

Diocese of Tucson

Parish Pastoral Council

Guidelines

May 2009

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Introduction

One of the more important changes in the Roman Catholic Church as a result of Vatican II has been the recognition of the rights and responsibilities of the Catholic laity in many areas of Church Life.

Vatican II stressed that the mission of Jesus was committed to all of His followers, and therefore, every Catholic has an obligation to serve consistent with his or her talents, whether it be in the area of evangelization, sanctification or Christian service ministries.

In January 2005, Most Rev. Gerald F. Kicanas, Bishop of the Diocese of Tucson required all parishes to have a pastoral council as permitted by the Code of Canon Law # 536 where it states,

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



One year later the newly incorporated parishes of the Diocese of Tucson adopted bylaws, one of which stipulates that each parish is to establish a Parish Pastoral Council. (Article IX Section 6)

The Pastor has the primary responsibility for the spiritual and material welfare of the Parish. The Parish Pastoral Council (PPC) along with the Finance Council (FC) and the Parish Board of Directors (PBD) serve both the parish and the diocese in providing support for its leadership and membership.

This manual is intended to assist each parish in the Diocese of Tucson in establishing or strengthening a functioning and effective Parish Pastoral Council to carry on the mission of Jesus in that parish. In this document we refer to this council as the PPC.

Norms for Parish Pastoral Councils in the Diocese of Tucson

- The Name of the Structure is the Parish Pastoral Council.
- Parish Pastoral Councils are consultative in nature.
- The Parish Pastoral Council and the Parish Finance Council are distinct consultative bodies in the parish, with different focuses and members.
- Membership of the Parish Pastoral Council is to be truly representative of the parish.
- The Code of Canon Law prescribes that the pastor presides over the Parish Pastoral Council.
- The Parish Pastoral Council may establish commissions and/or committees which will directly assist in the work of the parish.
- Each parish should develop a governing document for the operation of the Parish Pastoral Council.

Nature and Purpose of the Parish Pastoral Council (PPC)

The Parish Pastoral Council is to be a representative body of the faithful whose focus is on the whole community – its beliefs, its hopes, its joys, its needs, its sorrows, its concerns, its gifts and its pursuit of the mission of the Church. The work of the PPC is on mission, not on management. As stewards of Christ’s mission in the parish, the main purpose of the PPC is pastoral planning. The work of the council is governed by diocesan norms and the Code of Canon Law.

The task of the Parish Pastoral Council is to give counsel to the pastor. The PPC is called to reflect and consider pastoral issues for the common good and for the future of the parish. The subsequent recommendations of the PPC may be accomplished by seeking consensus, or when circumstances require, obtaining a majority vote. All decisions are then placed in the hands of the pastor. The Pastor should consider carefully the decisions of the council and provide proper explanation to the council when acting contrary to its recommendations.

In the absence of the Pastor, the PPC can discuss matters, but cannot make final recommendations. When a pastor leaves a parish through transfer, retirement or death, all formal activity of the PPC ceases until the new pastor or assigned administrator reconvenes the council.

A new pastor would be wise to seek counsel from the existing council to become more informed about the nature of the community.

Form of the Parish Pastoral Council

The Council Documentation

Each council is to develop in writing its own organizational and functional statutes, operating within the limits of these guidelines. These statutes, or bylaws, should make clear the purpose, scope and role of the council as well as address the size of the council, membership criteria, selection process, terms and limits, and leadership. Once the parish has completed organizing its council, the original PPC bylaws which have been adopted by the parish should be sent to the Diocesan Office of Pastoral Services for safekeeping and to ensure historical continuity in case of changes in the parish and its administrators and staff.

It is suggested that these statutes not be overly complex. Each council should determine its leadership by an appropriate process. Such leadership should include at least a Chairperson, Vice-Chairperson and a Secretary. It is also suggested that each council meet a minimum of once a quarter as well as when called by the pastor or council leadership. (Exemplary bylaws for parish consideration are attached at Appendix A.)

Determination of Membership

Members of the PPC include the pastor, elected (or discerned) and appointed representatives of the parish community; and ex-officio members. The PPC members should be people that are willing to commit themselves toward improvement in parish life. It is recommended that parish staff members and their immediate family members, and leaders of organizations be excluded from voting membership on the PPC; but is also is recommended that these individuals be invited to attend meetings of the PPC to participate in discussions pertaining to areas that concern their ministries.

