

# Pastoral Council Charter

Holy Face of Jesus Parish

## Name

The name of this organization is the Holy Face of Jesus Parish Pastoral Council.

## Membership

The Pastoral Council will consist of twelve members, three from each church. The members must:

- Be 19 years of age.
- Be a registered member of the Holy Face of Jesus Parish.
- Have received all three Sacraments of Initiation (Baptism, Confirmation, & the Holy Eucharist).
- Be an active participant in the Holy Face of Jesus Parish.
- Be willing to listen to parishioners.
- Be able to give time to prepare for and attend meetings.
- Be able to engage in fruitful discussion.
- Have the ability to discuss the big picture, which consists of the mission, vision, goals, and strategy of the entire pastoral region.
- Most of all, they must be open to the promptings of the Holy Spirit and through prayer and discernment, seek divine guidance in decision-making, dialogue, and planning.

There are two types of membership for the Pastoral Council.

1. Ex-Officio members: These are members who by the very office that they hold, are automatically members of the Pastoral Council. They are non-voting members. They include the pastor, the parochial vicar, and any staff member who has been appointed by the pastor.
2. Elected members: There are twelve elected members. The members will serve a three year term with a new member beginning each year from each church. Ideally, there will be three members who regularly attend each church.

The Pastoral Council communicates with other committees and groups in the parish. Sometimes this means attending their meetings. This includes: Finance Committee, Buildings and Grounds Committee, Festival Committees, etc.

The Parish Pastoral Council will coordinate the nomination and election process for the parish. The third-year Pastoral Council members are responsible for ensuring that an adequate process is followed. The nomination process will begin during the March Pastoral Council meeting. Nominations should be made with an eye toward gender equality. Through the bulletin, we will invite parishioners to nominate themselves. Nominees should be contacted in the middle of April. They'll receive an electronic questionnaire. The names and brief biographies will be communicated to the parish in the bulletin during the second Sunday of May. The election for Pastoral Council will take place during Sunday Masses on the third Sunday of May.

The term for a Pastoral Council member is three years. It begins after they are elected on July 1 and ends on June 30 (inclusive) three years after they are elected.

## Role of the Pastoral Council

The Pastoral Council has a number of roles which include, but are not limited to:

- Prayerfully discerning the direction which the Holy Spirit is leading the parish.
- Acting as the voice of the people to the pastor. They present the parishioners' concerns to him.
- The council represents the pastor to the people. When necessary they convey the pastor's thoughts and heart to the people.
- Gathering feedback from parishioners.
- Assisting the pastor and his staff in pastoral planning which includes the vision, goals, actions, and priorities.
- Regularly evaluating the Parish Pastoral Plan and the Goals for the upcoming year(s).
- Evaluate the necessary personnel, buildings, and finances needed to fulfill the vision.
- Mediates conflict in the parish.
- Serves as a liaison between committees and commissions in the parish.
- Serves as a sounding board where the pastor and the staff can test ideas.
- Annual review of this charter.

According to Archdiocesan Policy, the Pastoral Council formally recommends any expenditure over \$25,000 to the Archbishop. In addition, the Pastoral Council must be consulted in any expenditure over \$10,000.

## Meetings

Pastoral Council meetings will take place quarterly. The pastor himself or at the suggestion of the senior pastoral council members can call other meetings as needed. The regular meeting time is 6:30pm on the first Thursday of March, June, September, and December.

The agenda for the meeting will be compiled by the Parish Secretary. All necessary agendas, reports, and minutes will be sent out a week before the Pastoral Council meeting.