For 2013/2014 Year

This Operational Procedures manual is specific to Immaculate Conception Catholic Parish (Ira Township, Michigan) and should be used in conjunction with the Parish Pastoral Council Guidelines & Handbook provided by the Archdiocese of Detroit.
# TABLE OF CONTENTS

MISSION STATEMENT ........................................................................................................... 3
PURPOSE AND FUNCTION OF PARISH PASTORAL COUNCIL .............................................. 3
SCOPE OF PARISH PASTORAL COUNCIL........................................................................... 3
MEMBERS OF PARISH PASTORAL COUNCIL...................................................................... 4
  MEMBERS-AT-LARGE MEMBERSHIP PROCESS .................................................................. 4
  TERMS OF MEMBERSHIP ................................................................................................. 6
  SECOND ERM OF MEMBERSHIP ...................................................................................... 6
  ABSENCES ........................................................................................................................ 6
  RESIGNATIONS & VACANCIES .......................................................................................... 6
  CHAIRPERSON .................................................................................................................. 6
  VICE CHAIRPERSON ........................................................................................................ 7
  SECRETARY ....................................................................................................................... 8
RELATIONSHIP OF PASTOR TO PARISH PASTORAL COUNCIL ............................................. 8
MEETINGS .................................................................................................................................. 9
  AGENDA COMMITTEE .................................................................................................... 9
  AGENDA ............................................................................................................................. 9
  DISTRIBUTION OF PACKETS PRIOR TO PARISH PASTORAL COUNCIL MEETING ............. 9
  COMMUNICATION WITH THE PARISH ............................................................................ 10
  PARISH PASTORAL COUNCIL EVALUATION .................................................................. 10
  CONSENSUS METHOD ..................................................................................................... 10
ROLE OF PARISH PASTORAL COUNCIL COMMISSION REPRESENTATIVES ....................... 12
  PARISH PASTORAL COUNCIL ORGANIZATIONAL CHART ............................................... 12
  FUNCTIONS OF THE PARISH PASTORAL COUNCIL COMMISSIONS ............................... 12
  OVERVIEW OF THE PARISH PASTORAL COUNCIL COMMISSIONS ................................. 13
  RECOMMENDATIONS ..................................................................................................... 13
  RELATIONSHIP BETWEEN COMMISSIONS ................................................................... 13
  COMMISSION MEMBERSHIP ON THE PARISH PASTORAL COUNCIL ............................... 13
AMENDMENTS TO OPERATIONAL PROCEDURES ................................................................ 14
GOALS AND OBJECTIVES ................................................................................................. 14
MISSION STATEMENT
As a faith community in the Roman Catholic tradition and as part of the Archdiocese of Detroit, we, the people of Immaculate Conception Parish, seek to live as followers of Jesus Christ by being formed through the grace of the Holy Spirit as servants and heralds of the Gospel.

Through our commitment to authentic lifelong formation, outreach to the needy among us, and our invitation to active participation by all our parishioners, we strive to be a place of refuge and growth for all those seeking to know Jesus Christ.

By our efforts to be a warm and welcoming community, we are committed to praising and glorifying God in all our words and deeds.

(Mission updated October 2012)

PURPOSE AND FUNCTION OF PARISH PASTORAL COUNCIL
The Parish Pastoral Council is a consultative body to the Pastor and the coordinating and unifying structure of the Parish communion. The Parish Pastoral Council is the means of achieving the full participation of the whole Parish in its mission by giving all a voice in supporting, guiding and directing the various aspects of Parish life. It gathers together the visions, hopes and needs of the communion, reflects upon them until a consensus is reached, and translates this consensus into Parish planning through the establishment of goals and objectives. The Parish Pastoral Council sees that these goals and objectives are implemented by the Parish Commissions and committees and are evaluated annually.

