

## STATEMENT OF CHARTER OF ST. RAPHAEL PARISH PASTORAL COUNCIL

### ARTICLE I -- TITLE

The name of this body is Saint Raphael Parish Pastoral Council.

### ARTICLE II -- NATURE AND FUNCTION

The Parish Pastoral Council forms with the Pastor a leadership group of the parish community which is broadly representative of parish membership, clergy, religious and laity. It is meant to be an energizing, coordinating, and unifying organism of parish life which enables the individual members of the parish to have access to the processes which guide, direct, and support the various aspects of parish life.

The Pastor serves the parish community entrusted to him by the Bishop of the Diocese of Cleveland. The Pastor carries out this role through teaching, sanctifying and governing with the collaboration of others who share in the pastoral care of the parish and the assistance of the Christian faithful (Canon 519).

The Pastor presides over the Parish Pastoral Council. As Presider, the Pastor fully participates in the deliberations of the Parish Pastoral Council and is involved completely in the planning and policy development. The Pastor is responsible for the final approval of Council recommendations concerning pastoral plans and policies as well as for the implementation by parish staff and other groups.

The Parish Pastoral Council is a consultative body which unites laity and clergy in a community of prayer, leadership, service and pastoral planning. The Parish Pastoral Council prayerfully reflects on the needs of the parish and the larger community in which it exists, especially as these concern human salvation. Under the guidance of the Holy Spirit, the Council recommends policies for the mission and faith growth of the parish community and monitors and evaluates the processes and programs which implement these policies.

It must be emphasized that the spiritual growth of the parish community is the primary mission of the Council. Therefore, the Council concerns itself with the well-being of the parish within the context of this primary focus.

The Parish Pastoral Council carries out its purposes through three interdependent functions:

- A. Spiritual Formation: The Parish Pastoral Council, through its own regular reflection on God's word and its own prayer, provides by its own example an atmosphere in which each parish member is encouraged to grow in faith and to take an active part in the mission of the Church.
- B. Participative Planning: Participative planning is an ongoing process involving:
  1. Writing a statement of the parish mission as it relates both to the parish community and the greater communities of which the parish is a part;
  2. Identifying and reflecting upon the needs of the parish in the light of its mission

3. Establishing goals and objectives to respond to needs;
  4. Monitoring and evaluating the program and activities designed to accomplish the goals and objectives of the Parish Pastoral Council.
- C. Communication: Communication involves the exchange of information between the Parish Pastoral Council, the parish community, the diocese, and the civic community. At the discretion of the chair, with approval of the pastor, at least one (1) member of Council may be appointed to serve as an ex-officio member of the parish Communications Committee.

At the transfer, resignation, incapacity, removal, or death of the Pastor, the Pastoral Council continues to serve the parish community until a new Pastor is appointed by the Bishop. The Parish Pastoral Council acts as a consultative body to the parochial administrator when the pastorate is vacant. However, no policy changes may be made until after the new Pastor reconvenes the Council.

### **ARTICLE III -- MEMBERSHIP**

- A. Membership on Parish Pastoral Council is open to registered and confirmed Catholic members of St. Raphael Parish who are in full communion with the Church.
- B. The voting members of the Parish Pastoral Council shall consist of the following:
  1. Associate Pastor(s);
  2. Pastoral Associate(s);
  3. Deacon(s) one (1) representative;
  4. Parish School Principal or designee;
  5. Director of Religious Education or designee;
  6. Twelve (12) elected representatives from the parish, known as Parish Representatives, who are registered and confirmed members of the parish;
  7. One (1) appointed Young Adult Representative, as an age group representative;
  8. One (1) appointed senior member of the parish, as an age group representative;
  9. The Chair or designee of Finance Council;
  10. The Vice Chair of Parish Pastoral Council;

No person shall hold more than one voting position at the same time.

