

**St. Mary, Cause of Our Joy
CATHOLIC CHURCH
Westland, MICHIGAN**

**PARISH PASTORAL COUNCIL
OPERATIONAL PROCEDURES**

MISSION STATEMENT:

THE PARISH OF ST. MARY, CAUSE OF OUR JOY, INSPIRED BY MARY'S "YES" AND LED BY THE HOLY SPIRIT, STRIVES TO BE A FAITH-FILLED COMMUNITY, JOYFULLY WELCOMING ALL TO WITNESS AND TO CELEBRATE THE GOSPEL.

These operational procedures guide the Parish Pastoral Council for the parish community of St. Mary, Cause of Our Joy, Catholic Church, Westland, Michigan.

Purpose and Responsibilities of the Parish Pastoral Council

- The purpose of the Parish Pastoral Council is to provide a structure, which will enable it to assist the Pastor in implementing and determining the overall mission of the parish.
- The responsibilities of the Parish Pastoral Council are to establish goals for the commissions and to assist the Pastor in achieving the vision and mission of the parish.

Structure of the Parish Pastoral Council

1. Eligibility -

- A potential council member must be a registered, active, confirmed parishioner sixteen years of age or older.
- If a potential council member is related to the pastor, associate pastor(s), assigned parish deacon(s) or parish staff, this information is to be publically acknowledged and discussed by the current Pastoral Council membership before selection/election/ appointment takes place.
- Potential members serving on the same council or commission should not be related by blood or marriage. If so, this information is to be publically acknowledged and discussed by the current Pastoral Council membership before selection/election/ appointment takes place.
- A Council member cannot be a member of parish staff.
- Before individuals are selected for the Parish Pastoral Council, they must experience an orientation to the role of the council, have an understanding of the parish mission statement, and be open to ongoing formation.

2. Membership –

- Parish Pastoral Council will consist of twelve parishioners including Members at Large, and representation from each commission (Worship, Christian Service, Faith Formation, Stewardship), Evangelization Committee and Youth Group representative. Pastor/associate will endeavor to select candidates from all age groups.
- The pastor and associate pastor(s) (parochial vicars) serve on the Parish Pastoral Council.
- A parish deacon may also serve as a non-voting member at the discretion of the pastor.
- Finance council representative shall serve on the PPC as a non-voting member.
- Alternates shall serve on the PPC as a non-voting member.
- Vicariate representative to be chosen among the twelve PPC members.

3. Terms of Membership –

- Members-at-Large (six total) will serve a three year term commencing July 1st ending June 30th of their designated term. The terms shall be staggered so no more than two vacancies occur each year.
- Worship, Christian Service, Faith Formation, Stewardship Commission, and Evangelization Committee Representatives will serve a two year term. The terms shall be staggered by odd and even years. The Youth Group Representative will serve a one year term.
- The pastor and associate pastor(s) (parochial vicars) assigned to the parish serve for the duration of their diocesan appointment(s).
- The deacon serves at the discretion of the pastor.
- Full-time staff members will serve as a resource for the duration of employment by the parish.

4. Selection of Members-at-Large to serve as Parish Pastoral Council Members

- Prospective members will be solicited each Lent to fill Members-at-Large positions on the Parish Pastoral Council that will occur because of term limits. Individuals may enter their name, or the name of another parishioner who meets the membership criteria (see above).
- On or around the first Sunday following Easter, the Vice Chair and/or another appointed member of the Parish Pastoral Council will:
 - Verify that all Candidates whose names have been entered meet the membership criteria
 - All Candidates understand the commitment, and purpose of the Parish Pastoral Council

- All Candidates are willing to accept the role on the Parish Pastoral Council if elected.
- Selection of Members-at-Large will be held the first Sunday after Pentecost, either at a Sunday Mass or at a specially held event on that weekend.
- Selection will consist of the drawing names out of a container.
 - First, the names of Full Term members will drawn
 - Second, the names of Partial Term members will be drawn
 - Third, the names of up to three alternates will be drawn. If any selected candidate declines his or her selection, an alternate will be offered the position in the order that the name was drawn.
- Every two years the Worship, Christian Service, Faith Formation, Stewardship Commissions, and Evangelization Committee will provide two to three names of members of group to the Pastor for him to appoint a representative to the Parish Pastoral Council. The Youth Group will provide names every year.
 - Worship, Christian Service, and Faith Formation will be on odd year cycles and Stewardship Commission, and Evangelization Committee will be on even year cycles. The Youth Group representative, because of its nature of group, will only be expected to serve a one year term.
 - If no qualified candidate can be found within a group, the Pastor may ask a Member at Large, or other qualified person, to join the group so that they have representation
 - If a vacancy occurs from this group, the Pastor will request the Group submit new names to him so that the seat can be filled.