The parish should strive to have its PPC comprised of individuals who are representative of the entire parish community. Qualifications for membership on the PPC should be determined by the parish and published in the parish's PPC bylaws. At a minimum, it is recommended that PPC members be individuals who are registered members of the parish, attend mass regularly, and who otherwise are involved in parish activities.

It is recommended that the PPC consist of both elected or discerned and appointed members to provide balance and expertise. For the sake of discussion and representation the PPC should consist of at least four and no more than 12 lay representatives, which will vary based on the size of the parish. It is recommended that the term for PPC members be 3 year terms renewable once and the terms should be staggered to maintain continuity within the council.

Elected Lay Members

Members may be elected through a voting process or a discernment/consensus process. (Examples of ways to select new council members can be found in the sample bylaws provided in the Appendices.)

Appointed Members

Appointed members are selected by the pastor from among parish members he deems effective in assisting in the life of the parish. It is recommended that the number of appointed members not exceed one half of the total elected lay members.

Ex-Officio Members

Ex officio is a Latin term meaning "by virtue of office or position." An Ex-officio member of this council is therefore, a person who is considered a member because he/she holds a position or office on another board or committee. Without exception, the Ex-officio members of the PPC have exactly the same rights and privileges as do all other members, including, of course, the right to vote.

It is strongly encouraged that the PPC include as ex-officio members, at least one of the Lay Directors of the Parish Corporate Board (PCB). In this way they will have fuller understanding of the life of the parish and the details of issues and events within the parish.

It is strongly discouraged to have a member of the finance council as an ex-officio member of the PPC. The PPC and Finance Council serve the parish and advise the pastor in very different ways.

Membership Qualifications

- Council members should be parish members for at least 2 years;
- be at least 18 years of age;
- have demonstrated a commitment to the parish community;
- commit themselves to spiritual growth;
- commit themselves to skills development as part of the Christian leadership process;
- be willing to commit the necessary time and energy to offer effective consultation;
- be familiar with programs of both the parish and the diocese;
- be willing to respect the importance of confidentiality within the confines of discussions, meetings and parish issues.

Resignations and Vacancies

Vacancies can occur through death, resignation, long absence or inability to perform duties. It is suggested that the bylaws/statutes developed by the parish for the PPC include a provision for resignation, excessive absences and vacancies and how to fill the un-expired term of the member who is leaving the council. (See the samples in the appendices examples)

Member Roles & Responsibilities

Chairperson

The Chairperson is responsible for planning the agenda with the pastor and conducting the meeting in an orderly unbiased fashion so that agenda items and members are given an adequate and fair hearing. As part of the Chairperson's duties, it is recommended that he/she meet with the Pastor prior to each meeting to develop the agenda based on input by the other members and the pastor. Chairperson also presides over the Executive Committee, which includes the Pastor, Vice-Chair, and the Secretary.

Vice-Chair

The Vice-Chair is responsible for facilitating the meetings of the PPC in the absence of the Chair. The Vice-Chair also assumes all responsibilities of the Chair in the event of resignation or vacancy. The Vice-Chair is a member of the executive committee and takes on additional tasks as outlined in the PPC by-laws.

Secretary

The Secretary keeps the minutes of the PPC meetings as well as all official correspondence, including the attendance records and membership roster. As a part of the minutes the Secretary validates that the quorum requirements set by the bylaws/statutes are met. Hardcopies of the minutes, correspondence, records and roster are submitted to the parish archives annually. Computer records are purged according to the parish retention schedule.

Other Officers

It is not uncommon for the PPC to have other officers or heads of committees. The roles and duties of any additional officers should be clearly defined in the bylaws/statutes written by the parish.

All Members

The PPC members have the shared responsibility to work with the pastor, offering their wisdom, vision and spirituality to ensure that the mission of Jesus is carried out effectively.

Effective Partnership between the Boards, Staff and Councils

An open, trusting relationship between the PPC and the parish administration, and other boards and councils within the parish, as well as a solid understanding of the roles and responsibilities of each group is necessary for effectively accomplishing the mission of the parish.

At times one group may be required to take a stronger leadership role than another, as in the case of a committee developing or implementing a parish policy. At other times, the pastor, as the Chief Executive Officer of the parish, may be required to act autonomously. Communication and trust enable these groups to work together for the good of the parish. The pastor and lay directors are key links between the Parish Corporation Board, PPC, finance council and administrative staff.

