

St. William Parish
Parish Pastoral Council Constitution

St. William Parish consists of people from Laurel County, Clay County and surrounding counties in southeastern Kentucky. St. William Parish consists of St. William faith community, St. Ann Mission, and St. Sylvester Oratory.

St. William Mission Statement: We the people of St. William Roman Catholic Church are a distinctive community located in southeastern Kentucky. Our purpose is to advance the spiritual growth of our members; to respond to needs inside and outside our community; to create opportunities for evangelization, ecumenism and the promulgation of our faith; and to respond to the many opportunities for growth before us.

Article I **St. William Parish**

Section 1. St. William Parish is the faith community of St. William Church and St. Sylvester Oratory. Parish Pastoral Council (PPC) refers to council representatives from St. William faith community.

Article II **Purpose of Parish Pastoral Council**

Section 1. The role of the Parish Pastoral Council (PPC) is, through ongoing pastoral planning, to maintain the integrity of the parish mission and the goals and objectives related to it.

Section 2. To serve as a permanent structure for constructive dialogue, to provide resources and encouragement to all parishioners, and to serve the pastor in an advisory role.

Section 3. To continually survey the needs, both spiritual and temporal, of the Parish, and to assist the faith community and the Diocese in developing and implementing programs aimed at fulfilling those needs.

Section 4. To serve as a coordinating body for standing committees of St. William faith community.

Article III **Membership**

Section 1. **Criteria for Selection.**
To be given selection consideration, the parishioner should be a baptized, practicing Catholic and a registered member of the parish for at least two years. The parishioner should be at least twenty-one years of age and be a participant in the ongoing life of the parish, esp. Sunday Eucharist.

Section 2. Length of Service/Membership.

Selected members of the PPC shall serve a three year term and may serve only two consecutive terms.

Nine members will serve from A High School Youth representative will be selected by the youth each year and act as a liaison to the PPC and attend council meetings. The Pastor and DRE/CRE and Pastoral Associate/Director (if applicable) are ex-officio members of the council.

The number of Council members may be altered by the action of the council by consensus at any regular or special meeting of the Parish Council.

Section 3. Process of Selection.

Week 1 - First Sunday of March - Begin publicity to entire parish on the Why and How of the selection process. Utilize bulletin, homily, posters, flyers, announcements and ask committee chairmen to discuss during standing committee meetings. Include prayer at Sunday Eucharist, general intercessions, prayer cards.

Week 2 – Continue publicity on the **ROLE** and **FUNCTION** of the Council. Continue prayer. Prepare Forms for Identifying Potential Candidates. (See Appendix I) Develop details of information session for potential candidates.

Week 3 – Continue publicity on the **QUALITIES** and **REQUIREMENTS** of the pastoral council members. Continue prayer. Finalize all details for process (meeting dates, forums, and times).

Week 4 – Continue publicity at Masses and explain **IDENTIFICATION FORMS**. Distribute Identification forms, request their return by no later than the following Sunday. Continue prayer that parishioners with necessary gifts will be identified.

Week 5 – Gather **IDENTIFICATION FORMS**. Continue prayer for those who have been suggested. Call all who have been identified to invite them to information session.

Week 6 –Continue prayer for potential council members and for the Spirit's guidance in the discernment process. **SPONSOR INFORMATION SESSION** – The transition team is responsible for the information session and all present and potential council members are invited.
(See Appendix II)

Week 7 – Announce names of all who will be involved in the discernment. Conduct FORMAL DISCERNMENT SESSION. The Transition Team will organize the session. All present and potential council members are present. The entire group participates in the discussion and process. If it appears that certain persons are clearly selected by the group, their names are listed. Through discussion and discernment, eventually a minimum of 3 members are selected based on their gifts and contributions to the council. If it appears that certain individuals are discerned as equally possessing the gifts that are needed and the group cannot make a choice, after additional prayer, the name(s) of the needed individual's are drawn by lot.

Week 8 – Announce Newly selected council members and pray for God's blessing on the council and its newest members.

Week 9 – Begin transition/orientation process.

Article IV **Vacancy**

Section 1. A vacancy on the council shall be filled by appointment of the Pastor. The appointed individual will complete the rest of the term.

