

St. Patrick's Parish Community of Menasha Wisconsin

Guidelines

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St. Patrick's Parish Community of Menasha Wisconsin

Mission Statement

We the people of St. Patrick's Catholic Community, through prayer and action, are committed to living the commission of Jesus through open hearts and helping hands as faithful stewards of each other and the world around us.

Guidelines of St Patrick's Parish Pastoral Council

Article I – Name

This organization shall be known as the Pastoral Council of St. Patrick Parish Community of Menasha, WI

Article II - Purpose and Objective

The proper role of the Parish Pastoral Council is one of consultation. This role of consultation may take shape in some of the following areas:

- A. To call forth a vision of the church - the people of God.
- B. To develop a spirit of prayer among the council members and to model Christian leadership.
- C. To listen and respond to the needs of the people.
- D. To serve as a major instrument of communication, planning, evaluation and pastoral renewal of the parish.
- E. To gather the necessary data before making recommendations for the administration of the parish.
- F. To develop and maintain a mission statement which embraces the total life and mission of the parish:
 - Liturgy Committee
 - Total Religious Education
 - Communications Committee
 - Parish Activities
 - Stewardship Committee
 - Social Concerns
 - Seniors Group
 - Social Justice
- G. To work jointly with the pastor, staff and committees to make the parish truly a community of faith.

Article III - Authority and Responsibility

The responsibilities of the Parish Pastoral Council emanate from the unity with it; the sharing of gifts, talents and insights of all; the contribution of its members in dialogue; the honest searching and reflection in prayer; and the consensus recommendations to the pastor. Being a consultative body and working with the pastor, the Parish Pastoral Council has the following responsibility:

- A. To enable the Kingdom of God to grow at St. Patrick's
- B. To establish and coordinate committees in response to the value areas, needs and goals of our parish community
- C. To periodically review all plans of Council committees in order to develop a total parish plan
- D. To encourage our parishioners to participate in parish life, planning and activities
- E. To make decisions to implement our purposes
- F. To review and update the parish guidelines every five years

Article IV – Membership

“Those baptized are fully in communion with the Catholic Church on this earth who are joined with Christ in its visible structure by the bonds of profession of faith, of the sacraments and ecclesiastical governance.” Canon 205

- A. Qualities of member
 - 1. Acceptance of the teachings of Vatican II
 - 2. A willingness to grow and serve the Church
 - 3. Registered and participating members in good standing
 - 4. 16 years of age or older
- B. At Large Council

With the exception of the pastor and Secretary Lay Trustee, all members of the council are selected at large. Following their selection, the council prayerfully determines who will be the liaison to which parish committees and groups. The liaison is responsible for maintaining a strong communication link between the council and the committee. He or she ensures that the council has an opportunity for dialogue and input on significant committee efforts as well as provides an opportunity for committees to be proactive and have input on council initiatives. When matters pertaining to the work of a specific committee are considered by the council, members of that committee should be invited to participate in those deliberations.
- C. The members of the Parish Pastoral Council shall be:
 - 1. Ex-officio –
 - a. The pastor or the designated substitute for the pastor
 - b. The secretary-trustee

2. Nine selected at-large

- a. Three shall serve as officers of the Parish Pastoral Council: chairperson, vice-chairperson (who will also serve as our Vicariate representative and representative on the Tri- Parish Advisory Board) and secretary
- b. Council members shall serve as Liaisons for specific parish committees.
- c. Two are youth of the parish

D. All council members, if needed, can also participate fully in council dialogue and decision-seeking processes.

E. Terms of Office

1. Terms of office begin with the first month of the fiscal year (July)
2. At large members are selected for a three-year term , not to exceed two consecutive 3-year terms. One third of the nine at-large members will be selected each year.
3. When filling a vacancy, the newly selected member completes only the unfulfilled portion of the term.
4. An at large-member of the Parish Pastoral Council who has served two full
5. terms must wait a year before seeking another position on the Council.
6. Youth members serve until completion of high school graduation.
7. Trustees elected for a two-year term, not to exceed three consecutive 2- year terms

F. Resignations

Any person desiring to resign from the Council shall submit his/her resignation in writing to the Council. Further discussion with the chairperson or pastor is recommended.

