



Charter for Parish Pastoral Council

Name of the Council:

Pastoral Council of Queen of the Holy Rosary – Wea Parish

Purpose of the Council:

The purpose of the Pastoral Council is to serve as a consultative body to the pastor, to assist him in fostering pastoral activities and provide for continued growth of the parish.

Areas of Pastoral Focus *(as referenced in canons 528-529 of the Code of Canon Law)*

- Liturgical formation of parishioners and fostering participation in the liturgical life of the parish
- Education of children and adults in matters of faith
- Fostering and nurturing of a sense of “community” in the parish
- Evangelization of the unchurched and non-participating Catholics
- Establishing a hospitable and inviting culture of welcome
- Witnessing to Catholic social doctrine by engaging in acts of service
- Engaging in ongoing pastoral planning for the parish in harmony with regional and archdiocesan plans and initiatives
- Fostering ecumenical dialogue
- Promoting effective communication and cooperation within the parish community
- Making recommendations to the pastor and Finance Council concerning funding of parish programs

Membership of the Council:

The Pastoral Council should consist of three types of members:

- a) Those chosen by the pastor to serve a 3-year term (terms should be staggered)
- b) Those elected by their fellow parishioners to serve a 3-year term (terms should be staggered)
- c) Those ex-officio members who serve by virtue of the position they hold in a designated parish committee, organization or on the parish staff.

The members of the Pastoral Council should be at least 12 and no more than 25 with no more than half of the members being parish staff members. Terms begin on September 1st of each year.

The pastor serves as the President of the Pastoral Council and may appoint, or have the Council members elect, a Chairperson to run the meetings of the Council and organize the meeting agendas, meeting locations, distribution of minutes, etc.

Council Position Allocations:

3 “At large” positions appointed by the pastor (serving staggered 3-year terms)

- 1 -General parishioner profile
- 1 -Representing a school family
- 1 -Representing someone under 25 years of age

3 “At large” positions elected by the parishioners from a slate of nominees approved by the pastor (serving staggered 3 year terms)

4 positions representing standing parish committees (ex-officio).

- 1 -Liturgy Committee
- 1 -Building and Grounds Committee (includes parish facilities manager)
- 1 -Formation Committee (Adult ed., School, SOR, RCIA, Youth Ministry)
- 1 -Stewardship and Parishioner Engagement Committee

4 positions representing organizations in the parish (ex-officio)

- 1 -Men’s Club
- 1 -Altar Society
- 1 -Knights of Columbus
- 1 -Finance Council representative

5 staff positions (ex-officio)

- 1 -Principal of the Parish School
- 1 -Director of Religious Education
- 1 -Youth Minister(s)
- 1 -Deacon
- 1 -Pastor (serves as President of the Pastoral Council)

Selection of Members:

The pastor will appoint certain members of the Pastoral Council to serve 3-year terms and may, at his discretion, add additional members based on parish needs. The initial terms may be more or less than 3 years so that the terms are staggered.

For members that are to be elected by parishioners, the Selection Committee of the Pastoral Council should solicit and vet names of parishioners as nominees to serve on the Council. Any parishioners may submit names to the Selection Chairperson for consideration. The pastor has the right to approve all names to be presented to the parishioners for election.

Information about the parishioners nominated to serve on the Council shall be published in the parish bulletin or otherwise made known to the parishioners prior to the election. The election by the parishioners should be done by secret ballot. The place and time of the election should be announced well in advance.

The elected members shall serve 3-year terms. The initial terms may be more or less than 3 years so that the terms are staggered.

Committees of the Pastoral Council:

The following are committees of the Pastoral Council whose chairpersons and members are appointed by the Chair of the Pastoral Council in consultation with the pastor. These

committees may have members who are not members of the Pastoral Council, but the committee chairperson should always be a member of the Pastoral Council.

Selection Committee: This committee is responsible for identifying and submitting for the pastor's approval, names of parishioners to serve on the Council and be placed on the slate of nominees for annual elections. The committee should be responsible for managing the elections and keeping track of the terms of all the members of the Pastoral Council.

Communications Committee: This committee is responsible for helping the pastor, staff and Council to better communicate with parishioners and the general public. It should work closely with those responsible for IT services, the parish website, parish social media platforms, bulletin and parish newsletter. It should also assist the pastor, parish secretary and school principal in devising methodologies for effectively communicating information about parish events, programs, as well as general information concerning the life of the parish.

Ad Hoc Committee: The Ad Hoc Committee is not a standing committee but is established for a specific purpose and for a specified period of time as deemed necessary by the Council to achieve certain defined projects or objectives.

Meetings of the Pastoral Council:

Regularly scheduled meetings of the Council should be held at a fixed time and place. Since the Pastoral Council is consultative to the pastor, a quorum is not necessary.

The pastor may call a special meeting at any time. Should members of the Council have concerns of a more urgent nature, they may ask the pastor to call a special meeting.

The agenda for each meeting is to be sent to the members at least one week prior to the meeting.

The pastor, in consultation with the Chairperson, should appoint a secretary to summarize the discussions and record the minutes of each meeting (the secretary for the Council may be the parish secretary). The minutes and summary, approved by the pastor, are to be sent at an early date following the meeting to all members of the Pastoral Council. Since the discussions of the Council are of great importance to the parish, the summary and minutes of each meeting should be kept in the permanent files of the parish.

Cessation of the Pastoral Council:

Since the Pastoral Council is consultative to the pastor it ceases to exist when a parish is without a pastor by reason of transfer, incapacitation or death, until the new pastor reconvenes it or establishes a new council. A parochial administrator may also reconvene the Pastoral Council if the parochial administrator is expected to be in place for a prolonged period of time in the absence of a canonical pastor.