Functioning as a consultative body, the Parish Pastoral Council concerns itself with the following aspects of Parish life:

A. As the leadership body within the Parish, its basic purpose is to set the broad direction for the Parish and act as a consultative body to the Pastor;
B. Service, not power. The Parish Pastoral Council serves to assist the growth and development of the Parish as a people of faith;
C. By giving due consideration to the legitimate concerns that are brought to it, the Parish Pastoral Council acts as a source of unity, and if necessary, reconciliation within the Parish communion:
D. “Making every effort to preserve the unity which has the Spirit as its origin and peace as its binding force.” (Eph. 4:3) Calling forth, enabling and empowering the charisms, gifts given by the Holy Spirit to individuals members of the faith community for the good of all;

SCOPE OF PARISH PASTORAL COUNCIL
The Parish Pastoral Council’s role is clearly that of a consultative body to the Pastor. As the primary structure within the Parish, it coordinates and unifies the activity of the Parish. The Parish Pastoral Council develops and recommends policy.

Matters of administration are distinct from Parish Pastoral Council activity and should not involve the Parish Pastoral Council. All decisions of the Parish Pastoral Council must be affirmed by the Pastor. A Pastor may decline to accept a decision by the Parish Pastoral Council if the Pastor judges that the decision violates any of the following:

• Matters of faith or morals
Any discrepancy between the Pastor and Parish Pastoral Council should be first resolved through further reflection, discussion and prayer. In the event the Pastor does not affirm the Parish Pastoral Council’s decision and the Council remains committed to its original recommendation, the Council, after reaching consensus, may request the Vicar to mediate. If the Pastor is the Vicar, the request is directed to the Auxiliary Bishop of the Region.

MEMBERS OF PARISH PASTORAL COUNCIL
In order to have an ideal situation for personal interaction among the Parish Pastoral Council, the Parish Pastoral Council shall consist of no less than 7 or more than 20 people. The members of the Parish Pastoral Council shall include the following:

- The Pastor
- Other Priest(s) assigned to full-time ministry in the Parish by the Archbishop
- Nine members-at-large who are involved and active in the life of the Parish (including the Parish Pastoral Council Chairperson, Vice-Chairperson, and Secretary)
- A member from each Commission
  - I. Education
  - II. Christian Service
  - III. Stewardship
  - IV. Christian Worship
- A member from the Blue Water Vicariate
- A member from the School Advisory Committee
- A member from the Evangelization Committee
- A member from the Youth Group (SHINE)
- The director of Christian Formation

MEMBERS-AT-LARGE MEMBERSHIP PROCESS
The Parish Pastoral Council is the leadership body of the Parish and should have members who will speak for all the people in the Parish. Any registered member of the Parish who is 18 years or older and is a non-staff member is eligible to become a member of the Parish Pastoral Council. Any person who is a spouse, parent, child or sibling of a current Parish Pastoral Council Member is not eligible for the membership process until the current member has completed their term or chooses to resign from the Parish Pastoral Council. There are two basic forms of choosing members that are recommended by the Archdiocese with various modifications in local situations:

A. Election-A familiar and practical process which mirrors that political model of nomination and Parish wide ballot.

B. Selection-Within the context of prayer, a Scripture service, or Eucharistic liturgy and reflection, names (of those willing to serve) are drawn by lot to fill the vacant seats of the Parish Pastoral Council
The “Selection” process is commonly used in this Parish for establishing membership on the Parish Pastoral Council because it allows for the Holy Spirit to choose the leaders of the church. The selection process provides the best distribution of members and affords all interest parties and equal opportunity. The “selection” procedure includes the following elements:

A. Nomination- A period of time is established for nomination of potential candidates. Nominations can be made by any parishioner eligible for a seat. Parishioners are asked to suggest names of fellow parishioners they feel are particularly well suited to serve as a Parish Pastoral Council member. Parishioners may also nominate themselves.

B. Invitation- Those nominated for selection are invited, usually by Parish Pastoral Council Members to consider being candidates for the vacant seats.

