

# PEACE OF CHRIST ROMAN CATHOLIC PARISH PASTORAL COUNCIL COVENANT

Updated April 2018

## MISSION

As members of the pastoral council of the Peace of Christ Roman Catholic Parish of Rochester, NY, we freely accept the call to serve in our faith community. We realize that we share this privilege and responsibility with each other, our pastor, our pastoral staff, and our parish family. Our mission is to enable our worship sites to be welcoming, mutually sustaining, open to growth, and committed to building one faith community honoring the uniqueness of each worship site, while embracing the message of the Gospel.

## ROLE OF THE PASTORAL COUNCIL

Our role as pastoral council is to work with our pastor and our pastoral staff in a consultative capacity, to move the community forward into the future, to pray for the parish, and to share our collective wisdom with our pastor, our pastoral staff, and with the diocese as appropriate.

## VISION

We pledge to strive constantly to build an ever-stronger Catholic parish family where: The Word of God is proclaimed, studied and integrated into daily living;

Our worship, in word and sacrament, honors the presence of God in our midst;

We witness the Gospel through our actions of care and concern for the needs of those around us;

We take the time to discern the gifts and needs of our parish and to develop lay leadership to respond accordingly;

We recognize and value the dignity of all men, women and children in the Church and society, affirming and honoring the God-given equality of all;

We are committed to working, through our social ministry, against oppression and social injustice.

## MEMBERSHIP

The pastoral council shall be composed of twelve parishioners, normally at least two from each of the three worship sites, who are 18 years of age or older. There will be an additional two youth members (appointed by the pastor) between the ages of 14 and 18.

All members must be Roman Catholic, and active, registered members of Peace of Christ Parish.

The parochial vicars and the pastoral associates serve as *ex officio* members.

The pastor presides over the pastoral council.

## MEMBERSHIP TERM

Membership terms will be staggered terms of three years. Youth members shall serve a one-year, annually renewable term, not to exceed three terms.

## MEMBERSHIP SELECTION

All council members, except the youth members who shall be appointed by the pastor, shall be selected from a pool of parishioners established by the following process:

1. A Nomination and Selection Committee composed of at least 3 council members (led by the Vice-Chairperson of the Council) shall be convened in March of each year to administer the process of nominating and selecting new pastoral council members for the coming fiscal year. This

committee will supervise the open solicitation of nominations during the month of April from members of the parish who may either nominate themselves or other members of the parish.

2. The names of the submitted nominees shall be given to the Parish Office to certify that the nominees are at least 18 years old, Roman Catholic, and active, registered members of Peace of Christ Parish.

3. The certified nominees shall be contacted by members of the Nomination and Selection Committee to determine their willingness to serve if selected. Interested nominees will be invited to an informational meeting with current council member(s).

4. On Pentecost Sunday the names of all willing, certified nominees shall be placed in a pool from which names, appropriate in number and worship site affiliation, will be drawn at the Pentecost Sunday Masses.

5. Newly selected members will be asked to attend the June pastoral council meeting. Their terms shall commence with the start of the next fiscal year of the parish and will be terms of three years at the end of which they may serve another 3 year term if nominated and their name is drawn on Pentecost Sunday. After completing their 2<sup>nd</sup> 3 year term they must stand down from the council for the next fiscal year before being eligible to serve for another term. Members don't have to stand down if serving only twelve or fewer months of another person's term.

### **MEETINGS**

Meetings will be opened and closed with prayer.

The pastoral council shall meet at least (9) times per year. These regular meetings shall be announced in the bulletin. Additional meetings may be called at any time by the pastor and the chairperson, or in the absence of the pastor, by the chairperson with (3) days notice. At the first meeting of the year the chairperson will present the date, time, and location of the year's meetings. All regularly scheduled meetings shall be open to all members of the parish. An "Open Forum" with a set time limit will be held at the beginning of each meeting during which time parishioners are welcome to voice any concerns or comments regarding the parish.

A quorum is necessary at any meeting to achieve consensus on any issue. A quorum is defined as a simple majority (8) of the elected/appointed membership (14).

Decisions shall be made by consensus. Consensus is a process whereby the council makes a decision which all members can accept. It is a collective opinion arrived at by the council working together so everyone in the group has had a fair chance to influence and understand the topic. Silence presumes acceptance of the decision.

An annual preparatory session will be held prior to September's meeting.

### **ATTENDANCE**

If a pastoral council member has more than two unexcused absences in one year from regularly scheduled monthly meetings of the pastoral council, that member will be contacted by the pastoral council chairperson and asked whether he/she wishes to continue as a member on the pastoral council. After a third unexcused absence he/she will relinquish membership on the pastoral council.

### **OFFICERS AND THEIR RESPONSIBILITIES**

The pastoral council shall have two officers: chairperson and vice chairperson.