Mission and Planning Functions of the PPC

Mission and Goals

The effectiveness of the council can be enhanced by creating, updating and referring to a parish mission statement. Each year, the council should review the mission statement, update as necessary to reflect the changes in parish life, and set goals for the parish. The goals should be broad and attainable. Each ministry and organization within the parish will need to come up with their objectives for the year, ensuring that their ministry is in line with the mission and goals of the parish. Example mission statements and goals are in the appendix.

In order to ensure the parish mission statement and goals are able to be applied to the whole parish, and in line with the mission of the diocese, it is suggested that members of the PPC represent a cross section of the active ministries of the parish. They can be involved in or are the coordinators of these ministries, and should have a solid working knowledge of the needs and issues of the ministries they are involved in and are representing. It also gives the members of the PPC a frame of reference for their input in discussions.

Parish Commissions

The effectiveness of the council can also be enhanced by the development of parish commissions or committees. Based on the size of the parish, these may not be necessary. Members of the PPC may chair or co-chair these commissions or committees and are responsible for reporting to the PPC on their status.

In line with the overall mission and goals of the parish and the Church's overall mission to teach, preach, serve and develop as a community, it is suggested that all commissions support these in their structure and vision. The structural configuration of commissions and of the PPC can vary depending on the explicit needs of the parish. Each parish should consider the configuration that best meets its needs. A commission is a large grouping of similarly oriented ministries. It is recommended that the coordinator of each ministry within the commission participate in their respective commission meetings. The pastor is an ex-officio member of all commissions. The PPC member may serve on one or more of the various commissions. Members of commissions, who are not PPC members, will not actively participate in the consensus building process at PPC meetings. The PPC and the commissions are units of service, not authority. Two possible configurations are presented herein. These are not to be considered as all encompassing.

I.

WORSHIP & SPIRITUALITY

- a. Liturgy Committee
- b. Environment Committee
- c. Retreats

SERVICE & OUTREACH

- a. Stewardship Commission
- b. Volunteer Committee
- c. Soup Kitchen

PROCLAMATION & EVANGELIZATION

- a. Youth/Young Adult Commission
- b. Education Commission
- c. Evangelization Commission

BUILDING COMMUNITY

- a. Hospitality Committee
- b. Parish Festival
- c. New Parishioner Service

II

- a. **Spiritual Development Commission:** Areas of Concern -- liturgy, ecumenical activities, retreats
- b. **Community Concerns Commission:** Areas of Concern -- Community activities; social action, cooperation-vicariate, interparochial, diocesan, etc.
- c. **Education Commission:** Areas of Concern -- all formal educational efforts of the parish --adult, CCD, school, etc.
- d. **Family Life Commission:** Areas of Concern -- pre-cana conferences, marriage encounter, social activities of the parish, recreational programs, family counseling
- e. **Youth/Young Adult Commission:** Areas of Concern -- youth programs, active involvement of youth/young adults In parish life and leadership, need for clergy,
- f. **Administration Commission:** Areas of Concern -- communications(bulletins, public relations), studying, recommending, undertaking financial programs as determined by the PPC; maintaining parish properties, programs, activities, facilities, etc.
- g. **Evangelization Commission:** Areas of Concern -- spreading the gospel, reaching out to non-Catholics and alienated Catholics,
- h. **Stewardship Commission:** Areas of Concern -- Giving of time, talent and treasure in support of local parish diocese and universal church.

The Meeting of the Parish Pastoral Council

The respect of the people's time must be paramount in the facilitation of the meeting. It is important to start on time, and also end on time, tabling unfinished business items until the next meeting if necessary. *Robert's Rules of Order* are typically followed during meetings to help those present stay focused and time conscious, although some exceptions may be necessary, at the discretion of the Chairperson.

The agenda should be set by the pastor and the chairperson or executive committee and distributed at least a week before the meeting. Any supporting documents should be sent along with the agenda to the members for their review before the meeting.

Prayer

The meeting should always begin with prayer. This should be well thought out and facilitated. This will set the tone for the rest of the meeting. It may be led by any of the members.

Approval of Minutes

The minutes of the last meeting, which were sent out with the agenda for the current meetings, are reviewed. Corrections are noted, and the minutes are approved and then filed with the other reports and official business of the PPC.

Pastor's Report

The pastor should give a report of what has happened in the parish since the last meeting, especially those items which are of pastoral concern. This could include trends in mass attendance, donations, new ministries or folded ministries, property issues, liturgical issues, and theological issues which are or could affect the parish. This report could also include items of interest from the diocesan, national, or global level.