C. Prayer- The Parish is informed that the nomination process has been completed and invited to pray for the guidance as those nominated are considering membership. Appropriate petitions in the General Intercessions at weekend Masses should be included during this time.

D. Selection- An appropriate public setting is determined for the selection procedure. In the context of public prayer, the communion is invited to invoke the guidance of the Holy Spirit in calling these parishioners to positions of leadership in the Parish. Following the prayer, the Pastor draws the appropriate number of names from a container to select those who are called to serve.

Each year there will be at least three vacancies on the Parish Pastoral Council. In order to find those willing to serve, a notice should be put in the bulletin three weeks before the date of the selection process for Parish Pastoral Council. Nomination forms will be available prior to the selection and submitted through the Parish office along with a letter to the Pastor stating why the candidate is qualified to serve on the Parish Pastoral Council. Any member of the Parish can nominate himself or be nominated by someone in the Parish to be on the Parish Pastoral Council.

Prior to the selection process, the selected nominees are asked to participate in one or more “orientation” sessions to enable them to understand the role they are being nominated for. Only then do they need to declare whether they are willing to be considered a candidate for selections. They are asked to prayerfully consider whether they are being called to this position of Parish leadership. In the event that there are not enough Parish members nominated to Parish Pastoral Council, nominations will be made by members of the current Parish Pastoral Council to the Pastor. All nominations should be contacted to see if they are willing to serve as a Parish Pastoral Council member.

Nominations must be received no later than March 31st and a complete listing of the individual nominated will be in the weekly bulletin before April 30th. The selection can take place on any designated Sunday in May as determined by the Pastor. Depending on how many Parish Pastoral Council members are needed for the year, with the help of The Holy Spirit, one should be drawn at each Mass to cover the seats available.

The Commission Members and Youth Group Member should be chosen from its own membership, as a person to speak for the Commission as a member of the Parish Pastoral Council. The Vicariate Pastoral Council member is done on a volunteer basis and an announcement will be made at all Masses and in the Parish bulletin if there is a need for this position to be filled.
TERMS OF MEMBERSHIP
The term of office for lay members of the Parish Pastoral Council shall be a three year term. Parish Pastoral Council members may not serve for more than two consecutive terms in the same position. Each year there will be at least three vacancies on the Parish Pastoral Council. Any other vacant positions due to resignations or sickness can also be filled at this time. When the resignation or sickness happens before the change of council seats, the Parish Pastoral Council can request a person to be added to the Parish Pastoral Council. This should be accomplished by the membership process and this member will only finish the term of the Parish Council Member being replaced. Once this term is complete, this individual must complete the membership process for their own three year term.

SECOND TERM OF MEMBERSHIP
At the end of the first term (3rd year) on the Parish Pastoral Council a Parish Pastoral member may be asked by the Pastor if they want to serve a second three year term. If they choose not to serve, that would open an additional spot. Otherwise the only three spots open would be those that have completed their 2nd 3 year term.

ABSENCES
The Parish Pastoral Council serves as a leadership body within the Parish communion and sets a broad direction for the Parish. It is important that each member of the Parish Pastoral Council is active in the Parish life as well as the Parish Pastoral Council Meetings. Regular meeting attendance should be the goal of each member. The Secretary is responsible for the maintaining a roster of the members and records of attendance. If a member is absent for three meetings within a twelve month period, upon notification from the Secretary to the Chairperson, the Parish Pastoral Council reserves the right to ask the member to resign from their position. All of the circumstances surrounding the absences shall be reviewed and discussed by the Pastor and the Parish Pastoral Council and a decision will be made.

