



Saint Richard

CATHOLIC PARISH

PARISH PASTORAL COUNCIL

GUIDELINES

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**GUIDELINES FOR THE
SAINT RICHARD PARISH PASTORAL COUNCIL**

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GUIDELINES FOR THE SAINT RICHARD PARISH PASTORAL COUNCIL

Purpose: The Parish Pastoral Council shall be a representative body of the People of God in Saint Richard Parish. We meet to prayerfully deliberate and decide those matters for which we are responsible, which affect the total good of this Parish.

Definition of a Parish: A parish is a definite community of the Christian faithful stably established within a particular Church whose pastoral care under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper pastor. (Canon 515 §1)

Parish Mission Statement: *We, as members of Saint Richard Catholic Church, are a community of believers growing together in faith and our desire to serve God, our Church and each other. Our community strives to love one another through service, prayer, example and support. Guided by the Holy Spirit, we will provide the opportunity for everyone to utilize their gifts and talents to serve the Lord Jesus Christ and one another.*

Scope: This Council shall:

- A. Be consultative to the Pastor;
- B. Work to aid the Pastor by setting objectives and general policies which govern the day to day life of the Parish;
- C. Support the work and Ministries of all Parish organizations;
- D. Operate on the principle of Subsidiary, allowing Parish organizations to make their own decisions in how each group will strive to achieve their established objectives and policies.

Council Mission Statement: *We, as members of the Parish Council of St. Richard, assume the responsibilities of leadership in and among the family of St. Richard. We come as servants of the Lord, Jesus Christ, and understand that our role on this council is a response to His call to serve. We endorse this belief and submit that we will carry it into practice through our goals and aims.*

Article I – Responsibilities.

The responsibilities of the Parish Pastoral Council are:

- A. To provide leadership, direction, and encouragement to achieve the goals of our Parish, consistent with the Parish Mission Statement.
- B. To coordinate, encourage, and promote activities within the Parish through which the Parish family discharges its apostolic responsibilities.

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- C. To assure through its ministries a continuous assessment of spiritual and temporal needs of the Parish family and the community and to set priorities for development of programs aimed at meeting those needs.
- D. To cooperate with and to effectively carry out the guidelines and directions of the Archdiocese of St. Louis.
- E. To promote, integrate, and develop long and short range plans for the Parish emerging from its ministries, organizations, and the Parish Pastoral Council itself.
- F. To share responsibility, as a consultative and advisory body to the Pastor, in determining policy and making decisions in areas which impact the Parish as a whole, using consensus in concurrence with the Pastor.
- G. To act as a stabilizing force in the Parish at times when Parish members are particularly affected by change and transition.

Article II – Membership

- A. A primary value for membership of the Parish Council is that the Council be a true reflection of the Parish community. Members should be inclusive of the demographic realities of the community (ex: senior citizens, minorities, persons with disabling or handicapping conditions, etc.). This does not mean that members represent a particular constituency, but rather that the Council should strive to reflect the diversity of the Parish such as age, race, and length of membership in the parish.
- B. Membership of the Parish Council is open to adults who:
 - 1. Are baptized and confirmed Roman Catholics in good standing with the Church;
 - 2. Are registered and supporting members of the Parish;
 - 3. Are committed to prayer, study, and listening;
 - 4. Are committed to giving the time and talent needed for participation;
 - 5. Read and sign the Code of Pastoral Conduct.
- C. Council membership shall consist of:
 - 1. Eight to ten regular members;
 - 2. Two special members;
 - 3. Ex officio members:
 - a. Pastor;
 - b. School Principal;
 - c. Deacons.
- D. All regular members of the Council shall be voting members.

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- E. All members of the Council shall read and understand these guidelines at least annually.
- F. All members shall make an effort to attend the Archdiocesan workshop for Pastoral Councils in the first year of their term on the Council.