Old Action Items (on agenda)

If there was unfinished business from the last meeting that still needs to be addressed, it should be re-introduced and discussed, reaching a consensus of opinion.

New Action Items (on agenda)

A topic will be introduced, reference made to pertinent information which was included with agenda. The expected outcome of the discussion will be set forth: Brainstorming, consensus, or consensus with action plan

Open Forum/Other

If time permits, this is an opportunity for members to bring up concerns relating to the parish or the PPC which were not addressed in the agenda. Discussion is always a brainstorming session. If necessary, it can be put on the agenda for a future meeting, at which a consensus vote could be made, if deemed necessary by the pastor.

Dismissal

Being respectful of the member's time, always end the meeting on time, tabling discussions for future meetings, or letting the issues go all together.

How to Start a Council

Pastoral councils can have a big impact on the parish staff and on the congregation. Pastors who want to establish a council need to plan for it. Such planning should begin with the Church's vision of councils and should draw upon the wisdom of experienced practitioners. Pastors should also consult their staff members. When the parish staff understands the role of the council, staff members can help identify the pastoral matters which the council will study and the way in which the council will approach them. The nuts and bolts of establishing the council, however, belong to a Steering Committee. Such a committee clarifies the operation of the council, educates parishioners and invites their participation, and oversees councilor selection.

The Parish Staff

When a pastor decides to establish a council, he should involve the parish staff (paid or volunteer). Staff members will want to know the pastor's motive for consulting a council. They will need to understand the relationship between the expertise they provide and the practical wisdom which non-experts can offer. Councils of non-experts, they should know, give pastoral matters the benefit of practical investigation and analysis. Councils seek to discern, from among the many things, which experts judge to be possible and desirable, the wise and prudent course for the particular parish. The work of the council is time-consuming, but well spent when meetings are planned and orderly. Councils have a perspective and gifts, which complement the work of parish staffs. Pastors will want to inform and consult their staff members about the content and form of council meetings. What, for example, are the areas in which the parish's pastoral program could benefit from investigation and analysis? What aspects of parish need attention? Parish staffs can help pastors define the topics which councils can then explore.

The Steering Committee

In larger parishes, it may be useful for the pastor to use a steering committee to help initiate the Parish Pastoral Council. The task of the steering committee is to steer the process leading to the formation of the council. The steering committee recommends to the pastor its practical conclusions about the council. For this committee, the pastor will want to choose parishioners and staff members who are dedicated to the council idea. The pastor also wants to engage a competent facilitator. The tasks of the Steering Committee are as follows:

- To define the purpose of the proposed pastoral council
- To educate parishioners about that purpose
- To invite parishioners to participate in the council;
- To oversee the selection of council members; and
- To draft a constitution, statutes, by-laws, or a foundational document for the council.

To achieve its first task, the Steering Committee must develop a statement of the council's purpose. This will form the basis of a constitution or foundational document about the council. It should state the purpose of councils in general, as expressed in the teachings of the Church. Moreover, it should define when the council meets, the duration of council meetings, and how members are to be chosen. Here an experienced facilitator can ensure that the Steering Committee understands the role and function of the pastoral council. The facilitator can clarify the various ways in which councils are structured, and help the Steering Committee reach practical conclusions to be recommended to the pastor. Deciding these matters is the Steering Committee's first task.

The second and third tasks of the Steering Committee are to educate parishioners about the proposed council and invite their participation. There are many ways to accomplish these tasks, but the most effective is to invite all interested parishioners to a series of open meetings. In the meetings, the pastor and the Steering Committee state the motive for a pastoral council. They explain why the pastor wants to establish a council. They also ask parishioners to suggest topics for the future council's study and reflection. In this way, the Steering Committee members educate parishioners and invite their participation.

The fourth task of the Steering Committee is to oversee the selection of new council members. General gifts needed by members of the PPC as well as a clear statement of purpose from the pastor relating to the potential members, and allowing parishioners to share in the discernment of council members are important aspects of this task. If a pastor gives parishioners a clear introduction to the importance of consulting, tells them about the kind of people he is trying to recruit for the council, and creates opportunities for them to get to know potential members, then parishioners are well able to help select a new council.