RESIGNATIONS & VACANCIES
If at any point in time a Parish Pastoral Council member is unable or unwilling to fulfill his/her calling to serve the Parish, then he/she should notify the Pastor and Chairperson of the Parish Pastoral Council in writing. The vacant position (due to resignations or sickness) may be filled during the normal membership process, or if the vacancy occurs in the beginning of the members’ term, then a special membership process may take place at the discretion of the Pastor and the Parish Pastoral Council. At this time, the Parish Pastoral Council can request a person to be added to the Parish Pastoral Council. This should be accomplished by the membership process and this member will only finish the term of the Parish Council Member that they are replacing. Once this term is complete, this individual must complete the membership process for their own three year term.

CHAIRPERSON
Any member nominating him/herself for Chairperson must be eligible. Eligibility requirements are: (1) at least be in the 2nd year of their 1st term (2) did not have more than two unexcused absences in the prior year served. In the event that more than one member of the Parish Pastoral Council is willing to serve as the Chairperson, then an election will take place among the Parish Pastoral Council Members. The election process will take place at the first Parish Pastoral Council meeting in September among all members who are present. The votes will be counted by two (2) individuals other than the nominees. The nominee with the majority of the votes will be elected the new Chairperson. The other nominee who did not receive the majority vote may have the opportunity to run for Vice-Chairperson. In the event of a tie the following may take place: (1) one nominee may choose to step down (2) the vote can be completed again (3) the nominees may choose to be
Chairperson and Vice-Chairperson with the nominee with that is further in their term as the Chairperson and the second as the Vice-Chairperson (the entire Parish Pastoral Council must have consensus in order to have this option.) The Chairperson of the Parish Pastoral Council is responsible for chairing the meetings of the Parish Pastoral Council. The main responsibility of the Chairperson is to move the meeting smoothly through the agenda. Although responsible for the smooth functioning of the Council, the Chairperson is not an executive responsible for the implementation of all decisions. The person is selected to serve as Chairperson of the Council by ensuring that meetings are conducted in a way that allows for the full consideration of the appropriate dimensions of the issues and for the maximum participation of all involved. The specific duties of the Parish Pastoral Council Chairperson included:

A. Provide significant time for prayer and reflection to situate each meeting in a climate of faith
B. Chair the agenda committee meetings
C. Chair all regular and special Parish Pastoral Council Meetings
D. Motivate the various members/groups in the Council to fulfill their specific responsibilities
E. Monitor the time frame for each agenda item
F. Encourage all Council members to participate actively and express ideas freely
G. Assist discussion by restating, summarizing, contrasting ideas and sentiments expressed by Council Members
H. Remind Council members and guests of time limits and procedural rules
I. Clarify Council Procedures
J. Make certain everyone has input into the consensus method
K. Identify and clarify the consensus reached by the Council
L. Set up processes for evaluation of Council effectiveness
M. Identify and clarify the topics that need to be placed on a future agenda and the reason for doing so
N. Schedule periodic Parish Assemblies
O. Encourage and support communications between the Parish Pastoral Council and the parishioners
P. Encourage and support communications between the Parish Pastoral Council and the Commissions (and their committees)

The term of Parish Pastoral Council Chairperson will be for one year.

**VICE CHAIRPERSON**

Any member of the Parish Pastoral Council, through prayerful selection, who is willing to serve in the capacity of Parish Pastoral Council Vice-Chairperson will nominate him/herself at the meeting designated for the selection of the Parish Pastoral Council Chairperson, Vice-Chairperson, and Secretary. If more than one member of the Parish Pastoral Council is willing to serve in this capacity, then an election will be held. The election process will take place at the first Parish Pastoral Council meeting in September among all members who are present. The votes will be counted by two (2) individuals other than the nominees. The nominee with the majority of the votes will be elected the new Vice-Chairperson. The other nominee who did not receive the majority vote may have the opportunity to run for Secretary. In the event of a tie the following may take place: (1) one nominee may choose to step down (2) the vote can be completed again. The Vice-Chairperson chairs meetings in the Chairperson’s absence and attends to other responsibilities designated by the Council. All members returning to the Council the following year are eligible. It is hoped that the Council Vice-Chairperson will become the Pastoral Council Chairperson the following year. The term of Parish Pastoral Council Vice-Chairperson will be for one year.
SECRETARY
Any member of the Parish Pastoral Council, through prayerful selection, who is willing to serve in the capacity of Parish Pastoral Council Secretary will nominate him/herself at the meeting designated for the selection of the Parish Pastoral Council Chairperson, Vice-Chairperson, and Secretary. If more than one member of the Parish Pastoral Council is willing to serve in this capacity, then an election will take place among the remaining Parish Pastoral Council Members. The election process will take place at the first Parish Pastoral Council meeting in September among all members who are present. The votes will be counted by two (2) individuals other than the nominees. The nominee with the majority of the votes will be elected the new Vice-Chairperson. The other nominee who did not receive the majority vote may have the opportunity to run for Secretary. In the event of a tie the following may take place: (1) one nominee may choose to step down (2) the vote can be completed again.