Section 2. Removal - Any one or more of the members of the council may be removed by a 2/3 vote of the entire council if the member(s) is consistently deemed uncooperative and unwilling to work in a consensus model, or if they have committed an unethical transgression. Vote for removal may occur at any regular or special meeting of the council duly called. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. In addition, a member(s) shall be removed for three consecutive unexcused absences.

Article V **Meetings**

Section 1. Place of meetings. Meetings of the Council are to be held at a location designated by the Director.

Section 2. Regular meetings of the St. William PPC shall be held at least monthly. The Director shall give notice of such regular meetings of the council to each member at least 10 days prior to the date of such meeting. The Agenda Team meets approximately ten (10) days prior to the Parish Council meeting to set the agenda. Items to be presented must be submitted to a member of the Agenda Team prior to this meeting. Notice of the Agenda Team meeting shall be published in the Parish Bulletin on the prior Sunday. All regular PPC meetings shall be open to all members of the Parish. St. Ann Mission will conduct its own quarterly informational Town Hall meetings and discern its own community leaders.

- Section 3. Special Meetings. Special meetings of the Council may be called by the Director, Pastor, or on the written request of at least 3 members of the Council to any member of the agenda team. There must be 3 days notice to each Council member and the notice shall include the time, place, and purpose of the meeting.
- Section 4. Quorum. At all meetings of the Council, a majority of the members of the Parish Council (excluding the Ex-Officio member) shall constitute a quorum for the transaction of business. The acts of the majority of the quorum present at the meeting shall be the acts of the Parish Council.
- Section 5. The Chairperson or representative of each Standing Committee will provide a monthly report as necessary and a copy of their minutes to the Council. The committee chairman will be responsible for communicating specific topics for placement on the agenda to any Agenda Team member (not the Pastor) prior to the Agenda Team meeting.

Article VI Roles within the Joint Parish Pastoral Council

Section 1. **Director:** Tasks for the director are as follows:

1. Presides at all meetings of the Council.
2. The Director is a member of the Agenda Team.
3. Is not an authority, but is a servant of the group.
4. Encourages everyone to participate
5. Contributes his/her ideas.
6. Helps to arrive at win/win solutions
7. Oversees the whole process.

Vice – Director: Tasks for the Vice-Director are as follows:

1. In the absence of the Director, shall preside at meetings of the Council.
2. The Vice-Director is a member of the Agenda Team.
3. Will assume all the tasks of the Director including the title, in the event the Director is unable or unavailable to complete his/her term.
4. Will complete the tasks of the director when the Director is temporarily absent from the council.

Recorder: Tasks for the Recorder are as follows:

1. The Recorder is a member of the Agenda Team.
2. Keeps records and archives of information, assignments and decisions of the council.
3. Contributes his/her ideas.
4. Provides copies of the record to members prior to the next meeting.
5. Disseminates pertinent information to the council members between meetings.

Section 2. **Teams:**

- Because of the importance of the role of each member in the PPC, it is required for every member to take part in at least one of the following teams.

Agenda Team: Responsible for establishing the agenda for the PPC meetings. Members consist of the Pastor, Director, Vice-Director, and Recorder. Tasks for the Agenda Team are as follows:

1. Meet prior to each PPC meeting to formulate the agenda.
2. Consider practical matters related to council meetings.
3. Assigns tasks for the meetings.

Transition Team: Responsible for the initial and ongoing training and education of members and for coordinating the selection of new members when transitions occur. This team is also responsible for orienting new parish staff members to the Parish Mission Statement and to the goals and objectives of the parish plan. The transition team also provides an orientation of the Parish Mission Statement for newly assigned clergy as well. Tasks for the transition team are as follows:

1. Arrangements for ongoing council education on REVISIONING THE PARISH PASTORAL COUNCIL.
2. Carries out the transition and orientation of new parish personnel.
3. Coordinates the selection process for new council members (See Article III, Section 3 of Constitution)

Spiritual Formation Team: Responsible for spiritual enrichment of council members. Tasks for the Spiritual Formation Team are as follows:

1. Facilitates experience of spiritual enrichment.
2. Prepares prayer/study portions of each meeting.
3. Designs evenings/days of prayer and reflection.
4. Designs and prepares the annual retreat.

