

# Christ the King Pastoral Council - Charter

Christ the King Parish  
Acme, MI

## Pastoral Council Charter

### **Mission Statement**

We the parishioners of Christ the King Parish, Diocese of Gaylord, are called by our Baptism to share and live out the Word of God, utilizing our Time, Talents, and Treasures. As a Eucharistic people, we reach out to our brothers and sisters by welcoming all too fully participate in Christian Growth and Worship in our parish, local community and the world.

#### **I. Purpose**

The Pastoral Council, a community of servant leaders representing the membership of the parish, is the primary consultative / advisory body to the Pastor, who, entrusted with canonical authority, is the ultimate decision-maker for the parish. The primary role of the council shall be to develop, with the Pastor, a Pastoral Plan for the parish. The Pastoral Plan will represent the best efforts of the council and the Pastor to determine how the spiritual and temporal needs of parishioners can best be met, and the parish mission statement be most fully implemented. The council will support the Pastor in the implementation of the Pastoral plan.

The council shall also advise the Pastor on such matters as the Pastor may bring to the council.

#### **II. Membership**

The Pastoral Council shall be composed of 9 members of the parish, and 1 parish staff member to act as a communication liaison to the parish staff. The membership of the council should be representative of the diversity of the parish, yet united in carrying out the mission of the Church.

##### **a. Qualifications**

Members of the Pastoral Council shall be limited to fully initiated members of the parish who demonstrate the spiritual values and scriptural understanding of servant leadership.

The pastoral council members should model and develop a community of faith and service, in harmony with the beliefs and practices of the Catholic Church. The council calls all members of the parish to growth in their faith and to ministry within the church and in the world. The council models and builds a sense of community within the parish as they help focus the thought, life and decision making of the parish.

##### **b. Selection**

Each Year during the period of April 15<sup>th</sup> – May 15<sup>th</sup>, the need for council members shall be widely communicated to the parish members through the

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bulletin, in announcements, through various standing committees and ministries, and through e-mail. The Pastor will invite parishioners to pray for our success and to consider self-nominating or nomination of a fellow parishioner. The Pastor will also recruit through any other means he desires.

During the period of May 15-31<sup>st</sup>, The Pastor will review each candidate to discern servant leadership qualities and standing within the parish. The Pastor will select 2 members via lots at weekend Masses the 1<sup>st</sup> or 2<sup>nd</sup> weekend in June, The Pastor will then assign/select the 3<sup>rd</sup> member insuring a fair balance of membership.

The Pastor shall select a non-voting person from the parish staff to act as the communication liaison to the rest of the staff.

### **c. Formation**

Formation of council members is essential to understanding the role of council work. It should be considered a requirement for membership, and should provide opportunities for spiritual growth, theological foundation and necessary leadership skills.

Councils have the responsibility to provide this formation period for new members. An understanding of the role of the council, the consultative (advisory) nature of the work of council, and the process of prayerful decision making should be provided.

In addition, continuing opportunities to grow in understanding of Church and the mission of the Church should be provided. Serving in this leadership capacity of the parish requires proper understanding of Church teachings.

The parish should consider this a priority when budgeting for the fiscal, and allow monies for educational opportunities in order to keep the council updated.

### **d. Terms of Office**

Regular terms for selected members of the Pastoral Council will be 3 years. Terms of office will be staggered so that two thirds (6) of the members have at least 1 year of experience on the council. In order to establish and maintain this rotation, terms of initial council members may be less than three years. Terms of office begin July 1<sup>st</sup> and terminate June 30<sup>th</sup>.

### **e. Vacancies**

Vacancies on the Pastoral Council will be filled through appointment by the Pastor based on recommendations from the council. Persons selected for this purpose will serve for the remainder of the vacated term.

## **III. Officers**

### **a. Selection**

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The Pastor may select the Chairperson, the Vice-Chairperson and the Secretary of the Pastoral Council. The Pastor may also elect to have the council determine the Officers by consensus subject to his final approval.

