

## **Our Lady of Guadalupe Pastoral Council Norms**

### **Name**

Our Lady of Guadalupe Pastoral Council

### **Mission Statement**

We, the Pastoral Council of Our Lady of Guadalupe Church, are people of faith, rich in heritage and prayer. We are witnesses to God's love in our community, committed to living and sharing the discipleship of Jesus. This is accomplished through Eucharistic celebration, social justice, the sharing of our gifts and by being a source of hope.

We serve our parish by living the Gospel. We celebrate our sense of family through liturgy, ministry and family-based education. We evangelize in our homes, our neighborhoods and our work places. We welcome those in need.

### **Purpose and Scope**

Our purpose is to discern and express the collective vision of our community—our beliefs, hopes, joys, needs, sorrows, concerns, gifts—in pursuit of the mission of Our Lady of Guadalupe. Without serving any special interest groups, we are called to read and reflect the “signs-of-the-times” to those planning and/or implementing pastoral policies and activities in our parish.

The Council exists to share its experience and counsel with our Pastor in formulating decisions regarding the life of our faith community. The members of the Council seek through prayer, reflection, dialogue, study and research to provide council. We actively seek consultation and dialogue with our fellow parishioners. We invite all the members of our parish community to share with us their dreams, concerns and experiences.

With these blessings, we are called to perceive, deliberate and offer the resulting consensus to our Pastor.

### **Membership/Term of Office**

The Pastoral Council will consist of the Pastor and Nine (9) voting members. The Pastor may appoint ex-officio non-voting members from the Parish Staff, Clergy, Finance and Deacon (s).

Members of the Pastoral Council will:

- Be a baptized Catholic;
- Be a registered member of the parish in good standing;
- Demonstrate a commitment to the parish;

- Commit the time and energy necessary to participate fully in all Pastoral Council activities;
- Be familiar with the parish and its activities;
- Be at least sixteen (16) years of age.

Membership terms are for three (3) years. Members may serve up to 2 consecutive terms. Additional Terms may be granted at the discretion of the Pastor. Members will serve staggered terms. A member may serve a total of two terms. The terms may be continuous. A member is required to serve until his/her replacement has been approved by the Council.

### **Selection**

The Nomination Committee will consist of three members, two from the Council and one appointed by the Pastor and will work in consultation with the Pastor. The following protocols will be followed during this process:

1. The Pastor may appoint one-third (1/3) of the voting members.
2. One-Third (1/3) voting members may be presented by the Nomination Committee representing the following parish ministries: Youth, Education, Social Services, and Liturgy.
3. One-Third (1/3) voting members will be presented by the Nomination Committee from the parish as a whole.

The candidates selected by the Nomination Committee are subject to approval by the Council.

Note: If a member leaves the Council for whatever reason, the Pastor will appoint a new member for the remainder of the vacant term ensuring proper representation on the Council.

### **Orientation**

Upon appointment to the Council new members shall, at a minimum, become familiar with the parish and Council activities by reviewing the **Parish Council Member Orientation Manual** which includes:

- Parish Council By-laws / Council Norms;
- Parish Council meeting minutes (previous 6 months);
- Parish Financial Statements (previous 6 months).

## **Removal of a Council Member**

A Council member may be removed for failure to uphold their responsibilities which include but not limited to:

- attend meetings regularly
- support all decisions of the council
- work toward making sure that the council speaks as a united body
- keep in confidence the discussions and materials of executive sessions

Council Member(s) not able to meet the responsibilities listed above will be contacted by the pastor or by a designated council member regarding the possibility of removal from council. The council member(s) in question may present evidence on their own behalf directly to the pastor and if necessary may request the intervention of the pastoral council for a formal rebuttal.

The pastor, after discernment, can make a decision on the matter and present that decision to the pastoral council. In addition, the pastor can choose to involve the pastoral council in an Executive Session for a formal discussion on the issues, and to request a vote from the members on the matter. At this time, the council member(s) in question will have an opportunity to present their case, if they so desire. The intention of this review is to ensure that members are able to meet the obligations of the council and to dedicate the time necessary to represent the parish community and its interests.

