

St. Charles Borromeo Catholic Parish

Pastoral Council Guidelines

A. **Mission Statement:**

To be Christ for one another, living the command of Jesus: “As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another.” John13:34b, 35

B. **Introduction:**

As members of the St. Charles Borromeo Catholic Parish in Omaha, Nebraska, we believe that we share in the mission of Jesus through our baptism and commitment to the values expressed in the gospel.

The dedication of our Parish calls us to be attentive to the inspiration and guidance of the Holy Spirit as we:

1. Gather as community that worships together and supports one another in spiritual growth.
2. Witness to our belief through sharing our faith with others and providing for education in faith to our members.
3. Respond with compassion to both the spiritual and corporal needs of those around us.
4. Care for the many gifts we have been given and seek to use them wisely.

C. **Nature and Purpose:**

The Parish Pastoral Council (“Council”) is a consultative body of parishioners who provide a mission and vision of our Parish to the Pastor. As a Council, we acknowledge our origins in the Second Vatican Council and we are in accord with universal and archdiocesan church norms. Responsibilities include, but not limited to:

1. Promoting the mission of the Parish.
2. Providing consultation to the Pastor in matters of pastoral planning and policy.
3. Engaging in pastoral planning through developing Parish goals and furthering their implementation.
4. Attending to the prayer and continuing religious formation necessary for Council action.
5. Listening to and representing the wisdom of the many perspectives present in the Parish community.
6. Ensuring mutual communication between the Council and parishioners.
7. Taking responsibility for the ongoing renewal of Parish life and calling forth the gifts of individuals and groups in the faith community.

8. Cooperating with other parishes and the Archdiocese in the fulfillment of the universal mission of the Church.
9. Fulfilling Parish expectations regarding religious formation, development and recommendation of policies, coordination, communication, and implementation of such expectations.

D. Council Responsibilities and Relationships

The Council is a planning body that provides vision and direction in promoting the mission of the Parish. The Council shall act in accord with the general norms of the Universal Church, archdiocesan guidelines, and civil statutes. The Council will provide advice and consultation to the Pastor, who has decision-making responsibilities and accountability to the Archbishop of Omaha and to the Parish. The Council acts as a planning body that provides vision and direction for the mission of the Parish. This includes the cooperation with several governing bodies within the Parish regarding administration (Pastor and Parish staff), finance council, and other committees and groups in the Parish. The Council assures availability of due process for both parishioners and Pastor in serious matters. The Council will collaborate with other parishes, Archdiocesan deaneries, and the Archdiocese through the Archdiocesan Pastoral Council (APC) and other programs. The Parish budget shall be submitted by the Finance Committee to the Council for review and recommendation to the Pastor before each year's May Council Meeting. The Nominating Committee, as appointed by the President of the Council, will solicit individuals to run for the Council.

E. Council Membership:

1. The Council will have twelve (12) members consisting of registered members of the Parish who are eighteen (18) years of age or older. The executive committee of the Council will have the following positions: Pastor, three (3) appointed positions, and one Archdiocesan Pastoral Council delegate. The three (3) elected positions within the Council are:
 - a. President
 - b. Vice President
 - c. Secretary
1. Terms of the founding Council members have been established as one (1), two (2), and three (3) year terms.
3. Future at large and other elected members shall serve a three-year term. There will be four members elected at large. Terms will be staggered so that one third of the membership may possibly change each year. This will ensure continuity of Council actions.
4. Any member of the Council may resign by filing a written resignation with the secretary. The secretary will notify the Pastor and the President of the Council upon receiving the resignation.

5. At any meeting of the Council, one or more voting members of the Council may be removed for just cause. Just cause includes missing four regularly scheduled meetings within the fiscal year (July – June). Written notification of absences will be sent to said individual by the Parish Pastoral Council President and Pastor after three (3) missed meetings.
6. Vacancies which occur during the term of a Council member shall be filled with persons elected by the Council or appointed by the Pastor and Council President with Council approval. These members shall serve only the unexpired term of the individual they replace. They may run for election to the Council during the next election.
7. A Council member may serve two consecutive full terms on the Council. They shall be eligible to run again after three years.
8. All officers, elected members and appointees of the Council shall have one vote.
9. Council members serve without pay.

F. Nominations:

The first nominations for new members will be taken in March and elections held in April. New Council members will join the existing Council for the May and June meeting. Outgoing members will then be relieved of their responsibilities after the June meeting. Parish Pastoral Council members will serve without pay.

G. Council Selection of Members:

The Nominating Committee shall have the following duties and use the following procedures to govern the nomination of an individual as a possible member of the Council:

1. The Secretary of the Council will give notice to the number of positions available.
2. Solicitation of current Parish members.
3. The Nominating Committee shall recommend to the Pastor those persons whose name(s) are to be placed on the ballot and who shall be considered for the vacancy (ies) to be elected.
4. Each candidate shall provide a short biography to the secretary who will have the biography placed in the bulletin one week prior to the election.
5. In the event, no person(s) shall come forward and no name(s) are placed on the ballot, then the Pastor may appoint a person(s) to the vacancy (ies).
6. The election by all registered parishioners who are eighteen (18) years of age or older shall cast a vote by secret ballot. After the election, the Nominating Committee shall count the ballots and report the results to the Parish Pastoral Council and Pastor. The vote required for the choice of membership shall be those individuals receiving the four (4) highest numbers of votes cast. The ballots shall be preserved for one month, and, on request of any interested party, the Council may verify the correctness of the returns.