- C. The non-voting members of the Parish Pastoral Council shall consist of the following:
1. The Pastor;
  2. The Chair of the Parish Pastoral Council, except in case of a tie vote, in which case, the Chair may cast the deciding vote;
  3. The Administrative Associate;
  4. The Development Director;
  5. The Secretary of Parish Pastoral Council;
  6. The immediate Past-Chair of the Parish Council (may serve at the request of the Pastor)
- D. The responsibilities of the members of Parish Pastoral Council are:
1. commitment to personal spiritual renewal;
  2. attendance at Parish Pastoral Council meetings;
  3. representation of, and communication with, a particular Commission or group constituency, while representing the parish as a whole;
  4. study and preparation for each meeting.

**ARTICLE IV -- ELECTION AND TENURE OF OFFICE**

- A. The elected members of the Parish Pastoral Council designated in Article III, B. 6, 7 and 8 above shall be elected for a two-year term by the registered and confirmed members of the parish in attendance at the last scheduled Parish Pastoral Council meeting which shall serve as the Annual Meeting.
1. The twelve (12) elected Parish Representatives shall serve together for only one (1) year, so that each year there will be an election of six (6) Parish Representatives. The other six (6) elected Parish Representatives would remain on Parish Pastoral Council to serve their second year of the two (2) year term, with the newly elected members beginning the first year of their two (2) year term. The Age Group Representatives shall serve a two (2) year term on the Parish Pastoral Council.
  2. No elected Parish Representative or Age Group Representative shall serve more than two (2) consecutive terms;
  3. Terms of all elected representatives shall commence and terminate at the last scheduled meeting serving as the annual Parish Pastoral Council meeting.

- B. Vacancies.: When a vacancy occurs for a Parish Representative or Age Group Representative position, the Chair will appoint a successor, with the Pastor's approval, to serve the remainder of the term.

**ARTICLE V -- NOMINATIONS AND ELECTIONS**

- A. A Nominations Committee shall be appointed by the Chair of Parish Pastoral Council no later than the February meeting. This Committee shall consist of the Pastor and the outgoing elected representatives who are not seeking- re-election. The Chair shall appoint a member of Parish Pastoral Council to serve as the Nominations Committee Chair.
- B. It shall be the duty of this committee:
1. To notify all parish members of positions to be filled, to explain the duties of those positions, and to solicit nominations from the parish-at-large in the parish bulletin four (4) times prior to the March Parish Pastoral Council meeting;
  2. To accept nominations of parish members by other parish members and by parish members nominating themselves;
  3. To obtain the acceptance of parish members nominated by others;
  4. To identify, of all those nominated, the candidates who have the necessary and appropriate abilities and qualifications to serve as a representative;
  5. To present to the Parish Pastoral Council and to publish in the parish bulletin the names of the foregoing candidates four (4) weeks prior to the election. Normally, only such candidates shall be eligible for election. Additional candidates may be eligible for election at the discretion of the Parish Pastoral Council Chair with the approval of the Pastor;
  6. To notify all nominees of the results of the election as soon as possible; and
  7. To communicate to the parish the results of the elections as soon as possible.
- C. The election for all open seats shall be held at the Annual Meeting of the Parish Pastoral Council. The Election shall be in accordance with the provisions of Article IV, A.
- D. Each registered and fully initiated member of the parish shall be eligible to vote for all representative positions to be held.
- E. The Chair of the Parish Pastoral Council or the Nominations Committee Chair shall read the Nominations Committee's report at the Annual Meeting, at which time it will be entered into the Minutes.

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## ARTICLE VI - OFFICERS

- A. By virtue of his office, the Pastor presides over Parish Pastoral Council. In order to more efficiently unify the parish community, the Pastor calls the members of the Parish Pastoral Council together to form with himself a leadership community of service to the larger parish. Since the Parish Pastoral Council is intended to be a microcosm of the total parish community and parish Ministries, it follows that the leadership of the Pastor is central to the Parish Pastoral Council. This pastoral leadership is marked by a spirit of collaboration, by the recognition of the mutuality of gifts within the community and by the Pastor's positive, enthusiastic and understanding involvement in the work of the Council.
- B. The Officers of the Parish Pastoral Council shall consist of the Chair, Vice Chair, and Secretary:
1. Chair:
    - a. The Vice Chair of the previous year shall normally succeed to the office of Chair, as requested by the Pastor.
    - b. Term of Office: The Chair shall serve a one-year term. However, the Chair may serve a second consecutive term as requested by the Pastor.
    - c. Duties: The Chair is responsible for the following:
      1. organizing and coordinating the activities and processes of the Council;
      2. chairing regular and special meetings of the Council;
      3. appointing Committees and Committee Chairs in accordance with this Charter;
      4. setting up processes for the evaluation of Parish Pastoral Council effectiveness;
      5. Serving as an ex-officio member of all Committees, except the Nominations Committee;
      6. Communicating with incoming Council Representatives as to their duties and responsibilities.
  2. Vice Chair:
    - a. The Vice Chair shall be appointed by the Pastor.
    - b. Term of Office: The Vice Chair shall serve for one year. However, the Vice Chair may serve for a second consecutive term, as requested by the Pastor.

