for efficiency and effectiveness. It should be representative of the size of the parish. No more than 12 parishioners and 1 ex-officio shall be on the council at one time.

Those who are chosen to participate on the council should be individuals well respected in the community of the faithful for their knowledge and pastoral leadership. But they should also be people of prayer. It is essential for the health and well-being of the parish that members who are selected be pastoral in focus.

At least one member must be a member of the St. Ignatius School Board or associated with the school by employment.

Term of Service:

Parish Pastoral Council members are requested to serve a term of six (6) years, renewable at the discretion of the pastor. Terms should be staggered so the majority of the council does not roll off at the same time.

Selection Process:

Council members may be chosen by the pastor or by the current council members.

Criteria for Members:

Criteria for members of the Parish Pastoral Council include:

- Baptized practicing Catholic
- Registered member of the parish
- Actively participates in the ongoing life of the parish, especially Sunday Eucharist
- Minimum of 18 years of age

Additionally, members should possess the following:

- A desire for spiritual growth in oneself and in the parish.
- Enthusiasm about the present and future direction of the parish.
- Eagerness to participate in parish decisions about its direction.
- Willingness to listen, to speak honestly and to work toward consensus.
- Integrity in articulating what one has heard and what one believes.
- The ability to inspire and empower others and to delegate.
- Cooperation, flexibility, and openness with people and ideas.

MEETINGS: Members are expected to attend scheduled/regular monthly meetings of the council (from Sept - May). Meetings may be added or canceled due to pastoral needs.

Prior to each meeting, the Secretary will send out a request for agenda items. Any member of the council or the pastor may add topics for discussion. The agenda will be sent out prior to the meeting. During the meeting minutes will be taken by the secretary and distributed to the members for approval. Minutes should be archived as part of the parish permanent record.

A Chairperson and/or a Secretary will be identified annually for the group during the May meeting. The qualifications for these positions should include leadership, organization, administration, availability to meet the demands of the position, and willingness to serve. The election process can be accomplished by a nomination process or with simple appointment by the pastor for these posts.

Chairperson Duties:

- Lead the meetings
- Consult with pastor on agenda items
- Serve as central point of contact for the council

Secretary Duties:

- Assemble agenda items and distribute agenda prior to the meeting
- Record minutes during the meeting and distribute minutes to the council
- Ensure minutes are maintained as an archive of the parish permanent record