
PASTORAL ADVISORY COUNCIL PREAMBLE

Revised & Approved as of Sept. 12, 2012

The name of this organization is the Pastoral Advisory Council of St. Philip the Apostle Parish. Its purpose is to advise the pastor in the areas of planning, policies, and activities. The Pastoral Advisory 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 10 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 & Pastor will plan the agenda including items supplied by council members, 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, heads or authorized representatives of the following societies and ministries:

1. The Mystical Rose Society
 2. Spanish Prayer Group
 3. Lectors
 4. Eucharistic Ministers
 5. Ministers of Care (Home Visitations)
 6. Sacristans
 7. Ushers and Greeters
 8. Pro-Life
 9. Gift Shop Volunteers
 10. Volunteer Church Cleaners
 11. Music Ministry/Bereavement Ministry
- C. Ex-officio members will consist of the two trustees.

- D. Appointed members: The Pastor will appoint members at large, and a Parliamentarian for the group to ensure Robert's Rules are enforced. This person will be able to vote on issues if given the vote by the council members.
- 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.

11. QUALIFICATIONS FOR MEMBERSHIP. MEMBERS MUST

A. BE BAPTIZED, CONFIRMED CATHOLICS IN FULL COMMUNION WITH THE CATHOLIC CHURCH.

B. CAN INCLUDE MEN AND WOMEN, LAY AND CLERICAL

C. BE REGISTERED IN THE PARISH FOR AT LEAST 2 YEARS AND BE A MINIMUM OF 18 YEARS OF AGE.

D. BE A PRACTICING ROMAN CATHOLIC, ATTEND SUNDAY MASS REGULARLY FAMILIAR WITH AND IS ACTIVELY INVOLVED IN PARISH MINISTRIES AND APOSTOLATES 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

12. SPANISH PRAYER GROUP

13. MOM'S PRAYER GROUP

14. SODALITY

E. ARE COMMITTED TO WORK WITH THE PASTOR TO ADDRESS THE PASTORAL NEEDS OF THE PARISH

F. MUST RESPECT THE CONFIDENTIALITY OF ALL THE PARISHIONERS

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

IV.Meetings:

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

B. Meetings shall be open attendance for all parishioners. Parish members who wish to submit a topic or suggestion for the agenda should submit these in writing (not e-mail) at least a week before scheduled meetings to ensure their inclusion on the agenda.

Parishioners generally do not speak during meetings , but may do so if called upon by a council member to explain an item.

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 roll call.
 - C. Minutes of the previous meeting will be read, amended if necessary, and approved. Followed by the items D through I as needed and according to the prepared agenda.
 - D. Pastor's report.
 - E. Reports of committee assignments.
 - F. Old business.
 - G. New business.
 - H. Agenda topics suggested by parishioners.
 - I. Finance Council and Board of Director reports. When necessary. Ministry/Organizational reports are not usually of past events, but of future plans.

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 a ministry/organization or parish trustee, an election or selection by the appropriate group 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 or Pastor may remove the member.

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