G. Dismissals

A member missing three consecutive meetings or four during a fiscal year will mean automatic dismissal, unless prior notification and acceptance of the Pastor or Council chairperson

H. Procedure for removal

1. The subject of removal from the Council shall be discussed with the person by either the pastor or the chairperson of the Council.
2. An attempt shall be made and commitments established to either rectify the situation or to effect a voluntary resignation. If this has not occurred to the satisfaction of the council, a resolution for removal shall be brought to the council by the chairperson or pastor.
3. The remaining members seek to arrive at a recommendation by consensus to aid the pastor in resolving the matter.

I. Vacancies shall be filled by:

1. Trustees: The pastor appoints a replacement subject to the approval of the Bishop.
2. At-large: The Council members shall select from the names remaining in the selection process.

Article V – Relationships

- A. The pastor as pastoral leader is the administrator and executive of the parish.
- B. Assisting the pastor in the decision-making process is part of the Council's responsibility. However, the administration of the parish affairs remains with the pastor.
- C. The Council style shall be "consensus forming", seeking to find a general agreement among its members on major issues through common prayer and open-minded dialogue.
- D. The committees are subsidiary to the Parish Pastoral Council. They are to carry out their work in keeping with the guidelines and mission of the parish, outlined for them by the Council. New projects or programs should be presented to the Parish Council for approval. Committees are required to function within the annual parish budget unless authorized to go beyond the budget by the Council. If circumstances should arise, Pastor, Finance and PPC should dialogue to determine how funds should be appropriated.

Article VI – Officers

A. Chairperson - the duties of the Chairperson shall be:

1. To chair the Parish Pastoral Council and the Executive Committee meetings
2. To provide time for prayer and reflection setting in a climate of faith
3. To appoint in consultation and with the support of the pastor ad hoc committees as necessary
4. To carry out the directives of the parish guidelines
5. To represent and/or sign for the Council when necessary
6. To be the official representative of the Council to the parish community, the Diocese of Green Bay Diocese and the public

B. Vice-Chairperson - the duties of the Vice-Chairperson shall be:

1. To assume the role of chairperson when necessary
2. To be a member of the Executive committee
3. To represent the chairperson at committee meetings as req~sted
4. To chair the nomination committee
5. To carry out other duties as appropriate to the office
6. Shall represent the parish at Vicariate meetings and vice versa

C. Secretary - the duties of the secretary shall be:

1. To be responsible for accurate minutes of all council meetings and insure a copy is
2. placed in the parish files
3. To respond to all council correspondence as directed by the chairperson
4. To be a member of the Executive committee
5. To write Council announcements for publication
6. To distribute the minutes and agenda to each council member and chair of
7. major committee's in advance of the meetings
8. To maintain the official list of council members, their terms and attendance, as well
9. as the list of the committee members
10. To carry out other duties as appropriate to the office
11. Candidates for the office of Secretary shall serve only two consecutive years

Article VII- Nomination/Selection/Election

- A. The Vice Chairperson and the pastor, in consultation with the Parish Pastoral Council, shall seek two additional parish members as a nominating committee by March 15 of each year. This committee shall initiate and follow through on all nomination/selection/election procedures.
- B. The Parish Pastoral Council shall sponsor a weekend during March or April when all parishioners can freely nominate members, including themselves, for available positions for Parish Pastoral Council, trustees and committees.
- C. The nominating committee and the pastor shall review all names submitted according to our criteria for membership.
- D. The nominating committee invites the remaining people from the list to an orientation session.
- E. The nominating committee shall conduct an orientation for all prospective Candidates in early June so they can make an informed decision as to whether they will be a nominee for either Parish Pastoral Council, or Trustee. Finance Council members are appointed by the pastor.
- F. The nominating committee shall call for the individual decisions from each member participating in the orientation session.
- G. It is the responsibility of the nominating committee to make certain there is more than one nominee for each open position.
- H. The parish community enters into prayer and reflection asking the guidance of the Spirit in the selection of council and committee members and the election of the trustee.