- c. Duties: The Vice Chair assists the Chair and assumes the duties of the Chair when the Chair is absent. In addition, the Vice Chair shall perform duties as assigned by the Chair and shall succeed to the office of Chair in the event of a vacancy.

3. Secretary:

- a. The Secretary shall be appointed by the Chair with approval of the Pastor.
- b. Term of Office: The Secretary shall serve for one (1) year. There is no limit to the Secretary's number of terms.
- c. Duties: The Secretary's duties are as follows:
  - 1. to record the minutes of the regular and special meetings;
  - 2. to maintain a roster of the members and records of attendance;
  - 3. to distribute information and correspondence to Council members as directed and to care for the necessary correspondence;
  - 4. to send names and addresses of Council members to the respective diocesan organizations or departments;
  - 5. to inform Council members of all meetings.

- C. In the event of a vacancy in the office of Chair, Vice Chair, or Secretary, that office shall be filled according to the terms of this Charter.

**ARTICLE VII -- EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Council which shall consist of the Officers, the Pastor and the Chair of the Finance Council, and others as requested by the Pastor. They shall meet at the discretion of the Chair and/or the Pastor.

**ARTICLE VIII -- MEETINGS**

- A. The Parish Pastoral Council shall hold at least five (5) regular meetings, including the last scheduled meeting serving as the Annual Meeting each year.
- B. All meetings of the Parish Pastoral Council shall be open to the parish community.

- C. The parish community shall be advised of the date, time and place of regular and annual meetings of the Parish Pastoral Council. Special meetings may be called by the Pastor, the Chair of the Council, or on the request of a majority of Council membership. A Notice and Agenda of any special meeting shall be sent to all members a sufficient time in advance of the meeting giving the time, place and purpose. No business other than as stated in the Notice and Agenda may be transacted at a special meeting. Minutes of each regular and special meeting shall be approved at the next regular meeting.
- D. Any Report to be made at a Council meeting should be in writing and provided to the secretary five (5) days prior to the scheduled meeting for inclusion in the Notice of Meeting and Agenda to be sent to Council members.
- E. At all regular or special meetings of the Parish Pastoral Council, a majority of the voting members of the Council shall constitute a quorum for the transaction of business; and the acts of a majority of the voting members of the Parish Pastoral Council present at a meeting at which a quorum is present shall be the acts of the Parish Pastoral Council, except as otherwise specifically stated herein.
- F. An Orientation Meeting shall be held to educate all new members of the Parish Pastoral Council on the Parish Pastoral Council's purpose and functions.
- G. The final scheduled meeting shall serve as the Annual Parish Pastoral Council Meeting. Updates to previously presented reports, if needed, from Commission Representatives may be submitted in writing to all Council members. The updated reports should be in writing and provided to the secretary five (5) days prior to the scheduled meeting for inclusion in the Notice of Meeting and Agenda to be sent to Council members. Newly elected representatives shall be seated as the last item of old business. The Chair shall be elected, and the Vice Chair confirmed, as the first order of business by the new Council at the Annual Meeting.