The Secretary should be a current or former member of the Parish Pastoral Council who volunteers for this position. The Secretary is commissioned with the new Parish Pastoral Council each year, and may actively participate in Parish Pastoral Council discussions. The Secretary is responsible for the general secretarial duties of the Parish Pastoral Council. These duties include:

A. Coordinating communications and keeping records of the activities of the Parish Pastoral Council
B. Provide for a record of the minutes of the regular and special meetings. A copy of the minutes shall be forwarded to the members Parish Pastoral Council the week prior to the next Parish Pastoral Council meeting.
C. Maintaining a roster of the members and records of attendance
D. Notifying the Chairperson of those members missing three regular meetings in a twelve month period
E. Continually update Council documents
F. Distribute information and correspondence to Council members as directed and to care for the necessary correspondence in the following manner:
   a. Receive and file all Council business correspondence
   b. Make known all Council correspondence under the prior meeting procedure
   c. Attend to such correspondence as is delegated to the Secretary by the Chairperson of the Council
G. Keep on file careful records of the Council’s history, development, minutes, decisions, and names of leaders

RELATIONSHIP OF PASTOR TO PARISH PASTORAL COUNCIL
By virtue of his office, the Pastor presides over the Parish Pastoral Council and fully participates in its deliberations, planning and policy development. Decisions affecting the mission of the Parish and its goals and objectives are made through a sharing of common concerns and a drawing on a collective wisdom. Such decisions are made by the Pastor in consultation with the Parish Pastoral Council. The Pastor has final approval for all recommendations of the Parish Pastoral Council regarding plans and policies for the Parish. He should withhold ratification when, in his judgment, such recommendation departs from Church law, the teaching of the Church, or the known policy of the Archdiocese and/or would negatively effort the Parish Community. It is also his responsibility to oversee their implementation by the Pastoral Staff and other Parish groups.
MEETINGS
Parish Pastoral Council meetings are held ten to twelve times a year. A thoughtfully prepared agenda should facilitate the ongoing formation of the Parish Pastoral Council through prayer, study/reflection/sharing, business and evaluation. Meetings should not exceed normally 1 ½ hours.

AGENDA COMMITTEE
Each Parish Pastoral Council forms an Agenda Committee. The Agenda Committee consists of the Pastor, the Parish Pastoral Council Chairperson and/or Vice-Chairperson. This Committee prepares the Parish Pastoral Council meeting agenda, plans the meeting and preparation processes to accomplish this agenda. The agenda items should describe the:

- focus and parameters of the discussion;
- time frame for discussion;
- background reading to be done;
- questions to be reflected on before the meeting;
- time for evaluation of the meeting.

No agenda is complete without a period of prayer and reflection. In addition, members of the Parish Pastoral Council are expected to take part in formation experiences to help them fulfill their roles within the Parish more effectively.