Section 3. **Responsibilities of ALL COUNCIL MEMBERS:** All council members are responsible to perform their duties faithfully within their assigned roles. All council members' tasks are as follows:

1. Review the agenda and previous meeting's notes.
2. Commit to be on time and participate in the meetings.
3. Complete any duties assigned.
4. Know what you believe in, but be willing to listen to opposing views.
5. Avoid forming cliques.
6. Enter into the prayer and faith sharing.
7. Participate and listen.
8. Have a positive attitude.
9. Be focused on the issues at hand.
10. Respect the opinions of all members.
11. Be assured that the key points, ideas, and decisions are being accurately recorded.
12. Give honest feedback.
13. Be present and participate in Parish Events.

Note ~ PPC may form ad-hoc committees. These are normally taken from the parish at large to accomplish parish goals/objectives.

Note ~ Also, existing committees may be called upon to perform certain tasks or functions in light of the parish's pastoral plan.

Article VII Procedures

Section 1. The Council will operate on the consensus model approved by the Diocese of Lexington in the *Handbook for Parish Pastoral Councils* issue dated 2002.

Article VIII Power to Change Rules and Regulations

Section 1. The Parish Council, by consensus, shall have the power to make or change Rules and regulations in the constitution. However, no changes may be made which would violate any of the norms set forth in the *Diocese Parish Council Guidelines* dated 2002.

APPENDIX

Pastoral Council Identification Form

Our parish needs Christian leadership to help make decisions about our pastoral life and growth. Please help identify persons in this faith community who could enable us to develop our sense of Evangelization, Liturgy, Formation, Service, Parish Life, Stewardship, and Leadership.

Leaders should have the following characteristics:

- a desire for spiritual growth in themselves and in the parish
- enthusiasm about the future directions of our parish
- willingness to listen, to speak honestly, and to work toward consensus
- the ability to inspire and empower others and to delegate
- flexibility and openness with people and ideas

In order to be considered for the ministry of parish leadership a parishioner must:

- be a baptized Catholic.
- has been a registered member of our parish for at least two years.
- be a participant in the ongoing worship life of our parish, especially Sunday Eucharist.
- be at least twenty-one years old.

Since this is not a council of representatives, there is no need to consider representation of age groups. Nevertheless, we do need individuals whose maturity level allows them to be secure, confident, and comfortable in dealing with consensus and conflict. This type of maturity often comes with experience and age.

Please list the names of parishioners whom you identify as having the gifts for pastoral council leadership. These people will receive a call to inform them that they have been named and to ask them to participate in an information session. They will have the option to remain in the selection process or not.

IDENTIFICATION FORM FOR LEADERSHIP MINISTRY

I suggest that the following individuals be invited to consider leadership ministry through service on our parish pastoral council. I will continue to pray for the guidance of the Holy Spirit during the selection process.

_____	_____
_____	_____
_____	_____

Thank you for your suggestions. Please pray for the selection of pastoral council leadership in our parish.

Current council members not eligible for nomination:

Anne Douglas, Chuck Stuber, Chad Jackson, James Ulrich, Mark Williams, Fred Phelps

Appendix I

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AGENDA FOR INFORMATION SESSION

All present and potential council members are invited. The atmosphere should be relaxed and inviting and light refreshments served.

- 1) Introduce all in the room.
- 2) Provide a prayer seeking the assistance of the Holy Spirit in discernment.
Engage all in faith sharing and petitions for the welfare of the parish.
- 3) Share Information:
 - ~ Purpose of the Parish Pastoral Council
 - ~ 7 elements for pastoral life that the council concerns itself. (Evangelization, Liturgy, Formation, Service, Parish Life, Stewardship, and Leadership)
 - ~ Decision-making by consensus
 - ~ The planning process regarding yearly goals and objectives
 - ~ Roles of individuals and teams on council
 - ~ Details of the councils calendar, meeting times, annual retreat, etc...
- 4) Announce date and time of actual discernment (selection). Ask all to pray for each other and for the work of the Holy Spirit in the final discernment.
- 5) Close with prayer.