

**ST. JUDE CATHOLIC COMMUNITY  
PARISH PASTORAL COUNCIL  
GUIDELINES**

**I. MISSION STATEMENT**

Led by the Holy Spirit, the mission of the St. Jude Parish Pastoral Council is to nurture the spiritual life of the parish, enhance its growth, and empower the entire faith community in the service of the Lord.

**II. NAME**

The name of the organization is St. Jude Parish Pastoral Council. It is referred to in this document as the Council.

**III. PURPOSES**

A. The Parish Pastoral Council is the main advisory body of the parish. It advises the Pastor to guarantee that the parish community will endure for future generations.

1. Pastoral means everything that pertains to the emotional, physical and spiritual care of individuals, families and parish groups.
2. The Council is a faith-filled leadership body that shares responsibility with the Pastor in discerning the needs of the parish.

B. The purpose of the Council is to plan for the Parish's future by recommending policies, procedures and programs to the Pastor. The Council is consultative.

C. Objectives:

1. To promote communication within the parish and between parish organizations.
2. To promote a sense of openness and hospitality in our parish so that all who enters shall feel welcome.
3. To provide a caring and prayerful environment within which all parishioners can find the proper setting to nurture their faith life and contribute to the growth of the parish.
4. To evangelize in the greater community in which we live be leadership exemplary Christian lives, and by inviting and welcoming our neighbors and inactive or alienated Catholics.
5. To accept the challenge of promoting issues of peace and social justice in our community.
6. To continue to provide quality Catholic education for our children and adults.
7. To recognize that our God given gifts are necessary for the continued good of this community.

**IV. DECISION-MAKING PROCESS: DISCERNMENT**

A. Definitions

1. Discernment is consensus plus the Holy Spirit.
2. To discern means to come to a full knowledge through listening as a relational being, with acute awareness, together with others, of God through the Holy Spirit.

B. The Council uses the prayerful process of discernment for reaching consensus, an agreement with which everyone can be comfortable. It is a faith-filled way to arrive at unanimity among people with different opinions. It should be a compromise position to which everyone can give support.

**ADOPTED: JUNE, 2010**

- C. When consensus is reached about items discussed at Council meetings, the items are recommended as policy.

V. COMMITTEES

Parish Ministries are the action arms of the Council. They are grouped into five Committees.

A. Catholic Education Committee

- 1. St. Jude Grammar School
  - a. School Board
  - b. PSA
  - c. Athletics
- 2. Faith Formation Board (our entire Religious Education Program)
  - a. Kindergarten thru 6<sup>th</sup> grade
  - b. 7<sup>th</sup> and 8<sup>th</sup> grades
  - c. Kwest
  - d. RCIA
  - e. VBS
  - f. Baptismal Prep, Marriage Prep
  - g. Bible-study Group
  - h. Adult Theology
  - i. Special Education
  - j. Young Adult Theology

B. Human Concerns Committee

- 1. Bereavement Ministry
- 2. Caritas/Food Pantry
- 3. Respect Life
- 4. Peace and Justice
- 5. Health Ministers/Parish Nurse
- 6. Prayer Line

C. Parish Life Committee

- 1. Council of Catholic Women CCW
- 2. Catholic's Men's Ministry
- 3. Junior Women's Club
- 4. Seniors for Seniors
- 5. Knights of Columbus

D. Spiritual Life Committee

- 1. Liturgical Ministry
- 2. Music
- 3. Sacristans
- 4. Lectors
- 5. Eucharistic Ministers/Greeters
- 6. Altar Servers
- 7. Arts & Environment
- 8. Ushers
- 9. Evangelization
- 10. Life in the Spirit

- E. Finance Committee
  - F. Within the guidelines of the Council, the Committees freely develop their own methods for implementation of the programs.
    - 1. Meet regularly.
    - 2. Include a period of education and formation at each meeting.
    - 3. Identify the responsibilities for the ministry represented.
    - 4. Examine parish goals and structures related to the Committee ministry.
    - 5. Develop a working model of the Committee that coincides with the Parish Mission
    - 6. If applicable, give monthly report to the Council.
  - G. The leadership of all Ministries is brought together at least once a year with their own Committees to:
    - 1. Pray together.
    - 2. Coordinate their schedules.
    - 3. Evaluate their activities, review budgets, and fundraising events.
    - 4. Plan and offer reports to the Council.
  - H. Committee Membership:
    - 1. The Committees are composed of one member from each parish ministry.
    - 2. The Ministries discern their representative(s) to the Committee.
    - 3. Whenever possible, because of the commitment involved, Committee members should not be an officer or coordinator of their Ministry.
  - I. Term of Service:
    - 1. Committee members except those serving on the Council; serve a one-year renewable term, up to two years total.
    - 2. Representatives to the Committees are selected/discerned each spring.
    - 3. Whenever possible, each person serves on only one Committee during any one term.
  - J. Representatives to the Council:
    - 1. In May each Committee, as necessary, selects/discerns one or two non-staff members to represent them on the Council.
    - 2. New Committee members, along with new at-large members, go through an orientation process and attend a Council meeting prior to discernment to the Council.
    - 3. Standard terms on the Council are for three years.
- VI. COUNCIL MEMBERSHIP
- A. The Council consists of the Pastor, invited ordained ministers, one or more representative for each of the five Committees, at-large members discerned from the ministries, to be a total of no more than 12 members.
  - B. The Council is a community of faith made up of members of the parish.
    - 1. The Pastor is a key person in the Council as its pastoral leader and executive officer.
    - 2. At-Large Members:
      - a. Any registered parishioner who is actively on a Ministry is eligible to serve as an At-Large Member of the Council.
      - b. At-Large Members' nomination takes place after the New Year, in May.
      - c. Before being installed in the council new representative must participate in an orientation program before discernment and attend one Council meeting before installation.
    - 3. Committee Representative: Each Committee is represented on the Council by one member.