We have shown how to cultivate a new council. The steps are somewhat laborious but worth the effort. The pastor who plants his council in well-tilled soil will reap a harvest of careful investigation, thorough reflection, and sound advice. The members of such a council will have the satisfaction of putting their gifts at the service of the parish--gifts of patient study, careful consideration, and practical recommendations. Pastoral councils cannot take the place of a parish staff and dedicated volunteers. But they can help ensure that the parish mission is well thought out and carefully planned. (based on the Archdiocese of Los Angeles Synod documents on PPCs)

Appendix A

Template for Constitution/Bylaws

PREAMBLE

The _____ Pastoral Council has been formed to assist the pastor of the
Parish in promoting the life of the gospel among the people of
_____ Parish.

i. Name

- a. The name of this organization is (Parish Name) Pastoral Council.

ii. Purpose (Example)

- a. This Pastoral Council is consultative in nature. The Pastoral Council will give advice to the Pastor and Parish Staff in areas of pastoral planning, policies, and activities. This advice shall focus on practical conclusions relating to the Parish's pastoral activities.
- b. The purpose for which this Pastoral Council is organized is to be a representative body of the Parish community. It shall investigate matters relating to the Parish's pastoral activities, act as a sounding board in considering Parish pastoral activities, and ultimately aid the Pastor and the Parish Staff in formulating practical determinations concerning pastoral activities in the Parish.
- c. In carrying out its purpose, this Pastoral Council shall provide examples of Christian leadership, service, humility and spirituality to the Parish community.

iii. Members

- a. The Pastoral Council will have no more than ____ voting members, not including the pastor. Voting members include (insert all that apply) Elected or Discerned, Appointed and Ex-Officio members as described in Article I.

iv. Officers

- a. The Pastoral Council shall have a Chairperson and a Secretary. (Others may be added such as Vice-Chair, etc.) Officers will be elected annually, at the (month) meeting. Except for the Secretary (whose term of office shall be limited to one year as prescribed below), the Pastoral Council shall determine the terms of all officers who are to serve in their separate capacities at the time the same are elected to their respective offices.

ARTICLE I Determination of Council Members

Section 1. The Pastoral Council shall be representative of the Parish community. The pastor may appoint, at his discretion, additional members to serve on the Pastoral Council for balanced representation of the parishioners, not to exceed more than half of the elected/discerned council membership. The Pastoral Council shall be composed of: (include all that apply)

- A) Elected/Discerned Members – The parish will elect a maximum of ___ members for ___ - year term each. Terms shall be staggered with equal number of members elected in rotation each year. Elected members are limited to ___ consecutive terms and must wait ___ years before being considered for membership on the Pastoral Council again, whether by appointment or election.
- B) Ex-Officio Members of the Pastoral Council include lay members of the Parish Corporate Board of Directors, the associate vicar or other members as designated by the Pastor.
- C) Appointed Members – The pastor may have the option of appointing up to ___ members to serve on the council. These members will have a term length of ___ years renewable for up to ___ times and must wait ___ years before being considered for the council again, by appointment or election.

ARTICLE II Membership

Section 1. Selection of Elected/Discerned Members

- A) The Pastoral Council will be elected/discerned ...
 - (1) (Option 1) after the Pastoral Council, Nominating Committee and/or the Pastor has reviewed and approved the nomination of a candidate.
 - (2) (Option 2) after a process where the Pastoral Council or a Discernment Committee of the Parish (appointed by the Pastor) has prayerfully discerned the talents/gifts needed on the Pastoral Council for vacant positions. The persons so selected shall be submitted to the Pastor for final approval before being deemed members of the Pastoral Council.
 - (3) (Option 3) The Pastoral Council or a Discernment Committee of the Parish (appointed by the Pastor) will suggest to the Pastor the new members after an interview and by majority vote. After receiving the names of suggested new members, the Pastor shall make the final determination of who shall be asked to serve on the Pastoral Council.
 - (4) (Option 4) Election will be held at large by registered members of the Parish, by written ballot, at a time and place announced to the Parish at large for such election. Those receiving majority votes shall be deemed elected to the Pastoral Council only after approval of such persons by the Pastor.

Section 2. The process of selecting new members will begin in April of each year and new members will be selected prior to the (month) installation meeting.

ARTICLE III Membership (Qualification)

Section 1. Pastoral Council members must meet at minimum the following qualifications:

- A) Baptized Catholic in full communion with the Roman Catholic Church;
- B) Registered in the Parish for at least two years;
- C) At least 18 years old; and
- D) Active in the Parish Life.

Section 2. Pastoral Council members must be willing to commit to the following practices:

- A) Commit to attending meetings once a (month, quarter, bi-monthly);
- B) Commit to attending a Pastoral Council retreat and workshop one entire Saturday each year; and
- C) Commit time and effort to completing the goals of the Pastoral Council.