- I. On a weekend in May, the parishioners shall elect by ballot one trustee to fill that vacant position.
- J. On the last Sunday in June, the selections to the council will be made. Selection will be made by drawing from all assembled names of interested parishioners.

Article VIII – Meetings

- A. All meetings shall be conducted in a prayerful, reflective mode, seeking to join consensus around major recommendations.
- B. The Parish Pastoral Council shall hold regularly scheduled monthly meetings open to all except when in executive session.
- C. Agenda and minutes of former meeting shall reach the members before the date of the meeting so all can be prepared to participate.
- D. Special meetings of the council and/or committees may be called by the pastor. Notice must be sent to all members informing them of the meeting.
- E. The executive committee meets in advance of all meetings to evaluate the processes used at meetings, to assist in the smooth functioning of meetings; to prepare agendas; to plan for the total year and the spiritual renewal of the group.
- F. The council has the right to go into executive session as needed. Decisions made in executive session must be presented and acted on in an open meeting before becoming effective. All members are bound to confidentially around the subject discussed.
- G. Members are expected to attend all meetings and carry out their duties as assigned. A quorum six must be present for regular council meetings.
- H. An annual parish meeting will be scheduled in the fall. Parish leaders including pastor, pastoral and finance council members, trustees, staff and chairpersons of committees and organizations, they will report on the ministries of the past year. Share the plans and budgets for the coming year building community and support for the future of the parish.

Article IX - Committees

Committees if this council shall have the authority to make decisions within their approved budgets and programs. These decisions shall be in the spirit of the mission statement and in the context of the goals and policies established by the council. (Refer to Article II F.) To be eligible for committee membership one must be a member of a registered unit of the parish. It is the responsibility of the council to regularly evaluate program activities in the light of parish goals. The council has the primary responsibility to always act in the best interest of the parish.

Article X – Parish Corporation

- A. Under Wisconsin Statutory law, each parish is a legal corporation guided by a five-member Board of Directors: the bishop of the diocese as president, the pastor as vice-president, the two lay member (a secretary-trustee and treasurer-trustee) and fifth member being the vicar general of the diocese.
- B. The secretary-trustee and treasurer-trustee are elected for two-year terms in accord with the civil law of the State of Wisconsin and re subject to the approval of the bishop.

Article XI – Ecclesiastical and Civil Law

Parish Pastoral Council decisions shall be in accord with the Gospel of Jesus Christ, the teaching of the Roman Catholic Church, Ecclesiastical Law and the Civil Statutes of the State of Wisconsin.

All concerns of Church life shall be resolved, if possible, within the parish, using the skills and talents available to address the difficult instances.

In stances of irreconcilable dispute and after varied attempts on the parish leve, the parish shall have recourse to the Vicar of the area.

Article XII – Adoption

After the Parish Pastoral Council studies this document it will be made available to the parish membership for study. Following the opportunity for input, the guidelines when approved by a majority of the members of the current Parish Pastoral Council and then approved by the pastor shall be in effect. This document is then signed by both the Pastor and Parish Pastoral Chair.

Article XIII - Review, Evaluation. Revision and Re-Adoption

Review, evaluation, revision and re-adoption of the guidelines shall be the main agenda item at regularly scheduled parish Pastoral Council meeting every five years.

Article XIV – Amendments

- A. All amendments to be considered shall be presented to the council in writing
- B. Proposed amendments shall be posted in church for parishioners' study and input of council members
- C. At a following meeting, proposed amendments shall be decided upon by a majority of the Parish Pastoral Council and approved by the Pastor.

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These operating guidelines were reviewed and approved by the Pastor and St. Patrick Pastoral Council on



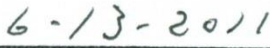
Signature of Pastor



Date



Signature of Pastoral Council Chairperson



Date