- a. They facilitate communications and share input and resources from their Committee to the Council, and form the Council to their Committees.
  - b. They attend the meetings of both the council and the Committee.
- C. Membership terms:
  - 1. The ordinary term of membership is three years.
  - 2. One-third of the Council membership is discerned each year for a new term.
  - 3. Vacancies:
    - a. If a Committee Representative must leave the Council before their term expires, the Committee fills their position.
    - b. If an At-Large Member must leave, the Council selects a replacement for the remainder of the term.
    - c. If an officer must leave, the office is filled by discernment of the Council.
  - 4. Council terms begin in September.
- D. Officers and Duties:
  - 1. The council discerns two of its members for the offices of Chair and Co-Chair to serve a one-year renewable term, to be discerned each year.
  - 2. The Chair:
    - a. Is a member who has served at least one year on the Council.
    - b. Chairs all council meetings.
    - c. In consultation with the Pastor calls general and special meetings of the Council.
    - d. Confirms the monthly agenda.
  - 3. The Co-Chair:
    - a. In the absence of the Chair assumes the duties of the Chair.
    - b. Performs other duties as delegated by the Chair or the Pastor.
  - 4. Pastor: confers with any member who misses four of the scheduled nine meetings during year, helping the member discern whether or not resignation from the council would be in the best interests of the parish.
  - 5. Secretary or Staff Liaison
    - a. The staff Liaison serves as a resource person to the council and Committees and is a non-consenting member of the PPC.
    - b. The Secretary is a Council Member discerned by the Council.
      - i. The Secretary takes the minutes.
      - ii. Keeps a list of all Council Members and Committee assignments.
      - iii. Preserves all records, books and papers relating to Council affairs.
      - iv. Serves a one-year renewable term.
  - 6. Advisor
    - a. A former Chair who elects to remain on the Council in an advisory capacity or someone appointed by the former Chair. This is not mandatory, but elective on the part of the Chair whose term has ended.
    - b. Is a past member of the council who counsels or makes recommendations on important decision or course of action.
    - c. Serves as Historian.
    - d. Facilitates new member through the orientation process.

## VII. MEETINGS

ADOPTED: JUNE, 2010

- A. The Council meets monthly from September thru June on the assigned day.
  - 1. Meetings are two hours long from 7:00 to 9:00 pm.
  - 2. Monthly meetings agenda includes:
    - a. Scripture, reflection and prayer
    - b. New Business
  - 3. Quorum: Sixty percent of the Council membership must be present in order to decide on any policies.
  - 4. Special meetings may be called by the Chair or Pastor.
- B. The meetings are open.
  - 1. Although it is not required, parishioners who want to address the Council may send a written request ahead of time. They will be given the opportunity to speak before other visitors who want to speak without prior notification.
  - 2. Visitors who have made a written request to the Council may be schedule to address the Council. A minimum of 5 minutes will be allocated for this purpose.
  - 3. If any visitors want the council to act on their suggestions, the council needs their statement in writing, specifying their proposal. With their permission, especially if they don't want to write it out, their statement may be taped and transcribed for the council's consideration.
  - 4. The Council will notify the visitor when their topic comes up for decision.
- C. The Council presents a written report annually to the parish. This report should outline the past year and include the upcoming year's direction this should be done at by the PPC on or before June 30 to coincide with the Parish's Financial Report.

#### VIII. DUTIES OF COUNCIL AND COMMITTEE MEMBERS

- A. Attend regular or special Council or Committees meetings
  - 1. Inform the chair in advance, if they are unable to attend.
  - 2. Attend annually at least one parish, vicariate, and/or diocesan leadership training.
  - 3. Participate in the regular Spiritual and Educational Formation programs produced by the Council.
  - 4. Attend a Day of formation and Planning and Evaluation Day, i.e. Ministry Fair.
- B. Be sensitive to the needs of the parish, soliciting opinions and attitudes from the groups and parishioners with whom they interact.
  - 1. Provide any written reports to the Staff Liaison at least 7 days before a meeting in order that they may be delivered to Council members for study before the meeting.
  - 2. Suggest items for the agenda to the Chair prior to the meeting.
  - 3. Keep informed of church issues, whether local or global, through resource materials and periodicals.
- C. The Council/Committees and the Parish Finance Committee/Team:
  - 1. The Finance Committee prepares and publishes the annual budget for both operating and capital expenditures.
  - 2. The Council forwards to the Finance Committee any requests for special budgetary consideration.
    - a. Ministries may present to their Committees any requests for special budgetary consideration.
    - b. The Committees may forward these request to the Parish pastoral Council.

3. Parish Maintenance Volunteers provide for an annual inspection of all Parish priorities, and review and recommend additions or repairs according to the priorities established by the Council and Finance Team.

IX. RELATIONSHIP OF THE COUNCIL AND COMMITTEES WITH THE PARISH ADMINISTRATION STAFF

- A. The Council works closely with the Pastor, who is accountable to the Bishop for the administration of the Parish.
- B. The parish provides paid or volunteer secretaries who attend all meetings, record, type the minutes, and forward the minutes to the Staff Liaison and Chair for review.

X. AMENDMENTS TO THE COUNCIL GUIDELINES

- A. These Guidelines may be amended by sixty percent of Council members
- B. The proposed amendment(s) are presented in writing, approved by the Pastor, read at one meeting and submitted for consensus at the next meeting.
- C. Guidelines are updated annually to reflect the mission statements of the parish and Council and the goals that have come from these statements.