

ST. MARY OF THE HILLS PARISH PASTORAL COUNCIL *DRAFT*

St. Mary of the Hills' Parish Pastoral Council is the primary visioning body of this parish. The Parish Pastoral Council assists the pastor in:

- Soliciting the wisdom of the parish community on pastoral matters.
 - Forming a consensus about pastoral planning, which addresses the needs of the parish.
 - Communicating that pastoral vision to the parish as a whole.
 - Involving the parish commissions/committees in implementing the vision.
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- **STRUCTURE OF THE PARISH PASTORAL COUNCIL**
 - Members of the Parish Pastoral Council are:
 - The Priest (s) assigned to the parish.
 - One representative from the Religious assigned to or employed by the parish (optional)
 - One representative from the Parish Finance Council (non-voting, not eligible to hold office on the PPC)
 - One representative from each of the five (5) commissions: Christian Service, Education, Fellowship, Stewardship, and Worship.
 - One representative from the Evangelization Committee
 - Four At-Large members representing the following Groups:
 1. Representative to the Pontiac Area Vicariate
 2. Representative from HFRS
 3. Representative from the Seniors
 4. Representative from the Youth group
 - Terms of membership on the Parish Pastoral Council:

- The priest (s) will serve for the duration of the diocesan appointment(s).
 - The representative(s) from the Religious will serve for the duration of the appointment to or employment by the parish.
 - The term on the Parish Pastoral Council will be two (2) years. Any member of the Parish Pastoral Council, excluding the priest (s) and religious, having served four (4) consecutive years shall not serve again on the Parish Council for a period of one (1) year after leaving the Parish Pastoral Council.

- Eligibility for Membership on the PPC
 - Fully initiated, active, practicing Catholic in good standing and a parish member.
 - Equipped with the gifts or charisms necessary for serving in this capacity, with a reputation for integrity.
 - Able to work in groups.
 - Prayerful with an awareness of God being active in one's life.
 - Open to the Spirit, to spiritual growth, and being formed in the evangelizing mission of the Church.
 - Capable of relating to people from varied social, economic and ethnic backgrounds, with an ability to listen to the needs of the people.
 - At least 16 years old.
 - Not a member of parish staff.
 - If a potential council member is related to the pastor, associate pastor(s), assigned parish deacons(s) or parish staff, this information is to be publicly acknowledged and discussed by the current Pastoral Council membership

- Election/ Appointment of Parish Pastoral Council Members:
 - There are two means by which a parishioner may become a member of the SMOTH PPC.
 1. An interested At-large candidate may submit their name in writing to the Parish Pastoral Council before April 30, designating the category they wish to represent: Seniors, Youth, PAV, or HFRS.

In the event there are no volunteers after solicitation via parish bulletin for a period of at least 3 weeks, candidates may be selected from the parish at large by the pastor.

In the event there are more volunteers than open spots.....

2. Each of the (5) Commissions (Christian Service, Education, Fellowship, Stewardship, and Worship), the Evangelization committee, and the Parish Finance Council shall elect/select a member to represent their commission/committee to the PPC for a period of (2) years by May 30 to begin serving their term in September.

- Attendance:
 - Members of the Parish Pastoral Council shall be in attendance at all regular and special meetings of the Parish Pastoral Council. Therefore, any member absent from two (2) consecutive meetings, without prior notification to the Chairperson of the Parish Pastoral Council or the Pastor shall be removed from the rolls of the Parish Pastoral Council by action of the Council, and a replacement appointed by the appropriate commission or pastor.
- OFFICERS OF THE PARISH PASTORAL COUNCIL
 - The Parish Pastoral Council shall elect from among its members the following officers:
 - Chairperson
 - Vice-Chaiperson
 - Secretary.
 - The election of officers will take place at the June meeting. All PPC members who will serve in the upcoming year are eligible to hold office, and will vote on officers (with the exception of finance council representative)
 - Officers will serve for one year, and may be re-elected to serve a total of 3 consecutive years.
 - The Executive Committee composed of the Parish Pastoral Council Chairperson, Vice-Chairperson, Secretary and Pastor will be responsible for implementing the Parish Pastoral Council objectives and parish policies in the interim between

council meetings. All decisions and activities of the Executive Committee will be subject to review at the next Parish Council meeting.

- DUTIES OF THE PARISH COUNCIL OFFICERS

- The Chairperson will:

- Call and preside at all meetings of the Parish Pastoral Council.
 - Appoint such special committees as (s)he deems necessary.
 - Formulate agenda with the members of the Executive Committee offering others the opportunity to include agenda items submitted in writing within 1 week of the scheduled meeting.
 - Call the first meeting of the newly-formed Parish Pastoral Council and preside over the meeting until new officers are elected.
 - Obtain the services of a recording secretary for the minutes of the Parish Council meetings.

