

GUIDELINES FOR SAINT JOSEPH PARISH PASTORAL COUNCIL

Revised January 21, 2021

1. Mission Statement

"As a family of faith, Saint Joseph parish welcomes everyone to encounter Jesus Christ through Word, Worship, Community, and Service. Guided by the Holy Spirit, we are changed for the better and sent forth as disciples of Christ to continue his work in the world."

2. Purpose

The role of the Parish Pastoral Council ("PPC") is to help the parish fulfill its mission. The PPC does this by evaluating parish programs, organizations, and activities in light of the parish mission statement. The PPC suggests new programs and activities needed to help the parish carry out its mission. The PPC shares responsibility for evaluating and enhancing the financial health and development of the parish. Through its wisdom and advice, the PPC assists the Pastor in his leadership role.

3. Membership

The group will consist of the Pastor and 9 (nine) parishioners who will represent the parish.

A. Selection of Members

The Pastor chooses individuals to serve on the PPC. PPC members may make recommendations to the Pastor of possible candidates to fill vacancies, and upon approval by the Pastor, can extend an invitation. These recommendations should be made at the September or October meeting.

B. Term of Membership

Term of office is three years for members of the PPC. Members may be re-appointed after a one-year absence. 1/3 of the PPC will be appointed each year. In the event a member cannot fulfill a full term, the new member will complete the originally established number of term years. New members will begin on January 1. The Pastor will serve throughout his tenure.

C. Term Years

A year is counted from January 1 until December 31. Members begin their terms January 1 and complete them two years and 364 days later, on December 31.

4. Meetings

A. Attendance. Members will meet regularly on a monthly basis on a designated day. In the event of an emergency, a special meeting may be called at any time. Members are normally expected to attend all meetings.

B. Duration/Time. 7:30 - 9:00 pm. At the group's discretion, the meeting may be extended an additional half hour. A timekeeper shall announce 8:30 pm.

C. Structure. Meetings will follow a set agenda to be set by the Pastor and the President. Each meeting's agenda should include the following:

- Opening prayer
- Review minutes
- Current business
- Ongoing activities
- Pastor's comments
- Closing prayer

A member of the Parish Finance Council should be invited to address the PPC at least quarterly. The meetings will remain flexible to accommodate the needs of the group.

D. Decision-making. Recommendations to the Pastor will be made by consensus.

5. Leadership Roles

Duties of Leaders

President meets with the Pastor in advance to set the agenda and leads the meeting. If the President(s) is/are absent, the Secretary will lead, and a member of the PPC will volunteer to fill in as Secretary for the meeting. The President is responsible for sending out the agenda at least three days before the meeting.

Appeals Request Coordinator is the liaison between the church and the organization making the request. The Coordinator obtains approval for the request to be presented, and then facilitates the process leading up to the day of the appeal.

Secretary keeps the minutes of the meeting and sends copies to all members in a timely manner. The Secretary is responsible for updating the Guidelines and distributing them to all.

Timekeeper announces when it is 8:30 pm to let the members know they have 30 minutes to complete their agenda.

Selection of Leaders

The President, Appeals Request Coordinator, and Secretary will usually be chosen at the December meeting. Each will serve a term of one year, beginning January 1. The PPC will decide the method of selection at its November meeting.

Timekeeper and alternate will be appointed by the President at the first meeting of the year.

6. Other

A. Special Committees

Special committees may be established and appointed on an as needed basis to meet the goals of the parish mission statement. In the event a project needs volunteers, non-members of the PPC will be recruited to work on such projects.

B. Amendments

Guidelines may be reviewed and amended as needed by the consensus of the members of the PPC.

C. Communication

The PPC shall report to the parish through the parish bulletin and website as the need arises or in other ways the PPC may decide.