

Parish Pastoral Council Operating Guidelines

St. Kenneth Parish, Plymouth Township, Michigan

June 6, 2016

Preamble

Required by the Archdiocese of Detroit, along with the Parish Finance Council, the Parish Pastoral Council of St. Kenneth Parish in Plymouth Township, Michigan is the primary consultative body to the Pastor/Administrator/delegate and for the parish, working directly with him in the areas of pastoral planning administrative/financial matters. The Parish Pastoral Council is the primary visioning body of the parish, assisting the Pastor/Administrator/delegate in determining the overall mission of the parish.

1. As the primary visioning body of the parish, the Parish Pastoral Council assists the Pastor/Administrator/delegate in:
 - a) Soliciting the wisdom of the parish community on pastoral matters;
 - b) Forming a consensus about pastoral planning which addresses the needs of the parish;
 - c) Communicating the pastoral vision to the parish as a whole;
 - d) Involving the parish commissions/committee in implementing the vision;
2. Membership: The membership of the Parish Pastoral Council shall consist of the Pastor/Administrator/delegate, the Deacon (if one), Nine members chosen at-large by lottery, the chairperson or designee of the Christian Stewardship Commission, the Christian Service Commission, the Christian Education Commission, the Christian Evangelization Committee and the Christian Worship Commission. The Parish Finance Council chairperson, while not a member of the Parish Pastoral Council, shall have a voice, but not a vote, in Council discussions.
 - a) Prospective members of the Council, as well as commissions, should be fully initiated, active, practicing Catholics in good standing and a parish member.

- b) Membership is open to those age 16, who have participated in an orientation session for possible membership, are not members of the parish staff, not related to a staff member, nor two individuals from the same household (unless approved by the PPC prior to the selection.)
- c) Three at-large members shall be selected annually for a three-year term. Upon completion of a three-year term, members are eligible for re-selection. After two consecutive terms they must be off the Council for one year. Newly selected members assume office at the June meeting.
- d) In the event of a vacancy, the Parish Pastoral Council may appoint, in order, an alternate selected during the last lottery process. This person shall fill the unexpired term, and would be eligible for re-selection.

4). The officers of the Council shall consist of a Chairperson, A Vice-Chairperson, and a Secretary and shall be selected by the council at the June meeting. Officers of the Council serve a one-year renewable term...

- a) The Chairperson shall preside at all meetings and see that the agenda is prepared.
- b) The Vice Chairperson shall perform the duties of the Chairperson in his/her absence.
- c) The Secretary shall prepare minutes and meeting summaries and handle any correspondence from the Council. The Secretary shall insure that the records of Council activities are maintained in the parish office, and maintain a copy the Parish Pastoral Council Operating Guidelines.
- d) One or two members of the council shall serve as representatives to the Vicariate.

5). There shall be fives commissions/committee established to assist the Parish Pastoral Council in carrying out its responsibilities:

a) The parish commissions/committee are: Christian Stewardship, Christian Service, Christian Education, Christian Evangelization, and Christian Worship. The Finance Council functions according to the norms for Parish Finance Councils, as established by the Archdiocese.

b) The chairperson or a regular representative of each commission/committee shall be chosen by the commission/committee and shall (ex-officio) become a member of the Parish Pastoral Council. The commission/committee chairperson/representative would serve a three-year term, with a limit of two consecutive terms, on the Parish Pastoral Council.

c) No one may serve as a chairperson/representative of more than one commission/committee.

d) The Pastor/Administrator/delegate shall be an “ex-officio” member of each commission/committee.

Commissions:

A) The Christian Stewardship Commission. The Christian Stewardship Commission has the responsibility to promote stewardship as a way of life. The commission shall coordinate all fundraising programs, including the CSA and activities, in accord with Parish Pastoral Council and Finance Council approval and in line with overall parish priorities and objectives. It has the responsibility of assisting in the planning and overseeing the financial and physical properties of the parish by recommending to the council actions that should be taken in the area of utilization of parish resources, budget and church support.

B) The Christian Service Commission: The Christian Service Commission promotes and actualizes Catholic social teaching for the members of the parish. Its areas of concern include meeting the needs of the people, both within the parish and the larger community “City, Nation, World.” It must not only be concerned about meeting the immediate needs of people in distress, but it also must help develop actions necessary to change the institutions of society that prevent people from living their lives in dignity. The commission should engage Catholic Charities of Southeast Michigan and other Archdiocesan charities, in addition to coordinating parish response to national Catholic action and Justice programs, e.g. Catholic Relief Services. The commission shall make

recommendations to the Pastor/staff regarding the distribution of the parish tithes.