AGENDA
Parish Pastoral Council meetings should generally be held monthly, open to all Parishioners, and they should not exceed normally 1 ½ hours. The agenda should state the suggested length of time for each section as well as include, but not be limited to, the following:

- Prayer/Continuing Formation/Reflection
- Attendance (Noted by Secretary)
- Approval of Minutes (5 Minutes)
- Commission Reports- Clarifications Only (20 Minutes)
- Old Business (15 Minutes)
- New Business (20 Minutes)
- Open Forum-Time limited by chairperson (20 Minutes)
- Report of Pastor (20 Minutes)
- Next Meeting (Date, Time, Place) and Assignments (Noted on Agenda)
- Closing Prayer

DISTRIBUTION OF PACKETS PRIOR TO PARISH PASTORAL COUNCIL MEETING

- Pastor must review the Agenda before it is distributed.
- Items requested to be placed under the New Business heading of the Agenda must be submitted to the Chairperson at least one week prior to the next meeting date.
- The week prior to meeting the Parish Pastoral Council Secretary prepares a packet including the agenda, background reading for discussion, reports from Commissions and minutes from the previous meeting. This packet can be emailed to each Parish Pastoral Council member. Any member that does not have an email address, the documents will be available in the Parish office for pickup the Friday prior to the Parish Pastoral Council meeting during regular office hours.
- The entire packet must be read in its entirety my each Parish Pastoral Council member prior to the meeting.
COMMUNICATION WITH THE PARISH
The Parish Pastoral Council needs to be in communication with the broader Parish on a regular basis. A summary of the key issues raised at the Parish Pastoral Council meeting should appear in the Parish bulletin the week following the meeting. As a courtesy, the Parish Pastoral Council Chairperson or Vice-Chairperson (with the Pastor’s approval) should notify the appropriate Parish Staff member of any updates for Parish and School events to the campus calendar as well as the individual in charge of publishing the Parish bulletin.

It is the responsibility of the Parish Pastoral Council to ensure that Parishioners are familiar with the process they can use to express their needs and concerns to the appropriate Commission.

PARISH PASTORAL COUNCIL EVALUATION
It is important to set aside time on regular basis to help the Parish Pastoral Council know how effectively it is meeting the needs of the Parish. After each meeting, each member should ask themselves, “How did I experience Christ in this meeting?”

A more formal evaluation should be conducted during the first year of a new pastor’s assignment to the parish by the Chairperson according to the examples set forth by the Archdiocese of Detroit.

CONSENSUS METHOD
The Parish Pastoral Council seeks to discover how the Spirit is working in the Parish; to develop Parish unity and harmonious relationships, and to fulfill the mission of the Parish. With this in mind, Parish Pastoral Council should discern by way of consensus. Members strive to reach substantial, though not necessarily unanimous, agreement on all matters of direction and policy. A consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it feel they have had their chance to influence the discussion. Consensus demands that members be more caring, responsible and fair with each other. It provides a structure in which these qualities are legitimate and necessary.

CONSENSUS PROCESS
The consensus process is based on:
A. Honest dialogue among members.
B. The sharing of all pertinent data with all Council members.
C. Each Council member is prepared for the discussion.
D. Devoting enough time to the discussion so that each member clearly understands (though not necessarily agrees with) the issues and feelings shared at the table.
E. Each Council member should be open to the possibility of the discussion changing or modifying his/her opinions, feelings and position.

STEPS IN THE CONSENSUS PROCESS
A. A clear agenda needs to be set prior to and reviewed at the beginning of the meeting. Council members will know what the discussion will cover and what its parameters are.
B. The Chairperson introduces the item from the agenda.
C. Background information is given either by the person of by the group that requests the agenda discussion.
D. The Chairperson invites someone to begin discussion. An individual introduces and idea/opinion as to how the topic/issue might be approached.
E. A second speaker responds to that statement and adds ideas or reaction of their own.
F. A third speaker develops ideas further.