The officers shall be elected by a majority of the next fiscal year's council members present at the June council meeting. Nominations for officers will be by paper ballot. Nominations will be

read back by the chair. Nominees may accept or decline the nomination. A second paper ballot will be held to elect officers who must receive a simple majority of the ballots cast.

The recording secretary shall be a non-council member.

The chairperson shall facilitate all meetings and be responsible for the distribution of the minutes of pastoral council meetings at most one week after their review and editing by the Pastoral Council Executive Committee. The chairperson shall also be responsible for the distribution of pastoral council meeting agendas (prepared by the Pastoral Council Executive Committee) at least one week prior to the next council meeting.

The vice-chairperson shall facilitate in the absence of the chairperson and accept responsibilities which the chairperson delegates.

The recording secretary will record discussions and significant content of council meetings and prepare minutes for review at the Pastoral Council Executive Committee meeting which will be held within two weeks following the last council meeting.

The recording secretary is charged with preparing the minutes and distributing them to the Pastoral Council Executive Committee within one week for editing. The recording secretary shall maintain a record of all proceedings of the pastoral council.

Should the chairperson resign, the vice-chairperson shall fill a vacancy in the chairperson's office. A vacancy in the vice-chairperson's office shall be filled by election from eligible council members.

Only members of the council who have had at least one year of service may hold the office of chairperson or vice-chairperson. Exceptions may be made for good reason at the discretion of the council.

Terms of office shall be for one year from July 1st to June 30th.

### **PASTORAL COUNCIL COMMITTEES**

An Executive Committee, composed of the pastor and officers, will be responsible for editing the minutes of pastoral council meetings within at least two weeks following the last council meeting, and preparing meeting agendas. The pastoral council will determine the formation, function, and direction of any additional Ad Hoc committees. These added committees should be dissolved when their work is completed.

The pastoral council should have a working relationship with all standing parish committees. During the year, each standing parish committee shall submit to the pastoral council a list of the past year's accomplishments along with the committee's goals for the upcoming year. These submittal requests to the standing committees will be made in February for delivery to Pastoral Council in April.

Pastoral council recognizes the importance of the ministries served by the various committees of the Peace of Christ Parish. Although there is no formal representation on council of the committees, it is the pastoral council's duty to maintain a solid relationship with these committees and to provide advice and consultation as needed.

### **RELATIONSHIP OF THE PASTORAL COUNCIL TO THE FINANCE COUNCIL**

Both the pastoral council and the finance council, as mandated consultative bodies, have distinct competence, the former for recommending parish priorities through long-range pastoral planning, the latter for long-range financial planning, budget preparation and oversight, and financial analysis. The finance council should receive input from and provide assistance to the pastoral council as requested. Minutes of each council will be shared with members of the other council.

### **RATIFICATION OF THE COVENANT**

This Covenant shall be ratified by the consensus approval of the Peace of Christ Parish Pastor and the pastoral council.

### **AMENDMENT PROCESS**

This covenant will be reviewed on an annual basis for purposes of amendment and revision. Trusting in the Holy Spirit, this Covenant may be amended by consensus of council members. Only amendments introduced at a previous council meeting, and given appropriate consideration since that meeting can be approved. A copy of this document shall be given to the pastor and the diocese. Also, copies should be displayed on the parish website and made available for registered parishioners at the parish office.

### **RESIGNATION**

Any member may resign at any time by giving notice to the pastoral council chairperson. Such resignation shall take effect at the time specified by the resigning member. A replacement will be selected from the most recent nomination pool. The replacement member shall complete the term of the member who resigned. If the replacement only serves one year, they will be allowed to serve one more term at their discretion.

### **PRINCIPLES OF COMMUNITY FOR PEACE OF CHRIST PARISH**

Peace of Christ is a Roman Catholic parish committed to building an ever-stronger parish family where God is found in the beauty and joy of our worship; in the breadth of our outreach; and in our love for one another. Emphasizing the Christian values of our Roman Catholic Tradition, we promote the respect of individuals of all races, colors, creeds, religions, genders, ages, hearing status, national origin, marital status, sexual orientation, language, and emotional, mental or physical abilities. We strive to value and respect every member, listening thoughtfully to one another, preserving confidentiality for anything shared in a meeting or event and meant for those participants only, and addressing inappropriate activity promptly and in a responsible manner.

2018 Revision  
April 10, 2018

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### **ORIGINAL PASTORAL COUNCIL COVENANT DEDICATION**

We, the members of the Winton Culver Catholic Community Pastoral Council, dedicate the first covenant of our newly merged pastoral council, to all past and present parishioners of St. James, St. John the Evangelist and St. Ambrose. -- May 6, 2005

## **APPENDIX – ADDITIONAL PASTORAL COUNCIL ACTIVITIES**

- Represents the Parish on RocACTS Committees
- Staffs the monthly Welcome Table at the three churches
- Staffs the Peace of Christ booth at the annual North Winton Village Festival
- Organizes the annual Peace of Christ Community Outreach Day
- Organizes the annual Parish Dinner and Raffle