- C) The Christian Education Commission. The Christian Education Commission is responsible for seeing that the parish community's teaching mission is addressed in ways that assist each individual to grow in faith about their life. The commission is to be concerned with the total educational needs of the parish. These include Christian Education for all members of the parish—those enrolled in Catholic Schools, religious education programs for children, and for adults of every age, including those with disabilities.
- D) The Christian Evangelization Committee. The Christian Evangelization Committee works with the Director of Evangelization to keep the mission of the church to evangelize in the forefront of all parish activities and to assist in the participation of the parish in the evangelization efforts taking place in the Archdiocese. Members form themselves as a group through prayer, reflection and study. They discern and propose evangelization strategies and programs for the parish in conjunction with the parish commissions and committees, and work to implement those strategies and programs.
- E) The Christian Worship Commission. The Christian Worship Commission is responsible for guiding the continuing liturgical renewal of the parish centered on the Eucharist. The commission coordinates the preparation of the liturgical celebrations for all seasonal and special celebrations as well as the ongoing celebrations. It assures compliance with all liturgical directives of the Archdiocese and universal church as well as assisting with the preparation and formation of liturgical ministers.
- F) The Finance Council. The Finance Council is not a direct part of the Parish Pastoral Council, but an essential consultative body of the parish that assists the Pastor/Administrator/delegate in the administration of the goods of St. Kenneth Parish. (Canon 537). In certain instances in the statutes promulgated by the Archbishop, the consultation or consent of the Parish Finance Council must be sought and received by the Pastor/Administrator/delegate before he can act validly. It is their role to assist in administering the

material resources of the parish efficiently, transparently and productively. The Finance Council chairperson, while not a member of the Parish Pastoral Council, participates in the Council discussions, but carries no vote in that body.

6) Meetings of the Parish Pastoral Council shall generally take place on a monthly basis unless the council decides otherwise. A minimum of 8 meetings per year should take place.

- a) The Pastor/Administrator/delegate and/or the officers of the Council may call a special meeting with notice given to Council members 2 days in advance if possible. No meeting of the Parish Pastoral Council may take place without the Pastor/Administrator/delegate present.
- b) Meetings of the Parish Pastoral Council are open to members of the parish. The Parish Pastoral Council may hold an executive session, when it is determined appropriate by the Pastor/Administrator/delegate with the concurrence of the Council. Minutes of the Executive session may be published at the discretion of the Pastor/Administrator/delegate in consultation with the Parish Pastoral Council.
- c) The agenda for the Parish Pastoral Council meetings for regular and special meetings shall be prepared by the Agenda Committee, consisting of the Pastor/Administrator/delegate and the council Chairperson. Generally, minutes, or a summary of minutes of Parish Pastoral Council meetings, shall be published in the Parish Bulletin and/or website. Parish members may submit items to the Agenda Committee for consideration by the Parish Pastoral Council. The Agenda Committee shall determine whether or not it is placed on the agenda for discussion.

7) The Parish Pastoral Council makes recommendations to the Pastor/Administrator/delegate who must ratify all recommendations before they are implemented. In making recommendations a consensus approach is to be used. If the Pastor/Administrator/delegate chooses not to ratify a recommendation, and there is a serious and irresolvable disagreement within the

parish community and with the consensus of the Parish Pastoral Council, the Department of Parish Life and Services should be contacted and will offer assistance to resolve the conflict.

8) A Parish Pastoral Council member loses his/her seat on the Council by resigning in writing, by withdrawing from parish membership, or by actions that would cause harm or scandal to the parish and be harmful in other ways.

a) The Parish Pastoral Council, with the ratification of the Pastor/Administrator/delegate, may remove any member of the Council or its commissions/committee when serious conflicts arise that cannot be resolved after efforts have been made to resolve them.

b) Council members who have been absent for three meetings in a Parish Pastoral Council meeting year shall be approached to determine their ability to serve. The Parish Pastoral Council may make final recommendations on these matters.

In other areas not covered by these Operating Guidelines, the “Parish, Vicariate and Archdiocesan Councils Handbook Archdiocese of Detroit” shall be followed.

These operating procedures may be modified within the consensus of the Parish Pastoral Council, the ratification of the Pastor/Administrator/delegate and the approval of the Office of Parish Life.

These operational guidelines are effective June 1, 2016.