ARTICLE IV Meetings

Section 1. The Pastoral Council will meet (monthly, quarterly, bi-monthly) beginning in (month) through (month) or except for the month (s) of July, August, December (example).

Section 2. Regular meetings of the Pastoral Council shall be open to parishioners. Parishioners may (may not) participate in the discussions.

Section 3. Special meetings may be called by the Pastor or Executive Committee.

Section 4. A majority of the voting Pastoral Council membership shall constitute a quorum. No matters requiring a vote may be decided in the absence of a quorum of voting members. Except as otherwise required in these Bylaws, a majority vote of those members constituting a quorum shall be sufficient to conduct the business of the Pastoral Council. Notwithstanding the foregoing, the Pastoral Council has no authority to implement its voted-upon measures; implementation of any measures passed by the Pastoral Council is totally within the discretion of the Pastor.

Section 5. Meetings will be conducted by the Chairperson under the authority and in the presence of the Pastor. All measures passed by the Pastoral Council require the Pastor's final approval, and only the Pastor shall determine if any such measure will be implemented.

Section 6. All meetings are considered a spiritual gathering of the faithful and therefore will begin with prayer or reflection on scripture.

Section 7. The topics discussed at the meetings of the Pastoral Council will be confined to the published agenda unless a motion is passed to consider opening up the floor to parishioners or other items not on the agenda for that meeting.

ARTICLE V Duties and Roles of the Pastoral Council Officers and Members

Section 1. The Chair – is responsible for conducting the Pastoral Council Meetings. The Chair shall act as a facilitator, working to draw all members into active collaboration and discussion. The Chair is a member of the Executive Committee and with the Pastor, plan the agenda for each meeting. The Chair will follow up on all assignments given to individual Pastoral Council members. The Chair is elected for a ___year term and may serve up to ___ terms.

Section 2. Vice-Chair (if there is one) – is responsible for conducting the meetings in the absence of the Chairperson. The Vice-Chair is also responsible for coordinating the Pastoral Council annual retreat/workshop. The Vice-Chair is elected for ___year term and may serve up to ___ terms.

Section 3. Secretary -- is responsible for recording the minutes of the meetings, maintaining all the Pastoral Council documents and rosters. Minutes should include a list of the Action Item Assignments and their progress toward completion. The Secretary will attend the Executive Committee Meetings, and shall send out the completed agenda to all Pastoral Council members in advance of any meeting. The Secretary is elected for 1 year term. A member should not serve as Secretary more than once during his or her term as a member of the Pastoral Council. By nature of the position, the Secretary may be less active in any discussion while recording the minutes.

Section 4. All Members of the Pastoral Council are to participate in:

- (1) Prayerfully discerning the needs of the Parish;
- (2) Establishing goals and objectives for the Parish and plan for implementation;
- (3) Serving as vehicles for constructive dialogue within the Parish community;
- (4) Being visible models for the Parish during Parish activities, events and services;
- (5) Being open to new ideas for problem solving and decision making, using the consensus model to build support for implementing the solution or plan; and
- (6) Promoting unity within the Parish community.

Section 5. The Executive Committee will consist of the Pastor, the Chairperson, Vice-Chair and the Secretary. This Committee will aid the Pastor to develop the agenda for the Pastoral Council meetings.

ARTICLE VI Vacancies and Removal

Section 1. Vacancies may occur through resignation, death, or just cause for removal.

- A) (Option 1) Vacancies shall be filled through the normal selection process if the remaining term of vacated position is greater than ___months.
- B) (Option 2) Vacancies that have less than ___months remaining on their term will be filled through appointment by the Pastor.
- C) (Option 3) All vacancies will be filled through the annual selection process. The position will remain open until then.

D) (Option 4) Should any office fall vacant, it shall be filled through election by the voting members at the next Pastoral Council meeting in which at least 75% of the voting members are present.

Section 2. Cause for removal of a Pastoral Council member include:

- A) Council members who miss three (3) consecutive meetings may be removed by the Pastor (or Pastoral Council majority vote with the approval of the Pastor.)
- B) The Executive Committee may appoint a committee to investigate allegations of dishonorable conduct by any member of the Pastoral Council. If the allegations are deemed credible by majority vote of the Pastoral Council, the member will be given the option of resigning from the Pastoral Council. If the member refuses to resign after such a vote by the Pastoral Council, the Pastoral Council may recommend involuntary removal of the member to the Pastor.