**ARTICLE IX ---PARISH PASTORAL COUNCIL A CONSULTATIVE BODY**

- A. The Parish Pastoral Council is a consultative body which unites laity and clergy in a community of prayer, leadership, service and pastoral planning. The Pastor consults the Pastoral Council on major pastoral concerns which affect the life and mission of the parish: namely to proclaim the word, to build up the community, to celebrate liturgy, and to serve all God's people.
- B. The primary concern of the Council is the spiritual growth and development of the parish.
- C. The Council is the pastoral planning body of the parish. It ensures ongoing collaboration in developing and renewing a pastoral plan for the Ministries and life of the parish. The Parish Pastoral Council also serves as a planning review body, providing consultation to the Pastor in all matters of the parish community, except in those areas explicitly limited by church law.

- D. The Pastor and the Parish Pastoral Council confer on important matters of the parish community. They work together in a climate of good will and trust. Great care is to be taken to assure a complete and honest dialogue in which all points of view are considered. Resource persons of competence should be invited for the necessary input and variety of perspectives. All members of the Parish Pastoral Council seek to arrive collaboratively at recommendations which can be supported by the entire parish community rather than by just a segment of the parish.
- E. Recommendations of the Parish Pastoral Council are considered official when accepted by the Pastor. Ordinarily this acceptance will take place within the context of the meeting at which the recommendation is made. If the Pastor desires more time for reflection on the recommendation, he may withhold ratification until such time as appropriate.
- F. Appeal Process when a Council recommendation is not approved: When a Council continually seeks to build consensus in its deliberations, rarely will the Pastor not approve a Council recommendation. Differences of opinion which may arise are resolved ideally at the local level when they occur. However, the following Appeal Process shall be followed when major disagreements might exist:
1. If the Pastor decides after prayer and reflection not to approve a Council recommendation, or to withhold implementation, he shall express this decision to the Council and provide his reasons as fully as possible.
  2. If the Council has serious difficulty with accepting the Pastor's decision, the Chair may poll the Council as to whether they wish to accept the decision and drop the matter.
  3. If the Council wishes to pursue the matter, it is placed on the Agenda for the next meeting. The Pastor and all concerned persons shall study the issue further and prepare any further relevant data or insights.
  4. At the next meeting, the Council shall prayerfully review the issue and the additional information provided. The recommendation may be revised in response to what is said and provided. If the recommendation in question is passed again by two-thirds of the members present (providing there is a quorum), and is still not approved by the Pastor, the issue can be referred to the regional Bishop. Either the Chair of the Council or the Pastor can initiate the referral.

## **ARTICLE X -- RULES OF ORDER**

The Rules of Parliamentary procedure contained in *Robert's Rules of Order, Newly Revised Edition*, shall govern the proceedings of the Parish Pastoral Council in all areas wherein they are not in conflict with this Charter or any special rules of order now or later adopted. The Chair shall have the option to suspend or implement the rules. The Chair shall have the option to appoint a parliamentarian for a particular meeting. It will be the duty of the Chair or the parliamentarian to instruct members in parliamentary procedure and to insure that all provisions and objectives of this Charter are followed.

## **ARTICLE XI -- ELECTED REPRESENTATIVES**

- A. Elected representatives shall represent all the people of the parish, and be a liaison between the Parish Pastoral Council and the people of the parish.
- B. Each elected representative shall serve on one (1) Commission of the Parish Pastoral Council and be a liaison between that Commission, its Ministries, and the Council.
- C. Newly elected representatives shall attend the Orientation Retreat and Council meetings.
- D. Newly elected representatives shall be provided with a copy of this Charter, as well as other relevant and necessary information, at the Orientation Meeting held prior to the first regularly scheduled meeting of the new Parish Pastoral Council.

## **ARTICLE XII -- COMMISSIONS**

- A. The spiritual growth of the parish community is the primary mission of the Council.
- B. A Commission is a standing group which assists in the development and coordination of programs and activities in a specific Ministry of parish need, consistent with the mission of the parish. With the exception of the Finance Council, which is mandated by the Code of Canon Law, Commissions are created according to the ministerial needs of the parish as determined by the Parish Pastoral Council and approved by the Pastor.
- C. The Pastor will identify a parish pastoral staff member to assist each Commission and the elected representative liaisons with Commission oversight and provide parish resources.
- D. Collaboration among the various Ministries and Commissions is essential to serving the needs of the parish.
- E. The following is the ongoing Planning process for each Commission:
  - 1. Discernment: To discern the ministerial needs of the parish community and the larger community;

