
PASTORAL COUNCIL
PREAMBLE

The name of this organization is the Pastoral council of St. Philip the Apostle Parish. Its purpose is to advise the pastor in the areas of planning, policies, and activities. The Pastoral Council is a representative body of the parish community; its members will communicate thoughts and ideas regarding parish life and activities to the pastor. Thereafter, the members will assist him in informing parishioners of decisions made concerning topics and issues discussed in meetings.

I. Members: The Pastoral Council will consist of at least 7 voting members, not including the pastor. Voting members will include elected, appointed, and ex-officio individuals. The total number of the members will be large enough to represent the entire parish. The number can be set by the pastor and the council by vote.

A. The Chairman will plan the agenda with the Pastor and will oversee that business and the agenda will be completed expeditiously at meetings and will ensure that civility and courtesy prevails in the conduct of business.

1. The Secretary is responsible for accurately recording minutes and preparing a readable, edited copy for council records.
2. The Pastor will be responsible for keeping a file of the approved minutes of all meetings.

B. The council will include elected Presidents or their authorized representatives of the following organizations:

1. The Mystical Rose Society
2. The St. Vincent de Paul Society
3. The Knights of Columbus.

C. Ex-officio members will consist of the two trustees.

D. Appointed members: The Pastor will appoint a minimum of 6 persons.

E. Responsibility of all council members: That they should actively participate in discussions and offer their views and ideas at meetings in progress; they should also offer suggestions for agenda items to be discussed at future meetings.

II. Qualifications for membership: Members must

- A. ...be baptized, confirmed Catholics in full communion with the Catholic Church.
- B. ...be registered in the Parish for at least 2 years and be over 18 years of age.
- C. ...attend Sunday Mass regularly.
- D. ...be familiar with and is actively involved in parish ministries and apostolate such as:
 - 1. Ministers of Care
 - 2. Eucharistic Ministers
 - 3. Lectors
 - 4. Ministers of Hospitality
 - 5. Greeters
 - 6. Catechists
 - 7. Youth Ministers
 - 8. Choir Members
 - 9. Ushers
 - 10. Collection Counters
 - 11. Pro-Life Group
- E. ...respect the confidentiality of all parishioners
- F. ...understand the basics of the financial structure of Catholic parishes and be conscious of potential liabilities and risk management issues.

III. Terms of Service: All members will serve for two-year terms which can be renewed by the Pastor with advice of the council.

IV.Meetings:

A. The Pastoral Council will meet quarterly, but special meetings may be scheduled by the Pastor and/or council Chairman.

B. Meetings shall be open to all parishioners. Parish members who wish to submit a topic or suggestion for the agenda should submit these in writing at least a week before scheduled meetings to ensure their inclusion on the agenda.

C. A majority of voting pastoral Council membership shall constitute a quorum.

1. A quorum shall be sufficient to conduct business.
2. A simple majority of the quorum will decide issues...
3. Implementation of measures passed is totally within the Discretion of the Pastor.

- V. The template for Pastoral Council meetings will include prayer led by the pastor or a council member.
- A. Roberts Rules of Order will govern conduct of the meetings.
 - B. Meetings will open with a role call.
 - C. Minutes of the previous meeting will be read, amended if necessary, and approved. Followed by:
 - D. Pastor's report.
 - E. Reports of committee assignments.
 - F. Old business.
 - G. New business.
 - H. Agenda topics suggested by parishioners.
 - I. Organizational reports.
 - J. Finance Council and Board of Director reports.

VI. Vacancies and removal due to a council member's illness, resignation, relocation, etc.

- A. If a member is unable to serve his/her term, a substitute may be appointed by the Pastor for appointed members.
- B. If a member represents an affiliated group or parish trustee, an election will replace that member subject to Pastor's approval.
- C. If a member misses 3 meetings, he/she may be removed by the Pastor or by the council with majority vote and pastoral approval.
- D. If a member exhibits dishonorable conduct, the council may remove him/her by majority vote.

VII. MISSION STATEMENT of St. Philip the Apostle Parish, Payson, AZ:

St. Philip the Apostle Parish exists as a local expression of the universal Roman Catholic Church. In Christ, we are of diverse ethnicities, called to pray and worship in community as an external sign of the common faith and cherished traditions of the Catholic Church. This parish witnesses to the truth and love proclaimed by the Lord Jesus by strengthening and building our faith community to spread the Gospel message and to be of service to others.

VIII. PARISH GOALS: We strive to assume the responsibility of professing the Catholic faith, embracing the truth and proclaiming it regarding Christ, Church, and humanity, in obedience to the Church's Magisterium, as the Church interprets it. This association must be a *forum* where the faith is proclaimed.

A. We will endeavor to rediscover and help others to rediscover the inviolable dignity of every human person, in a certain sense, the central and unifying task of the service which the Church and the lay faithful in her, are called to render to the human family.

B. We seek God's will individually and collectively in all things and look to the Holy Spirit for guidance in our mission to serve the Parish.

C. We will measure ourselves by acknowledging the primacy given to the call of every Christian to holiness in our responsibility of professing the Catholic faith, and ...

1. ...being witnesses of a strong authentic communion within the universal and local church.
2. ...conforming to and participating in the apostolic goals of The Church.
3. ...making a commitment to being a presence in human society.

(Section VIII paraphrases *Christifideles Laici, Apostolic Exhortation of His Holiness John Paul II on the Vocation and the Mission of the Lay Faithful in the Church and in the World*, Sections 30, 37, 110-115, for guidance in governing lay ecclesial organizations and participation in the life of the Roman Catholic Church.)

APPENDIX A: Staff interaction with the Pastoral Council: Staff members may define topics for Pastoral Council consideration with the Pastor, assist the Secretary of the Council with minutes, and should be available to appear and/or speak before the Council.

APPENDIX B: Common Issues for Pastoral Council deliberations:

- 1) Amend the parish mission statement
- 2) Review parish goals annually.
- 3) Project goals for 2, 5, and 10 years.
- 4) Consider parish response to diocesan initiatives.
- 5) Study demographic changes relative to parish functioning.
- 6) Setting short and long-term priorities for the parish.
- 7) Guiding parish programs and activities:
 - a) Liturgical ministries
 - b) Social activities
 - c) R.C.I.A.
 - d) R.C.I.C.
 - e) Adult ministries and formation
 - f) Youth ministries including education