ARTICLE VII Amendments

Section 1. Amendments to these bylaws may be proposed at any regular meeting of the Pastoral Council in which at least three fourths of the members are present, and where the proposed amendment has been completely described and published in the agenda sent to all Pastoral Council members in advance of any meeting where the proposed amendment is to be considered. A copy of the proposed amendment along with the current text shall be mailed to all members in advance of the meeting at which the vote will be taken. A two thirds majority vote of the council membership is required to amend these bylaws. Any such amendment shall not take effect until and unless it is approved by the Pastor.

Appendix B

Discernment Process Template

If a parish chooses to use the discernment process for new PPC members, here is a template that could be used which outlines the process..

I Discernment

In order to select those persons to serve on the Council, a process of discernment will be used. Discernment is keenness in seeing and understanding through the use of good judgment. In order to discern if the candidate is appropriate for the Council, the Discernment Committee must be guided by prayer in evaluating the candidate's qualifications.

II Process

A) Beginning with the _____ (month) Council meeting, the Executive Committee or an Ad Hoc Committee selected by the Council will solicit the names of prospective candidates. The prospective candidates may be nominated by any Council member, commission member, pastoral staff member or interested parishioner.

B) A Discernment Committee, established by the PPC, will review the prospective candidates.

This review should include the following steps:

- 1) Ensure each candidate meets the basic criteria set out in the Diocesan PPC Guidelines
- 2) Review each candidate's suitability with the pastor.
- 3) Conduct a personal discernment interview with each candidate.
- 4) Select candidates to recommend to the Council for approval.

C) A representative of the Discernment Committee will present the names of all discerned candidates, in priority order, to the Council for affirmation at the _____ (month) meeting.

D) The new members will be notified by the president after the _____ (month) meeting, and will be seated at the _____ (month) meeting.

Appendix C

Sample Parish Mission Statements and Goals

A Parish Mission Statement is a concise expression of a parish's purpose for existence. It helps the parish identify itself as a community of faith and set broad goals. It responds to the questions: Who are we as a parish? What do we value? What do we seek to become as a parish community?

The Parish Mission Statement is rooted in the mission of the universal church.

As an initial element of pastoral planning, the Parish Mission Statement is to be inspirational, motivational and give overall direction for parish life activities. It explains the reasons why a parish exists with words that are simple, clear, and meaningful to the people of the parish. It is meant to be understood and used by the parish community as it strives to be faithful to the mission entrusted by Christ: "Go into the whole world and proclaim the Good News to all of creation". (Mark 16:15)

Developing a Parish Mission Statement and periodically reviewing and revising it is a function of a Parish Pastoral Council. Since this is the Parish Mission Statement and because all parishioners are called to participate in the mission of the Church, the parish should be involved in the development of the initial Parish Mission Statement.

When the Parish Mission Statement is finished, the Council continues the pastoral planning process by assessing the parish's strengths and needs and by setting broad goals and priorities which are rooted in the Mission Statement.

Mission Statement of Our Mother of Sorrows Parish

Tucson, Arizona

Rooted in the spiritual tradition of the Catholic faith and called to be disciples of Jesus Christ, we the people of Our Mother of Sorrows Parish are sent forth to proclaim the Good News of God's love for all people.

A dynamic faith community, we are sent forth to grow in our faith and to share faith and love with one another. We encourage one another in prayer, in worship, in continuing to learn and to live daily the meaning of the Christian life.

As disciples of Jesus we are called and sent forth to love and to care for one another. As a parish we accept our call to reach out to all God's people, especially to those in need, so that the reign of God may be realized in our community, in our nation, and in our world.

Mission Statement of St James the Less

Coolidge, Arizona

We, the Eucharistic and Marian people of the Roman Catholic Church of St. James the Less of Coolidge Arizona, are a worshipping faith-filled community, who, empowered by the Holy Spirit, serve our Lord, Jesus Christ, our community and the Diocese of Tucson. Through love, compassion, and respect, we strive to be a welcoming community that prays and learns together.

Nosotros, personas Eucarísticas y Marianas de la Iglesia Católica Romana de St. James the Less en Coolidge, Arizona, somos una comunidad de adoradores llenos de Fe, quienes, con el poder del Espíritu Santo, servimos a nuestros Señor, Jesucristo, a nuestra comunidad y a la Diócesis de Tucson. Con amor, compasión y respeto, procuramos ser una comunidad cordial que ora y aprende juntos.