2. Communication to Council: To communicate these discerned ministerial needs to the Parish Pastoral Council and the pastoral staff representative;
3. Planning: To formulate short and long-range plans and objectives after prioritizing ministry needs and available resources;
4. Submission to Council: To submit proposed programs and/or activities to the Parish Pastoral Council for approval, affirmation and support;
5. Implementation: To develop programs and/or activities to implement these plans;
6. Evaluation: To evaluate progress in goal achievement and program effectiveness;
7. Collaboration: To collaborate with other Commissions and Ministries where appropriate in order to more effectively serve the needs of the parish;
8. Communication to parish: To maintain communication with the parish community concerning ministerial needs, programs and/or activities, and to encourage active support, participation and involvement by parishioners.

F. The Commissions are as follows:

1. Worship: To enhance the liturgical and worship ministries of the parish, and to encourage participation in parish worship, liturgies and devotions.
2. Spiritual: To plan and provide for the ongoing spiritual formation and development of the community, and to deepen individual and communal love of the Lord.
3. Evangelization: To increase the awareness of, and need for, evangelization of all members of the community, and to invite, welcome and engage all in the activities, liturgies and Ministries of the parish.
4. Education: To assist in developing, recommending, promoting and evaluating all parish-related education programs.
5. Social Outreach: To raise the consciousness of the parish community concerning the social mission of the Church, including social justice, as essential components of the Gospel.
6. Community Life: To strengthen the communal life of the parish, the family and the neighborhood by responding to the social and recreational needs of the various groups within the parish community.

G. Responsibilities of elected representatives shall include:

1. To act as liaisons to and from the Pastoral Council and parishioners;
2. To act as liaisons to and from the Pastoral Council and an assigned Commission; and to assist in the coordination of the various Ministries, programs and activities of that Commission.
3. To collect Ministry Reports, and provide both the individual Ministry Reports, if any, and a short, condensed Report on the work of the Commission and its Ministries, to the Pastoral Council on a bimonthly basis. These Reports shall be in writing and shall be provided in advance to the Parish Pastoral Council Secretary. Any Report to be made at a Council meeting should be provided five (5) days prior to the scheduled meeting for inclusion in the Notice of Meeting and Agenda to be sent to Council members.
4. To prepare a final written report of the Commission for the Annual Parish Council Meeting, and submit such Report to the Parish Pastoral Council Secretary. Such Report shall be provided five (5) days prior to the scheduled meeting for inclusion in the Notice of Meeting and Agenda to be sent to Council members.

**ARTICLE XIII -FINANCE COUNCIL**

The Finance Council provides expertise and consultation through financial analysis, planning and policy development to aid the Pastor in the financial administration of the parish. The Finance Council looks to the Parish Pastoral Council for a statement of the mission of the parish, a pastoral plan and parish priorities. The Parish Pastoral Council looks to the Finance Council for sound financial guidance and planning regarding the resources needed to develop and implement parish plans, programs and policies. The Finance Council advises the Pastor on significant financial matters and expenditures, prepares and monitors the parish budget, and encourages stewardship. The completed parish budget shall be provided to the Parish Pastoral Council. The Finance Council prepares an Annual Report on the financial state of the parish and updates Parish Pastoral Council on a regular basis, but in no event less frequent than annually. As the Finance Council is mandated by Canon 537 of the Code of Canon Law, it does not depend on Parish Pastoral Council for its existence or function and is exempt from the limitations provided for Commissions by this Charter. Members of the Finance Council are appointed by the Pastor.

**ARTICLE XIV - AMENDMENTS**

The Charter may be amended at any regular or special meeting of the Parish Pastoral Council by a two-thirds vote of the entire voting membership of the Council. Proposed amendments to the Charter shall be submitted in writing to each Council member one meeting in advance of voting.

I do hereby certify that the within **Restatement of Charter of St. Raphael Parish Pastoral Council** was duly enacted by a two-thirds vote of the entire voting membership of the council at a regular meeting of the Parish Pastoral Council held the \_\_\_\_\_day of \_\_\_\_\_, 2007

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Secretary, St. Raphael Parish Pastoral Council