

Saint Michael Parish Pastoral Council Guidelines

Purpose and Objectives:

- To assist the Pastoral Team in their leadership role.
- To assess the needs of the parish and develop and implement plans to meet them.
- To foster unity and a sense of community in the parish.

Membership:

- Ex-officio members
 - The pastoral team (3). (Ex-officio members do not vote).
- Elected members (12). Four of the council seats are open for election or reelection each year. Term of office- Three years, a maximum of two consecutive terms. Elected members must be registered and active members of the parish, age 18 years or older. If a seat becomes vacant because of resignation or other reasons, the vacancy is filled by selection from the latest election results. If this is not possible the Pastoral Team may appoint a qualified Parish Member for the duration of the term. Elected members must complete the *Protecting God's Children* Workshop and annually complete a CORI form.
 - Parish Life (1),
 - Religious Ed. (1),
 - Youth Ministry (1),
 - School (2)
 - Finance (1)
- The Pastoral Team will have the ability to appoint up to two (2) eligible parishioners to the Council.

Selection Process:

- A nominee committee is selected from within the PPC to oversee the nomination process
- The council receives written nominations, including self – nominations, from any parishioner.
- Nominees must indicate their willingness to serve.
- The election is held annually in June.
- All ballots are locked in safe storage during the election process.
- Nominees who receive the highest number of votes are elected.

Organization:

- The members of the Council elect a member who is serving his/her second year to serve as a co chair for a two year period. That member, during their first year as co-chair, will assist the co chair who is serving their third year on the Council and second year as a co-chair. The co chair serving his/her third year of PPC will chair meetings. This rolling leadership will provide continuity and consistency for the Council as a portion of the membership changes annually.

- A secretary is selected for a one-year term from within the Council at the September meeting.
- Meetings are held monthly except that there are no meetings during the summer months of July and August.
- The parish staff members that are not members of the Pastoral Council are encouraged to attend, particularly when their ministry is being discussed.
- Executive meeting may be held when appropriate. (Closed to all except Council members.)
- Minutes of the meeting are available to all parishioners.
- Meeting agendas are prepared before each meeting by the co-chairs.

Relationship with other parish organizations:

-The Pastoral Council needs to be aware of all parish activities; however, it is not within the purview of the council to direct parish activities.

Attendance Policy:

-Members are expected to make a conscientious effort to attend Council Meetings. Frequent or prolonged absences deprive the Council of the member's thoughts and contributions and can result in a lack of continuity of discussions and council deliberations. If a member is absent from more the 3 meetings in a year then that member should consider resigning from the Council, unless he or she is confident of improving attendance in the future. A leave of absence should be considered where a member knows in advance of inability to attend a meeting, the member will make every effort to communicate by e-mail or phone with a co chair regarding the agenda or other pertinent matters.

Amendments and changes:

-These guidelines have been approved by the Parish Pastoral Council on _____. They may be amended by majority vote of the council and, in special circumstances, provisions of the guidelines may be waived by vote of the Council.

Note:

-The guidelines are primarily based on suggestions from the 8th Synod, Archdiocese of Boston, Parish Pastoral Councils Nov. 27, 1988. They have been tailored to reflect our parish at St. Michael's, North Andover.

Developed and Reviewed 12/2005

Accepted- 01/2006