G. The Chairperson:
   a. Keeps discussion on the topic. Should there be a need the Chairperson
      rephrases complicated or confusing comments. He or she summarizes points
      of agreement and points of difference;
   b. Ensures that all viewpoints are heard and understood by the group;
   c. Ensures that the person speaking uses “I” statements.

H. When most of the viewpoints have been expressed, all necessary information has
   been given and/or parts of the discussion begin to be repeated, the Chairperson
   states the direction in which the group appears to be moving.

I. The Chairperson tests for consensus by asking if there is anything else of importance
   to be offered that has not been said.

J. The Chairperson reviews the areas of agreement and areas of disagreement.

K. The Chairperson asks if consensus has been reached.

L. If consensus has not been reach, the discussion continues until the areas of
   disagreement are reduced or eliminated.

M. If the group cannot reach a consensus because more information is needed, a
   person(s) is delegated to gather the information within a certain time frame (e.g.,
   next meeting).

N. The consensus that is reached may not completely satisfy everyone of the Parish
   Pastoral Council, but it must be one that all group members are willing to live with
   and to support.

**BLOCKING**

Blocking occurs when one or two members still oppose an otherwise agreed upon
direction that has been developed through *full group participation* and adherence to
the consensus process. This is a serious situation in the life of the Council. The
Council needs to have the person(s) restate their reason(s) for objecting. They need
to state whether they feel they have been listened to (not agree with, but that
members have understood the objection) and considered the objection carefully.
The Chairperson must ask whether the person can live with and not impede in any
way the direction being recommended. If the answer is in the affirmative, then the
Council can move on to the next item. **NOTE:** Occasionally, members of the Council
will find themselves outside the circle of agreement. This can happen in every group
and should not be viewed as a problem but as an opportunity to develop creative
alternatives. However, if the same person is consistently at odds with the direction
after consensus has been correctly entered in to, then that person should reflect on
these five questions.

A. Are you considering what is best for the group?

B. Are you objecting because of some personal need or past hurt/frustration?

C. Do you need more assurance that the group really understands your
   objection?

D. Do you understand all the data that has been given?

E. Have you carefully listened to the discussion and the reasons given by the
   others for their support?

In an extreme situation there might be such a difference between a Council member
and the rest of the group that he or she should prefer to leave the group and offer
their time and talent elsewhere in the Parish.
ROLE OF PARISH PASTORAL COUNCIL COMMISSION REPRESENTATIVES

PARISH PASTORAL COUNCIL ORGANIZATIONAL CHART

(Highlighted areas where I.C. participates)

FUNCTIONS OF THE PARISH PASTORAL COUNCIL COMMISSIONS

The Commissions work to:

• Each year designate one specific individual to be the Commission Representative to report the Parish Pastoral Council and attend all required Parish Pastoral Council meetings (see Commission Membership on the Parish Pastoral Council for eligibility requirements)
• investigate the needs of their own areas of concern in Parish life
• make recommendations to the Parish Pastoral Council on meeting these needs;
• ascertain needs and to understand and implement policies of the Church, e.g.: Parish, Diocesan, National, and Universal;
• collaborate with the Pastoral Staff in its areas of concern;
• develop objectives flowing from the Parish Mission Statement and Goals;
• follow all guidelines set forth in each Commission Operational Procedures;
• provide an annual evaluation of objectives and programs; report regularly to the Parish Pastoral Council on the status of their objectives, planning, and implementation--Council approval is needed for major changes, policies and actions, e.g.: an addition/ deletion of an objective or projected budget overrun;
• use the consensus method, respecting the principle of subsidiary (working from the lower levels up);
• choose a Chairperson and to hold regular meetings;
• review and to implement the policies of the Archdiocese of Detroit and to take advantage of Archdiocesan Central Services and programs;
• propose policy for the Parish Pastoral Council’s consideration;
• oversee the work of its committees;
• provide minutes of all meetings to the Parish Pastoral Council Secretary 10 days prior to the Parish Pastoral Council meeting if at all possible, (the minutes must first be approved by the Chairperson of the respected committee before it is forwarded to the Parish Pastoral Council Secretary, or otherwise labeled as unapproved);
• have all meetings within the two weeks following the Parish Pastoral Council meetings which will be the 1st Tuesday of the month
OVERVIEW OF THE PARISH PASTORAL COUNCIL COMMISSIONS