Article III – Selection and Terms of Office

A. Selection of Members.

1. At least 60 days prior to each annual selection of new members (September meeting), the President shall appoint a committee of two (2) persons to serve as a nominations committee. Suggestions for nominations may be made by any parishioner through direct communication with the Pastor or any member of the Parish Council. The selection committee's responsibility is to manage all aspects of the selection process, including:
 - a. Education of Parishioners: Parishioners are educated through bulletin and pulpit announcements about the Council and the selection process for at least two weeks. They are asked to give prayerful consideration to nominating parishioners or themselves. Any person registered as a parishioner for at least one year by the date of the election who desires to stand for election may complete and submit a nomination slip provided by the Council;
 - b. Nomination: nomination forms are distributed at all liturgies on a designated weekend. During the month of October, parishioners are invited to write down the names of persons they feel have the essential characteristics of a Council member;
 - c. Notification: persons whose names were submitted by parishioners are contacted by Selection Committee members to inform them of their nomination and of a Parish Leadership orientation. At least 30 days before the selection date, the Selection Committee publishes in the parish bulletin and on the Parish website the names of those who have agreed to continue in the nomination process. Additional nominees are accepted if submitted in writing to the Selection Committee within ten (10) days after this public notification.
 - d. Orientation: the Selection Committee plans the orientation session and encourages nominees' attendance at the session.
2. Council members shall be selected by lottery, during the November meeting. Those candidates' names first drawn shall fill the at-large seats that are vacant. All nominees' names shall be drawn and recorded in the sequence of their drawing to fill any future vacancies.
3. New members will be installed during a Mass at the beginning of the year and begin their term of service with the January meeting.

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B. Terms of Membership.

1. Regular members will serve a three year term with at least one year gap between terms.
2. Ex-officio members will serve as long as they occupy the position which provides the authority for membership.
3. Special members will serve as long as the need for which they are appointed exists.

C. Removal of Members.

1. Any member of the Council missing three consecutive meetings without prior approval from Father and the President of the Council or failing to fulfill their duties as a Council member, as determined by the remaining Council members, shall forfeit their Council membership.
2. Any member of the Council may resign from their position by written notice to the President and Pastor.

Article IV – Officers and the Executive Board

A. The Executive Board shall consist of the following members:

1. Pastor;
2. President, serving a maximum one year term;
3. President -Elect, serving a one year term in preparation for serving as President in the following year;
4. Secretary, with a maximum one year term.

B. Serving on the Executive Board requires a prayerful desire to guide the service of the Council during the year, and a willingness to handle Council issues in between meetings of the Council at-large. Selection of officers for the new year shall be made as follows:

1. Eligibility:
 - a. Eligible nominees for the position of Secretary are limited to any Council member in the first or second year of their term, unless given prior permission by the Pastor to extend their term of service.
 - b. Eligible nominees for the position of President-Elect are limited to any Council member in the first year of their term, unless given prior permission by the Pastor to extend their term of service as the position requires a 2-year commitment.
2. At least three months prior to the end of the term year, but beginning no later than the October meeting:
 - a. The Pastor, President and President-Elect shall identify nominees for the offices of Secretary and President-Elect.

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- b. Nominees will have 14 days to discern the call to serve as an officer and notify the Pastor of their decision;
 3. During the next 30 days, beginning at the next regular meeting (in November):
 - a. Nominees will be presented by the President to the entire Council for approval.
 - b. Outgoing officers shall work with incoming officers to effectively transition all responsibilities prior to the regular January meeting.
 4. The new Board members shall assume their duties as of the January meeting in the following year.
 5. All needed vacancy replacements will be filled at the next scheduled meeting of the Council.
- C. Duties of the Executive Board members shall include:
 1. For the Office of President:
 - a. Chairs all regular and special Council meetings;
 - b. Is a member of all committees;
 - c. Meets with the Pastor as necessary;
 - d. Reviews minutes from prior meeting before distributing to Council members;
 - e. Solicits agenda items from all Council members approximately two (2) weeks prior to the meeting date;
 - f. Writes the agenda for all upcoming Council meetings;
 - g. Distributes agendas for upcoming meetings approximately one (1) week prior to the meeting date.
 - h. Serves as a special member of the Parish Finance Committee and provides monthly financial update to the entire Parish Council.
 - i. In November and/or December and with the assistance of the President-Elect, develops goals and objectives for the Council for the upcoming year, to be approved by the Pastor and presented to the Council at-large at the January meeting.
 - j. Prepares annual report of accomplishment to the Parish, which should be published on the Parish website and in the bulletin at the end of the term year.
 2. For the Office of President-Elect:
 - a. Assists the President and performs the duties of President in his or her absence;
 - b. Ensures that Council meetings are announced in the bulletin and on the Parish website;
 - c. In November and/or December and with the assistance of the President, develops goals and objectives for the Council for the upcoming year, to be approved by the Pastor and presented to the Council at-large at the January meeting;
 - d. Serves as chairperson for the Selection Committee;