Mission Statement of St Christopher Roman Catholic Parish

Marana, Arizona

The Catholic Community of St. Christopher Parish, empowered by the Holy Spirit and nourished by the Eucharist, proclaims, witnesses and shares the Good News of Jesus Christ. We invite all to join us as we live our faith and reach out in charity to those in need. As we move into our future, we affirm our baptismal call to holiness by deepening our faith and loving one another, all for the honor and glory of God.

Mission Statement for Corpus Christi Parish

Tucson, Arizona

We, at Corpus Christi, seek to experience God in Scripture, the Sacraments, our prayer, studies, one another and all of God's creation. We aspire to embody God's presence by sharing our gifts and welcoming all.

Goals of Corpus Christi Parish

To fulfill our Parish Mission, we have set the following goals:

- 1) To develop our parish into a vital center of worship, celebration and a Christian community
- 2) To teach and live Catholic beliefs, traditions and values with a deepening spirituality and life-long religious education and formation
- 3) To plan and implement programs which will embody the values of Faith, Family and Friends within our parish, and engage every parishioner in meaningful involvement in the life of our parish
- 4) To create an atmosphere within our parish where prayer and reflection lead our parishioners to reach out to those in need within our parish, our community and the world.

St. Odilia Catholic Parish

Tucson, AZ

We welcome each other with open arms.
We accept and celebrate our diversity.
We listen to each other with open minds.
We share with each other our common faith.
We love each other with open hearts.
We recognize and respond to the Lord's
call to discipleship and mission.

San Solano Missions Parish

Topawa, AZ

CALLED TOGETHER in ministry among the Tohono O'odham, the San Solano Missions staff seeks to celebrate the Gospel in and through the Catholic Church by means of Word, Sacrament, and Personal Witness.

WE ENVISION and support the integration of Faith and Culture, Native Leadership, and the challenge of life lived in balance.

Goals of San Solano Missions:

- 1) The San Solano Missions staff will visit the O'odham in their villages
- 2) ...will support village communities and empower them in their growth toward integrating the values of the faith and culture
- 3) ...will make themselves knowledgeable and supportive of programs for addiction and recovery for O'odham
- 4) ...will continue training to prepare O'odham for leadership in the Faith Community
- 5) ...will be committed to a balanced lifestyle both individually and as a staff

Holy Angles Parish, Globe, AZ

Our Lady of the Blessed Sacrament Parish, Miami, AZ

We, the _____ parish, strive to be woven together as a family in God's love, living the example of our Lord Jesus Christ, empowered by the Holy Spirit.

Through prayers, participation in liturgy, and fellowship, we will continue to nurture community in our parish.

Challenged to be Christ's light in the world, we are called to share the Good News of the Gospel. United as a people of gratefulness for God's countless blessings, we are committed to educate ourselves and others in our faith heritage, support one another in times of need, and share generously with the poor.

We wish to engender in our youth a sense of belonging and foster in them awareness of their individual call from God and love of their faith.

We seek God's will individually and collectively in all things and look to the Holy Spirit for guidance in our mission to serve.

Our Lady of the Mountains Parish, Sierra Vista, AZ

Our Lady of the Mountains is a Eucharistic, spirit-filled Catholic community centered in Jesus Christ, living the gospel and welcoming and serving other through its ministries.

Appendix D

Common Issues for Parish Pastoral Council Consideration

These are not mandatory issues for your parish.

Parish Mission Statement

Create and amend as necessary.

Parish Goals

Review annually, project for 2, 5, and 10 years.

Diocesan Initiatives

Parish response and implementation in the parish at this time.

Parish Concerns

Change in demographics

What is parish response? What changes need to happen?

More or fewer masses? Change in focus of staff? Etc.

(PPC can recommend changes in staff based on job description/mission/goals etc. i.e. The parish has more families now – PPC recommends having a person coordinate children’s ministry OR the parish population is aging; the number of young children is down. What kinds of programming are now needed?)

Change in financial situation

PPC would discern priorities in light of mission, goals, and long term planning (Pastor should be advised by PPC and Finance Council – He may get different types of counsel, not necessarily conflicting or agreeing. Finance Council’s advice will typically be short term goals with financial priorities, PPC will be long term goals with pastoral priority.)

Parish Programs and Activities

Critique of programs and activities in light of mission and goals

Establish a process for critique – not opinion based, but spirit led and objective – big picture oriented. How do they relate to the mission and goals of our parish?

Children’s ministries including education

Adult ministries and formation

RCIA

Youth ministries, including education

Outreach Ministries

Liturgical Ministries

Social Activities