As it participates in the mission of Jesus, the Parish accomplishes its work in an organized and systematic way through effective working groups or Commissions. These are:

- A. Education
- B. Service
- C. Stewardship
- D. Worship

The Parish Finance Council is a separate body, equal in authority to the Parish Pastoral Council. Each group should be represented on the other, or ensure timely communication and consultation in some other effective manner.

A Parish may wish to form additional Commissions at times, according to its needs. The purpose of each Commission is to assess needs, develop objectives and implement programs through committee work. Every effort should be made for effective two-way communication:

- A. between the Parish Pastoral Council and its Commissions,
- B. between the Parish Pastoral Council and the Finance Council,
- C. among the Commissions themselves,
- D. between the Commissions and their respective committees.

RECOMMENDATIONS

- A. Commissions should be involved in ongoing formation, including prayer, study/reflection/sharing, business, and evaluation.
- B. Each Commission appoints appropriate working committees as needed, with a Spokesperson of the Commission. These committees may be standing or ad hoc.
- C. Commissions include members from the Pastoral Staff and significant groups within the Parish, e.g.: persons with disabilities, youth, and young adults, senior are unemployed persons.

RELATIONSHIP BETWEEN COMMISSIONS

The Commissions are equal partners. No one of them has greater importance than another. The individual Commissions are not intended to function independently nor in a state of isolation from one another. Instead, they relate through the coordinating work of the Pastoral Staff. Commissions should communicate directly and collaborate on common projects.

COMMISSION MEMBERSHIP ON THE PARISH PASTORAL COUNCIL

The Commission chooses one specific member as a Representative on the Parish Pastoral Council each year. This individual will attend all Parish Pastoral Council meetings. This individual preferably should not be the Commission Chairperson. Any person who is a spouse, parent, child or sibling of a current Parish Pastoral Council Member is not eligible to be the Commission Representative until the current member has completed their term or chooses to resign from the Parish Pastoral Council. The Commission should also choose one specific alternate Representative that will serve in the regular Commission Representatives’ absence. The alternate must attend the Parish Pastoral Council meeting, be prepared to report to the Parish Pastoral Council, and filter any information and/or questions to the regular Commission Representative.

Individuals, who are appointed by their Commissions, will represent that Commission on the Parish Pastoral Council for no more than three years. After such time, another individual will be selected from the Commission as a Parish Pastoral Council Representative. Individuals may return as
AMENDMENTS TO OPERATIONAL PROCEDURES
Any portion of these Operational Procedures may be modified or changed by a consensus of Parish Pastoral Council members present, presuming that a Quorum of the Council exists. Such action by the Parish Pastoral Council will not take place at the same meeting at which the proposed amendment was presented, and will follow publication to the Parish membership of the intended amendment, through the Parish newsletter. Adequate opportunity for members of the Parish to be heard, pertaining to the proposed modifications or changes, will be given before a decision of the Parish Pastoral Council is made. Any Parish Pastoral Council member may sponsor a proposed modification or change to these Operational Procedures. The proposed modification or change is to be submitted in writing to the Chairperson or Secretary at least two weeks prior to the regular Parish Pastoral Council meeting. The Pastor reserves the right to modify or change to these Operational Procedures if it is for the benefit of the Parish without going through the formal amendment process.

GOALS AND OBJECTIVES
In light of the Mission Statement, the Parish Pastoral Council formulates Parish goals, prioritizes and approves 3 to 5 objectives developed by the Commissions so that the Parish can budget properly all its resources - time as well as treasure. These goals and objectives should be reviewed at least annually.