

# **ST. CLEMENT PARISH PASTORAL COUNCIL GUIDELINES**

## **ARTICLE I: NAME**

The name of the Council shall be St. Clement Parish Pastoral Council, an advisory body of laity to the Pastor.

## **ARTICLE II: PARISH MISSION STATEMENT**

“The Eucharistic Community of St. Clement Parish believes that the Lord is present amongst us and calls us to grow in His life. We commit ourselves to share in that life through our love and service to others.”

## **ARTICLE III: PURPOSE OF ST. CLEMENT PARISH PASTORAL COUNCIL**

To promote unity, and spiritual vitality throughout the parish community as we strive to carry out the parish mission which makes the St. Clement Community a distinct Catholic Community.

## **ARTICLE IV: FUNCTIONS OF ST. CLEMENT PARISH PASTORAL COUNCIL**

- 1) To provide counsel to the Pastor regarding proposed goals, pastoral policies, and programs, especially those that may involve significant change or impact on the Parish community and any other matters he deems appropriate.
- 2) To focus upon the ministries and activities of the Parish and how they foster the spiritual development of the Parish.
- 3) To identify the needs of the Parish through open discussion and develop policy and goals to meet those needs.
- 4) To develop and recommend Parish pastoral plans and priorities for the future.
- 5) To establish commissions/ad hoc committees to implement the approved recommendations of the Pastor.
- 6) To develop opportunities to foster community through activities and initiatives both inside and outside the parish.
- 7) To identify future Parish Pastoral Council members.

## **ARTICLE V: MEMBERS AND THEIR SELECTION**

All members serve at the pleasure of the Pastor.

The members of the Council shall consist of up to twelve (12) selected lay members of the parish.

The Pastor shall appoint a member of the Parish Pastoral Council to serve as a liaison to the Finance Council.

Lay council positions are open to any adult member (eighteen (18) years or older) of St. Clement Parish who is in good standing.

At the regular meeting in February, a Nominating Committee of three (3) members shall be appointed by the Chairperson. Nominations to the Parish Council will be conducted through the Parish organizations and the Parish Community at large in April. Self-nomination is encouraged.

The Parish Pastoral Council will select a slate of candidates from the nominations received. The Nominating Committee shall strive to present a slate that consists of at least twice as many candidates as open positions on the council.

The Pastor will select new members from the presented slate. If there is not a sufficient number of candidates to fill all the open positions the Pastor may fill the position(s) with any parish member of his choosing.

The Council Members' two (2) or three (3) year terms will be on a rotating schedule with four (4) new members selected every year, depending on current members' second term renewal.

At the end of a Member's first term the member may choose to continue to serve for a second term without need of nomination and with the approval of the Pastor. No member shall serve more than two (2) consecutive terms.

Regular and consistent meeting attendance is required.

A permanent file of the nominees not selected shall be kept with the Pastor in order to provide a list of possible candidates to fill a vacancy on the council. The Executive Board shall appoint a member to fill the remaining term of a vacant position.

## **ARTICLE VI: OFFICERS**

The Pastor, by virtue of his office, presides over the Parish Pastoral Council. The Officers of the Council shall be a Chairperson, Vice-Chairperson, and Secretary.

The selected members of this Council shall elect its officers at the regular September meeting for a term of one (1) year. An officer can serve consecutive terms if agreed upon by the council members.

The Chairperson shall prepare the agenda, chair all regular and special meetings, schedule special meetings, and perform all duties pertaining to the office.

The Vice-Chairperson shall assume the duties of the Chairperson in case of absence and serve as an aide to the Chairperson.

The Secretary shall keep an accurate record of the proceedings of each meeting, maintain a roster of members and attendance and conduct the correspondence of the Council as directed by the Chairperson. The Secretary shall also keep a permanent file of the Council transactions and send notices to all members of regular and special meetings.

## **ARTICLE VII: MEETINGS**

Regular meetings of the St. Clement Parish Council shall be scheduled by the Pastor in monthly increments with a few exceptions. Meeting schedules shall be available on the website.

Meetings shall be conducted in a welcoming, prayerful and collaborative manner.

All members shall be duly notified of all meetings.

The regular meeting in September shall be known as the annual meeting and shall be for the purpose of selecting officers, receiving reports of officers and committees, and for any other business that may arise.

Special meetings may be called by the Chairperson or the Pastor as needed.

## **ARTICLE VIII: COMMISSIONS AND COMMITTEES**

Commissions and committees may be appointed as necessary to promote the needs and goals of the parish community.

The standing Commissions shall be as follows: Communication, Finance Council, Liturgy, Spiritual Development, and Parish Life.

Commissions will select a representative to Council in September of each year.

Commissions will meet at least twice (2) per year to review programs and goals and identify needs.

## **ARTICLE IX: FISCAL YEAR**

The fiscal year shall be July 1 to June 30.

## **ARTICLE X: AMENDMENTS**

These guidelines may be amended at anytime.

Amendments must be introduced at a regular meeting and approved or rejected by the Pastor at the following regular meeting.