### **b. Terms of Office**

Terms for the officers shall follow the terms of general membership outlined above. However, ideally the officers would serve one year in their position during their second year on the council. This would allow council members one year to for formation and familiarization, one year to serve as an officer, and the final year to serve as a resource to the council.

### **c. Responsibilities**

#### **i. Chairperson**

The role of the Chairperson is that of a leader / facilitator. Leaders make things happen; they do not do everything or make all the decisions. The job of the Chairperson is to make it easy for council and commission members to exchange ideas and interests with each other. Specific duties include:

- Facilitating meetings
- Defining the purpose for each meeting
- Planning a yearly calendar of meetings
- Planning and distributing the agenda for meetings

#### **ii. Vice Chairperson**

The Vice Chairperson is responsible for fulfilling the needs of the Chairperson when the Chairperson is unavailable or unable to fulfill their responsibilities.

#### **iii. Secretary**

The role of the secretary is to:

- Take meeting minutes
- Distribute meeting minutes in a timely fashion
- Any other clerical tasks assigned by the Pastor or Chairperson

#### **iv. Members**

The role of all members is to actively participate in discussions, problem solving, decision making and policy implementation when required.

Each member of the council will be assigned to various standing committees and ministries to be a communication liaison. The members of the council would not necessarily be standing committee members, but must ensure two way communication takes place.

## **IV. Meetings**

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The Pastoral Council shall meet a minimum of six times per year and a minimum of one time within a 90-day period. A special meeting may be called by the Pastor, or the Chairperson, or at the request of three or more council members.

A quorum of the Pastoral Council shall consist of a majority of the membership. No action requiring consensus or a majority vote shall be taken unless a quorum is present. The Pastoral Council will conduct all business through the method of consensus whenever possible.

Any member of Christ the King Parish is welcome to attend Pastoral Council meetings. Opportunities for public input will be provided.

Highlights of Pastoral Council Meetings will be printed in the weekly bulletin and posted on the parish website.

### **V. Decision Making Process**

The Pastoral Council is committed to a process of consensus decision-making. The members shall strive for unanimity, but, when necessary, will accept substantial agreement to resolve an issue after thorough deliberation. When the council reaches a decision, each member, by accepting membership on the council, agrees to support the council's decision even though the member was not in favor of the decision.

### **VI. Subcommittees and Commissions**

The Pastoral council may form various commissions to assist them in their consultative/ advisory role.

**Purpose:** Members of various parish commissions have as their purpose to discern, through prayer and study, how the parish can best carry out the mission of the church in the specific area to that commission. The commissions serve as an extension of the pastoral council and are consultative to the pastor/ parish life coordinator and pastoral council.

**Commissions:** Membership on commissions should be representative of the diversity of the parish community yet united in carrying out the mission of the parish. Various commissions will assist the pastoral council in fulfilling its purpose of advising the pastor/ parish life coordinator on matters of the pastoral concern. The consultative function of the commission will not lead to direct and immediate involvement in particular ministries. The role of the commission is to call members of the parish to the various ministries. Commissions that assist the pastoral council may be either permanent or as hoc, as indicated by their mandate. Parish may find it advisable to use ad hoc commissions on a more regular basis to keep from expanding permanent structures beyond the limits of optimum functioning.

**Committees and parish organizations:** Committees and organization are essential to parish life and ministry. These groups have the responsibility of assisting in coordinating and carrying out particular aspects of parish life. It is their role to continuously call all members of the parish to ministry to keep the life blood of the parish ever flowing. Committees should promote the mission of the parish and foster the spiritual growth of its

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members through an advisory process. Pastor/ parish life coordinators and staff have the responsibility of providing spiritual leadership to these groups and all who minister in the parish. The groups must understand that they are responsible to the pastor/ parish life coordinator or a member of the parish staff whom he/she designates.

### **VII. Process for Amendment**

The Pastoral Council will conduct all business through the method of consensus; a quorum of 2/3 of its members shall be present in order to amend this Charter.