7. Every baptized Catholic of the Parish currently registered and being 18 years of age or older, and of good standing in the Parish community shall be eligible to be a candidate for Council.

H. Council Officers Guidelines:

The officers of the Parish Pastoral Council shall be President, Vice President, and Secretary. The officers will be elected in April with implementation and final transition by July of the calendar year. The roles and responsibilities are as follows:

1. President

- a. Conduct all meetings of the council.
- b. Be an ex-officio member of each Council committee.
- c. Appoint with Pastor approval, the chairperson of each committee.
- d. Perform such other duties as the council may from time to time direct, consistent with that office.
- e. Be responsible for assuring participation of all members in Council deliberations and decision making.
- f. Prepare an agenda in conjunction with the Pastor and send it to Council members no later than one week prior to the regularly scheduled Council meeting.

2. Vice President

- a. Assume all duties of the President in his/her absence.
- b. Be fully informed about all Council activities.
- c. Perform other such duties as the President or the Council may direct, consistent with that office.

2. Secretary

- a. Keep an accurate record of all Council correspondence, minutes, and other communications.
- b. Provide a copy of the previous meeting minutes to all members at least one week prior to the next scheduled meeting. Provide a copy of the minutes to the Parish at large.
- c. Keep an accurate record of all those in attendance.
- d. Provide advance notification to all Council members and the parishioners of the time and place of regular and special meetings.
- e. Perform such other duties as the President of the Council may direct, consistent with that office.

I. Parish Pastoral Council Meetings

1. The Council should be well informed as to the desires of the parishioners before voting on any matter of general interest and concern to the Parish community.
2. The Council will meet monthly at a time designated by the Council determined at the July meeting.
3. Regular meetings are open to all members of the Parish.
4. Other special meetings may be called as needed by the Council president or pastor or by written request of at least seven (7) Council members.
5. The agenda shall be decided upon in advance by the Council President and Pastor and will be distributed to the members at least one week prior to the meeting.
6. Seven (7) voting members of Council members at a meeting shall constitute a quorum. Robert's Rules of Order shall be used when appropriate.
7. However, to foster a spirit of complete involvement by all Council members, the consensus method of decision making should be used as much as possible commensurate with the importance of the decision.
8. Visitors are welcome to attend any Parish Council meeting; however, the Council reserves the right to excuse visitors in cases when the council calls an executive session.
9. Visitors must make arrangements with the Pastor or Council President to be placed on the agenda one week prior to the Council meeting. As a matter of courtesy, visitors not on the agenda may be allowed by the President to comment prior to the approval of the minutes. Visitors are asked not to participate in discussion unless invited.
10. Proposed meeting agenda, not limited to:
 - a. Shared prayer
 - b. Approval of previous minutes
 - c. Items for action and committee reports
 - d. Items for discussion
 - e. Old Business
 - f. Introduction of new issues – New Business
 - g. Pastor's report
 - h. Agenda items for next meeting
11. Ordinarily the Council takes action and makes recommendations at the conclusion of informal discussion. For significant issues, the Council will work to build agreement through discussion and consensus that Council members can support.
12. Voting procedures will normally follow these rules:
 - . Each voting Council member will have one vote.
 - . A simple majority vote of those present and voting will suffice to decide issues which lend themselves to voting procedures.
 - . There will be no voting by proxy.

- . Items requiring immediate input from the Pastoral Council may be handled by email.
13. The Council will set up a day of planning in early fall. The day will consist of reviewing previous goals, re-evaluate existing goals and/or establish new goals for the upcoming year. Review of Archdiocesan goals must be incorporated in this plan.

J. Committees

The Council relies upon the following standing committees, as needed, to carry out the work of the Parish as the responsibilities are outlined in the Parish Pastoral Council handbook. These may include, but not limited to, the following:

1. Administrative
2. Religious Formation (Adult and Child/Adolescent)
3. Parish Organizations
4. Community Service
5. Technology
6. Building and Planning
7. Finance

When the need arises, the Council establishes other committees or task forces to address specific issues or projects. The Council, in consultation with each committee or task force, determines when the work of that group is concluded.

All committees and other groups are established by the Council and are accountable through the Council to the Pastor for their planning, goals, and budget. The President, in consultation with the Pastor and Council, appoints the leadership of each committee or task force.

K. Amendments and Revisions

These Guidelines may be revised under the following procedures:

1. Any proposed amendments must be in writing bearing the signatures of at least seven (7) Council members and presented at one (1) regular Council meeting prior to voting on such amendment.
2. Simple majority two-thirds (2/3) of the voting Parish Pastoral Council members for approval.
3. The proposed amendment and revision to the guidelines must have the approval of the Pastor and Archbishop of Omaha.

Ratification: Any amendment to these Guidelines shall only become effective upon the ratification by two-thirds (2/3) of the voting members and the approval of the Pastor and the Ordinary of the Archdiocese. The procedures leading to final approval by the Archbishop are found in the Archdiocesan Parish Pastoral

Council Handbook. These procedures together with other Archdiocesan policies and procedures for ratification will be followed by the Council.

The St. Charles Borromeo Catholic Parish Pastoral Council Guidelines are affirmed by the following members of the Parish Pastoral Council on this ____ day of ____ in the year ____.

Phyllis Brunken

Kevin Donahue

Candy Higgins

Jerry King

Stacey Kozisek

Ryan Novacek

Tom Parr

Dawn Vondra

Chris Vos

Corey Watton

Rev. Norman F. Hunke

Archbishop of Omaha

Date