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- e. Serves as President in the year following the term as President-Elect.
- 3. For the office of Secretary:
 - a. Records and retains a record of all Council meetings;
 - b. Types and distributes a draft copy of minutes within fourteen (14) days following the meeting;
 - c. Submits the minutes for approval at the next meeting;
 - d. Provides a copy of the approved minutes to the Parish Webmaster for publishing on the Parish web site.
- 4. For all members of Executive Board:
 - a. Appoints, after discussion with the Council:
 - 1) Commissioners;
 - 2) Special members;
 - 3) A Council member to attend the Parish Board of Education meetings

Article V – Parish Ministries

- A. Definition. A Ministry is a committee which shall be of perpetual duration and for which the need is presently perceived as enduring, which has been recognized and approved by the Council as a Parish Ministry. Membership and chairs of each Ministry shall be determined by each committee's members.
- B. Purpose.
 - 1. Each Ministry implements the Council's priorities and goals in its own committee in the collaborative spirit of working together to accomplish the Parish's stated mission.
 - 2. All ministry work leads to building the faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.
- C. Scope.
 - 1. All Ministries are accountable to the Council.
 - 2. Ministries make decisions in their areas of responsibility.
 - 3. Ministries are accountable for carrying out their mission work as expressed in the Parish Mission Statement.
- D. Finances.
 - 1. Ministry finances shall be subject to oversight by the Parish Finance committee.
 - 2. Each Ministry shall comply with the established financial policies and procedures of the Parish.
- E. Functions. The functions of each Ministry may include but are not limited to:

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1. Identify need of the Parish within its areas of responsibility and in keeping with the Parish mission; establish priorities among those needs; and, communicate with the Parish how those needs can realistically be addressed.
 2. Communicate with the Pastor about implementation of programs and goals, and periodically evaluate existing programs and activities.
 3. Maintain communication with the respective Archdiocesan offices and agencies for guidelines and resources.
 4. Provide on-going growth of committee members through workshops, study, and spiritual development.
 5. Provide the Council with regular oral or written reports of the work of their committees.
- F. Parish Ministries. The following committees, as described in their respective charges, are recognized as Ministries in the Parish. The Council shall review this list of Ministries at the start of every calendar year to ensure its accuracy.
1. Service Life Ministries:
 - a. Blood drive
 - b. Grocery Certificate Program
 - c. Help Line
 - d. Home & School
 - e. Hospitality Committee
 - f. Marketing Committee
 - g. Parish Website
 - h. Pro Life
 - i. St. Vincent de Paul Casserole Program
 - j. Welcoming Committee
 2. Social Life Ministries:
 - a. Athletic Association
 - b. Coffee & Donuts
 - c. Girl Scouts
 - d. Golf Tournament
 - e. Ladies Bowling League
 - f. Ladies Club
 - g. Leisure Club
 - h. Men's Club
 - i. Pancake Breakfast
 - j. Parade & Picnic
 - k. Playgroup
 - l. Seafood Dinners
 3. Spiritual Life Ministries:
 - a. Adult Education
 - b. Angel Dusters
 - c. Arts & Environment
 - d. Bible Study

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- e. Children's Liturgy
- f. Eucharistic Adoration
- g. Eucharistic Ministers
- h. Greeters
- i. Lectors
- j. Liturgy Committee
- k. Men's Retreat
- l. Music Ministry
- m. Adult Choir
- n. Children's Choir
- o. Contemporary
- p. Prayer Chain
- q. RCIA
- r. Rosary Group
- s. Rosewood Committee
- t. Servers
- u. Stewardship
- v. Ushers
- w. Vacation Bible School
- x. Women's Retreat

G. Ministry Officers.

1. The chairperson of each Parish Ministry shall be discerned by and from the Ministry members, based on competence, leadership ability and knowledge of the ministry.
2. The Council recommends that the term of office for the chairperson is be one year, unless the timeframe is otherwise not feasible. Other officers determined by the Ministry, e.g. secretary, are selected in a similar manner.
3. Neither an employee of the parish nor an ex-officio member of the Council shall be eligible to be an officer.