5. Attendance

- A council member may not be absent from more than three meetings within a year.
- If this occurs, the Pastor, with the chairperson, will discern action.

6. Vacancies

- In case someone leaves their role before fulfilling their term, the Pastor has the right to either appoint an alternate to serve the remainder of the term, OR have it filled at the time of the selection of new members (see above) following the established election process and individual will fulfill the remainder of the term.

7. Ending Membership

- Every effort should be made to resolve conflicts in a manner that shows respect and consideration for all concerned.

- In the unlikely event that such efforts meet with failure, a consensus of the Parish Pastoral Council is required to remove any member or officer of the council, or any commission or committees. Any decision of the Council will be final, only by consent and approval of the Pastor. The person is to be given an opportunity to be heard, if they so desire.
- A member loses his or her seat on the Parish Pastoral Council by resignation in writing, withdrawing from parish membership, by incurring an ecclesiastical censure or penalty, or committing a civil offense, which necessitates the loss of membership.

8. Leadership of the Parish Pastoral Council

- The Parish Pastoral Council will select from among its members the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
- The election of officers will take place the first meeting in September for a term of one year and no more than three years per position. The Chairperson, Vice Chairperson, Secretary and Pastor/Associate Pastor will serve as the agenda setting committee.

9. Responsibilities of the Parish Pastoral Leadership

- Chairperson:
 - The Chairperson will work with the pastor to enliven the council and assist the council members to actively collaborate for the mission of the church. The chairperson tends to the organizational aspects of the council and facilitates all meetings of the council.
- Vice-Chairperson:
 - The Vice Chairperson performs the duties of the Chairperson in the latter's absence and serves as an aide to the chairperson in conducting the council's work.
 - The Vice Chairperson will head the Election Committee each Easter to assure that all Candidates are qualified and interested in serving
- Secretary:
 - The secretary will provide a record of the minutes of the regular and special meetings.
 - Maintain a roster of the members and records of attendance.
 - Update council documents.
 - Distribute information and correspondence to council members as directed.
 - Maintaining a permanent record of all proposals presented to the Parish Pastoral Council, and recording the ultimate disposal of such proposals.
 - Ensuring that the records of council activities are maintained on file in the Parish Offices.

- Being responsible for maintaining a current copy of the Parish Pastoral Council Operational Procedures.

10. Meetings of the Parish Pastoral Council:

- The Parish Pastoral Council will meet on a day of the month as designated by the Pastor/Associate Pastor, no less than eight times per year, September through June. Pastor and Chairperson will conduct the meetings which will be open to all parishioners as per their determination. Agenda items are to be added at least one week prior to PPC meeting in writing. A quorum represents the pastor and fifty percent of the membership plus one.
- All decisions of the council shall be reached by consensus of the quorum present.
- Decisions of the council will be final, only by consent and approval of the pastor.

Commissions

The Commissions are Worship, Christian Service, Faith Formation, Stewardship and Evangelization Committee.

1. Functions

- The function is to develop specific objectives, programs and events to accomplish the PPC goals.

2. Eligibility

- All those eligible must be a registered, active and participating parishioner with a desire to serve who are confirmed and at least sixteen years of age.

3. Membership of Commissions

- The number of seats will be determined by each commission depending on their needs.
- At the discretion of the pastor or his delegate based on the vision of the parish.

4. Terms of Membership on the Commissions

- Terms of membership are as long as the individual wishes to serve from July 1st through June 30th or at the discretion of the pastor.
- The pastor or his delegate will serve for the duration of their diocesan appointment(s).
- Full-time staff members will serve for the duration of employment by the parish.

5. Leadership

- The election of officers will take place the first meeting in September for a term of one year. An officer of a commission may serve for as many terms as they continue to be elected by

members of the commission.

- Each parish commission will select from among its members the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary

6. Meetings of the Commissions

- The Commissions will meet on a regular basis, September through June the dates to be determined by each commission.
- Special Meetings will be determined by the chairperson and will be open to all parishoners as determined by the Chairperson.
- Agenda items must be submitted in writing one week before a meeting. A necessary quorum will be determined by each commission.

Special Committees

The Chairperson will appoint/create Special Committees when a need arises that is not a function of one of the commissions.

Amendments

Operating procedures amendments must be submitted in writing at least one month prior to PPC meeting for discussion. An amendment may be sponsored by the pastor, member of the PPC or chairperson of one of the commissions. The PPC will make every effort to notify the parishoners of an amendment to the operating procedures.