Note: The Pastoral Council serves at the discretion of the pastor.

## **Officers**

**Chair:** A Chairperson will be selected by the Pastor and will perform the following duties:

- Chair meetings of the Council
- Coordinate and facilitate the work of the Council
- Post the agenda in a place convenient for inspection by members of the parish at least one week prior to a Council meeting
- Distribute agendas and any supporting documentation to members prior to Council meetings.
- Amendment of Norms will be reviewed annually

**Vice-Chair:** A Vice-Chair will be selected by the Pastor, or by the Council if the Pastor desires, and will perform the following duties:

- A Vice-Chair will be selected by the Council and will assume the duties of the Chairperson during his or her absence;
- Formulate the agenda with the assistance of the pastoral Council and the office Staff;
- Prepare the new member orientation manuals and orient new members;
- Parliamentary procedures / duties i.e. Roberts Rule of Order.

**Secretary** A **Secretary** will be selected by the membership and will perform the following duties:

- Prepare and distribute meeting minutes to Council members;
- Communicate and distribute approved minutes to the parish;
- Advise parishioners of upcoming monthly and special meetings;
- When appropriate prepare a brief summary of Council activities and actions for publication in the parish bulletin or other means of communication that would be appropriate;
- Maintain and update pastoral council member roster, including contact information and term dates.

### **Relationship of Pastor to Council**

The Pastor serves as the chief governing person of the parish and is accountable to the Bishop.

Through a process of prayerful discernment, open to and respectful of each other, the Council and the Pastor will strive to reach consensus on all matters relating to the vision of the parish..

### **Meetings and Quorum**

The Council will meet eight times per year, unless decided otherwise by a majority of the Council members. Council will meet January, February, March, May, August, September, October and November. Additional meetings may be called at the discretion of the Chair or Pastor, including emergency meetings by teleconferencing when necessary, whereby voting may be conducted using electronic media capabilities. When such a meeting is necessary, a record of minutes should be kept.

Meetings, unless otherwise noted, will take place in the Parish Hall and be open to all parishioners. Participation in the discernment process during meetings is reserved for Council members.

Any parishioner may request, or be invited by the Council, to address any item posted on the agenda.

The Council may meet in executive session in order to consider matters of a confidential nature. Executive session meetings will be posted as regular meetings.

A simple majority of active Council members will constitute a quorum necessary to conduct business. An inactive member includes, but is not limited to, a sabbatical, resignation or leave of absence.

### **Operating Method**

Council members should utilize a process of prayerful discernment that includes the open honest dialogue regarding issues before them. They should seek to reach a consensus on all issues before them.

In the event a consensus cannot be reached, Council members should take a period of 48 hours to reflect on the matter before them in an attempt to come to a consensus.

If the Council is not able to reach a consensus on an issue, the matter may be resolved by a simple majority vote.

### **Committees**

The Council may establish standing and special committees in order to perform its duties. Members of the parish who are not members of the Council may be appointed to serve on standing and special committees created by the Council. The chair of any standing or special committee formed by the Council must be a member of the Council and be accountable to the council norms. The specific duties and responsibilities of any standing or special committee formed by the Council must be recorded and made a permanent part of the Council's record.

The Council may appoint an Executive Committee chaired by the chair of the Council to perform the duties of the Council if it would be more expedient than calling regular meetings.

### **Amendments to Council Norms**

The Council Norms shall be reviewed annually during the first regular meeting of each calendar year. The Norms should be amended as required.

If a need arises the Norms may be amended at any time. Any Council member may propose amendments to the Norms.

Consensus is required before any amendment is enacted.

Adopted 10/26/2000

Amended 11/14/2002

Amended 03/13/2003

Amended 09/09/2004

Amended 11/10/2005

Amended 02/11/2010

Amended 08/14/2014