H. Communication between Ministries and the Council.

1. Each standing committee shall have a liaison to the Council.
2. The Council shall facilitate communication between itself and all standing Parish committees by establishing regular, monthly contact between a liaison Council member and the committee chair or other appointed committee contact.
3. Other communication could include a request of minutes and/or other information to be submitted by a committee Chair to the Council on a periodic or regular basis.

I. Special Committees.

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1. A special Committee is any group of parishioners which functions as a Parish Ministry, whether or not so designated, which is not a Standing Ministry as defined in section E above.
2. Special committees may be established from time to time by the Council or Pastor. Communication with such ministries need not be as structured as that maintained with Standing Committees.
3. Special committees shall be accountable to the Pastor.

J. Parish Programs.

1. Certain parish activities, some of which have their own oversight boards, do not have the organizational features customarily associated with committees. They will be referred to herein as “programs.”
2. The Council shall maintain communications with these programs. Communication need not be as structured as that maintained with Standing Committees.
3. All programs shall be accountable to the Council.

K. Formation of New Ministries.

1. Each Ministry will be established by the Pastor, after consultation with the Council, to assist the Parish in carrying out various services for all its members.
2. When the Pastor establishes a ministry, he provides a statement of purpose for the Ministry. This statement should include:
 - a. The duties and term of the ministry.
 - b. A statement of the value of the ministry’s work within the mission of the Parish and the Church.
 - c. A reminder to the ministry to use some of its time in prayer and spiritual reflection for the enrichment of its members and for attaining the purpose of the ministry.
 - d. Any other matters relevant to the particular ministry.
3. When a Ministry is established, basic regulations should be established, such as:
 - a. Number of members.
 - b. Length of term for members.
 - c. Adherence to Council recommendations regarding ministry finances (see section V.D. above)
 - d. Method of election or appointment of members.
 - e. Method of appointment or election of a chairperson and a recording secretary.
 - f. Method of reporting on ministry work to the Pastor and the Council, and through them to the Parish.
4. Each Ministry establishes its own internal rules, such as frequency and conduct of meetings, voting procedures and other rules for harmony within the ministry.

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Article VI – Meetings, Reports and Confidentiality

- A. Council meetings will be open for any parishioner to attend and observe. Prior arrangement with the Council President is required to add agenda items.
 - 1. Regular meetings will be held on the second Wednesday of the month from January through November at 7 pm in the Chichester Room of the Rectory, or other location as deemed appropriate by the Pastor and President.
 - 2. Special meetings will be held as determined necessary by the Pastor and President.

- B. Reports and other information to the Parish will be published by the Council as follows:
 - 1. Prior publication of agenda for upcoming meetings (on the Parish Council page of the Parish website).
 - 2. Approved minutes from prior meetings shall be published on the Parish Council page of the Parish website.
 - 3. Written formal report to the Parish prepared by the President (annually);
 - 4. Other reports as deemed necessary by the Council.

- C. Confidentiality: Council members and all other meeting attendees should maintain confidentiality on those matters designated as confidential during special sessions. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

Article VII – Additions and Revisions

- A. Additions and revisions shall be made to these Guidelines as follows:
 - 1. Any Council Member may propose additions or revisions to these Guidelines. Such proposals should be included on the agenda at the next regular monthly meeting and provided in writing to the President and Pastor;
 - 2. At the monthly meeting, Council Members will discuss and vote to accept proposed additions or revisions;
 - 3. Acceptance of proposed additions shall be made by simple majority.
 - 4. The Pastor retains power to veto any proposed changes if they would be contradictory to the intended focus of the Parish Council.
 - 5. All approved additions or revisions to these guidelines will become effective as of the next monthly meeting following approval;
 - 6. All Council Members shall receive a copy of the updated Guidelines, including the added or revised items, at the monthly meeting following approval.

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- B. These Guidelines shall be reviewed in their entirety at least every 5 years, to ensure they remain current and relevant to Parish needs.