**LITTLE FLOWER CATHOLIC PARISH**

**PASTORAL COUNCIL CHARTER**

**Parish Mission Statement**

*Encountering the Risen Lord Jesus Christ, living as His missionary disciples and sharing His fullness of life in the spirit of Saint Thérèse.*

**Introduction**

The parish Pastoral Council performs in a manner consistent with the Parish Pastoral Council norms of the Diocese of Toledo whose policies and procedures always are final. For particular law relating to Parish Pastoral Councils see paragraphs 1049-1054 of the *Pastoral Policy Handbook of the Diocese of Toledo*.

**Purpose**

1. Representative in nature, consultative in role, and consensus-seeking in process, the Parish Pastoral Council (hereafter referred to as the PC) provides timely and trustworthy advice to the pastor relating to spiritual activities and pastoral planning.
2. By working closely with the pastor, PC members pursue ongoing growth in their own understanding and practice of the Catholic Faith with hopes of inspiring every parish family member to do the same.

**Responsibilities and Duties**

The PC works cooperatively with the pastor to review, evaluate and improve spiritual vibrancy and expand pastoral ministry effectiveness in the parish by:

1. Providing leadership and consultation to the pastor that helps to advance the parish’s mission and values.
2. Informing the pastor of the needs and concerns, gifts and resources of its individual members and the entire parish.
3. Engaging in meaningful conversations with the pastor about spiritual and pastoral practices in the parish – past, present and future.
4. Recommending specific actions to the pastor designed to increase spiritual vitality and pastoral enthusiasm.
5. Seeking continuous spiritual growth of all the members and the entire parish family.
6. Keeping the pastor informed of news, events and activities in the parish and civic community that bears upon the Catholic faith and influences parish life.
7. Recommending how diocesan spiritual and pastoral priorities can be integrated into parish life and practice.
8. Participating actively in meetings and praying daily for each other and the whole parish.
9. Two (2) year term renewable (beginning July 1and ending June 30)

**Role of the Pastor**

1. Seeks timely advice from the PC on spiritual issues and pastoral activities affecting the life of the parish.
2. Participates fully in the PC discussions and deliberations.
3. Is open, respectful and receptive to the voices of all parishioners.
4. Thoughtfully and prayerful considers and respond appropriately to PC consensus.
5. Makes every effort to ensure that PC membership reflects the whole parish.
6. Commits to assisting the lifelong growth in discipleship of all PC members.
7. Works cooperatively with PC members to provide for adequate training and orientation of every new member.
8. Makes certain that PC deliberations, recommendations and actions always conforms with diocesan policies and Church teachings.
9. Seeks to help PC members build a strong community of faith, trust and respect.
10. Works cooperatively with PC members in helping to set the meeting agenda.

**Eligibility**

1. Fully initiated, active, practicing Catholic living in the heart of the Church and a parish member.
2. Equipped with the talents and charisms necessary for serving in the leadership advisory capacity with a reputation for integrity.
3. Able and eager to work cooperatively with others.
4. Prayerful with an awareness of God being active in ordinary experience.
5. Open to the Holy Spirit, desiring spiritual development and wanting to be formed more completely in the evangelizing mission of the Church.
6. Capable of relating well with people from varied social, economic and ethnic backgrounds with an ability to listen attentively to the needs of other people.

**Composition and Selection**

The PC will be between seven (7) and fourteen (14) members. In the given Spring an ad hoc selection committee will be formed by PC members. They will define the selection process and communicate it clearly to the entire parish. Nominations will be solicited from the whole parish. Existing PC members will review submitted nominations and make recommendations to the pastor who then will make appointments to fill open positions.

**Removal of Members**

Members who fail to uphold their responsibilities may be asked to resign or may be terminated by the pastor.

**Vacancies**

If a vacancy occurs, the pastor may select a new member upon the recommendation of the PC members.

**Executive Team**

The PC Executive Team consists of the Chairperson, Vice-Chairperson, and Recorder. They will interact directly with the pastor in formulating meeting agendas and preparing background materials as needed for meetings. The pastor will select the Chairperson and Vice-Chairperson. The PC will select among themselves a Recorder. Executive Team terms all will be for one year.

**Duties of the Chairperson**

1. Convenes, facilitates and adjourns meetings.
2. Upon conferring with the pastor, Vice-Chairperson and Recorder sets the meeting agenda and makes sure that all members receive it in a timely manner in advance of the meeting.
3. Prepares and sends correspondence on behalf of the parish as needed.

**Duties of the Vice-Chairperson**

1. Convenes, facilitates and adjourns meetings in the absence of the Chairperson.

2. Prepares and distributes meeting agenda in absence of the Chairperson.

3. Assists the Chairperson in meeting timekeeping duties

**Duties of the Recorder**

1. Maintains objective and accurate records of PC meetings documenting specific actions taken along with all recommendations made to the pastor.
2. Upon the approval of minutes at the next meeting, an official recorded is forwarded by the Recorder to the Business Manager for permanent filing.

**Areas of Parish Life**

The effectiveness of the Council is enhanced by continuous communication with the parish leadership team members (employees), Finance and ACTS Council leaders, Saint Benedict School trustees and all parish ministry team leaders.