- The Vice-Chairperson will:

- Assist the Chairperson and perform the duties of the Chairperson in his/her absence.
 - Act as parliamentarian for the meetings.
 - Publicize beginning March 1, through April 30, that the Parish Council will be receiving nominations until April 30, for candidates to be Representatives-At-Large for the following areas (PAV, HFRS, Seniors, Youth).

- The Secretary will:

- Maintain an official list of members of the Parish Pastoral Council.
 - Keep a current attendance record of all the Parish Pastoral Council members.
 - Be responsible for all correspondence.
 - Make necessary arrangements for all meetings of the Parish Pastoral Council.
 - Be responsible for the advance notification of the Parish Pastoral Council meetings including the agenda thereof, to all the Parish Council members and those whose presence is required because of special agenda topics.
 - Provide summaries of the Parish Pastoral Council meetings for presentation to the parish membership.
 - Maintain a permanent record of all proposals presented to the Parish Council and record the ultimate disposal of such proposals.
 - Be responsible for maintaining a current copy of the Constitution reflecting all amendments.

- MEETINGS OF THE PARISH COUNCIL

- The Parish Pastoral Council shall normally hold its regular meetings monthly, or at the very minimum, once every three months at a date and time designated by the Parish Pastoral Council.
- Special meetings of the Parish Pastoral Council may be called by the Pastor, the Chairperson or by request of three (3) members of the Parish Pastoral Council, on two (2) days notice to each council member, which notice shall state time, place and purpose of the meeting. The two-day notice may be waived by a simple majority of the Parish Pastoral Council members.
- Meetings of the Parish Pastoral Council shall be open to all parishioners. A period at each council meeting will be designated by the Chairperson for participation by parishioners.
- Members of the Parish Pastoral Council may invite guests to the Parish Pastoral Council meetings provided advance notice is given to the Parish Pastoral Council President. Such guests' participation shall be restricted to consideration of the special matters for which they were invited.
- The agenda for all meetings shall be prepared in advance by the Executive Committee. Any member of the parish community may place an item on the agenda. Items to be placed on the agenda shall be given in writing to the Chairperson or Secretary at least two (2) weeks prior to the Parish Pastoral Council meeting.
- Sixty percent (60%) of the members of the Parish Pastoral Council, in office at the time, shall constitute a quorum for all meeting of the Parish Pastoral Council. No council decisions shall be made without a quorum present.
- The Parish Pastoral Council meeting will be presided over by the designated officers, governed by ROBERT'S RULES OF ORDER, REVISED, when not covered by this Constitution, and all transactions of the meeting shall be duly recorded. Every reasonable and practicable effort shall be made to reach a consensus on all questions and matters proposed for consideration of the Parish Pastoral Council. However, failing such a consensus, then all questions and matters proposed for consideration of the Parish Council shall be determined by a two-thirds (2/3) majority of the Parish Council members in attendance. If less than two—thirds (2/3), but more than one-half (1/2) of the Parish Council members in attendance approve, a proposal will be resubmitted as the first item of business of the next meeting. If less than one-half (1/2) of the Parish Council members in attendance approve, then the proposal will be disapproved.
- The Pastor must ratify the decisions of the Parish Council before they become final. He will not do so when Church Law, the theology of the Church, or known policy of our Archbishop is violated. The Parish Council may appeal the Pastor's ruling to the Vicar who will appoint a committee to arbitrate the issue, until the Diocesan Pastoral Council establishes a different appeal process.

- COMMISSIONS

- There are hereby established the following commissions:
 - The Education Commission.
 - The Christian Service Commission.
 - The Worship Commission.
 - The Stewardship Commission
 - The Christian Fellowship Commission.
- The membership of the individual commissions will include:
 - The Pastor or his delegate.
 - The appropriate staff person (s) pertaining to each commission,
 - Parishioners who volunteer according to their interest, ability and experience.
- All registered members of St. Mary's of the Hills Parish, sixteen (16) years of age and older, are eligible for membership on the commissions.
- Observing the constitution and the guidelines sent out by the Archdiocese, each commission must formulate and submit to the Parish Council, for approval, the commission's own proper description, regulation, by law, or rules of procedure as it deems necessary for the efficient operation of the commission. No commission shall adopt or change any description, regulation, by law or rule of procedure without the prior approval of the Parish Pastoral Council. The term of a lay person on a commission will be unlimited.
- It is suggested that a person not serve on more than one commission at one time.