

ST. ANDREW PARISH, MILFORD OHIO

St. Andrew Pastoral Council  
Mission Statement  
&  
Constitution

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*"We open our doors wide at the very thought of you joining."*

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The following document summarizes the St. Andrew Pastoral Council Mission Statement and Constitution which outlines the functionality of the pastoral council and its duties

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## **MISSION STATEMENT**

Like Saint Andrew the Apostle, we— the Milford, OH Saint Andrew the Apostle's Catholic Community—are:

### ***CALLED***

to carry out the Gospel of Jesus Christ-- living as God's people since 1854-- we welcome all in faith, hope and love.

### ***CHANGED***

by the Holy Sacraments; we support our community through prayer, evangelization, education and service.

### ***COMMITTED***

to this baptismal call; we dedicate ourselves to promote the Gospel through Christian hospitality, spiritual nurturing, outreach and shared social experience.

*We open our doors wide at the very thought of you joining.*

**WHAT IS PASTORAL COUNCIL?**

The Pastoral Council is an effective group of lay parishioners that acts as liaison between the Pastor and parish community and is guided under the leadership of the Pastor. It represents the entire parish community by acting as listening post and ensures the parishioners have a voice in how the parish serves them. The Pastoral Council utilizes various forums to collect community ideas, opinions, prayers and requests, which are then passed on to the Pastor and his staff.

The lay parishioners or laity are "all the faithful except those in holy orders and those in the state of religious life specially approved by the Church." These faithful are by baptism made one body with Christ and are constituted among the people of God; they are in their own way made sharers in the priestly, prophetic, and kingly functions of Christ.

**THE PURPOSE OF THE PASTORAL COUNCIL**

The purpose of the St. Andrew Pastoral Council is defined by the following responsibilities that reflect and support the overlying Parish Mission Statement.

Its purpose is to act as a Pastoral advisor through collaboration and assistance to the Pastor in regards to parish community comments, concerns and general issues which are reviewed and assessed by the group through active discussion. The Pastoral Council is not a governing body that makes decisions regarding important Pastoral matters.

The Pastoral Council supports the development of Pastoral Plans by carrying out the mission of the church and sustaining the parish community ideals and vision. Its purpose is to assist the Pastor in identifying goals, objectives and recommends plans to achieve them. In addition, articulating a vision for the future of the parish that is reflective of the overall parish vision statement.

The very nature of the Pastoral Council is expressed in the role of spiritual growth of the parish community by fostering excellence in prayer, worship and education. Bound to always welcome those in faith, hope and love and providing charitable outreach to those in need, especially the poor.

The Pastoral Council is called upon to serve and support these elements of parish life through consistent and reflective expression. Our priorities will be dictated by our beliefs and willingness to do what is most beneficial for the parish community. We will be steadfast in our consideration and faithful to those we serve.

## **CONSULTATIVE ROLE OF PARISH COUNCIL**

The St. Andrew Pastoral Council is to be a major consultative body in the parish, which advises the Pastor who presides over the Council.

The St. Andrew Pastoral Council will:

- Give counsel to the Pastor regarding Pastoral activity in the parish.
- Advise and assist the Pastor in his Pastoral role.
  - Advise the Pastor on strategic planning and assist in setting goals and objectives
  - Assist the Pastor in setting the vision and direction of the parish
- Foster the Pastoral life and ministry of the parish.
- Follow the process of decision making: investigate, gather data, analyze, present findings and opinions and recommend.
- Reflect (with Prayer).

The Pastoral Council is not: a policy making, decree-issuing, statute-formulating council. It does not enact, decree, authorize; nor does it prohibit, enjoin, correct, or enforce. It does not make decisions. The Pastoral Council is a consultative body, not a legislative body.

## **PASTORAL PLANNING**

The basic leadership role of the Parish Council in conjunction with the Pastor is to give direction to the parish. This involves:

- Visioning-develop a direction for the future of the parish.
- Carry-out the mission of the Church.
- Follow the Parish Mission Statement-set goals and objectives to support the Parish Mission Statement.
- Assist the Pastor in planning for the future of the parish.
- Decide the methods to assess the needs and issues of the parishioners.
- Propose actions and programs that achieve the Pastoral goals.
- Determine the personnel, financial and physical resources needed.

Communication is essential to maintaining a good relationship within the parish system:

- Establish a policy regarding ways that parishioners can submit items for council consideration.
- Provide parishioners with access to the contact information of parish council members.
- Submit the goals of the Pastoral council to the parish for comment.
- Post meeting summaries and minutes of the parish website.

### **VOICE OF THE PARISH**

The Pastoral Council is the vehicle to ensure that parishioners have a voice in how the parish serves them. Since neither the Pastor, individual members or groups of parishioners are all-knowing about what parishioners expect of their parish, the Pastoral Council provides the forum for all ideas to be heard.

To meet the objective of the Pastoral Council to represent the voice of the Parish, the council will solicit input from the larger parish community on all aspects of Parish life and makes appropriate recommendations to the Pastor as an aide in the Pastor's decision-making process. Many approaches to this task are available, and the council should select the method that is most appropriate to the needs of the parish.

As a resource, the Appendix contains information that will help guide the council to the appropriate method.

### **MEMBERSHIP AND QUALIFICATIONS**

New council membership is determined through an annual process of discernment-- or prayer and thought.

- The term of office of council members is three years, with--each member eligible for discernment in one sequential term.
- The total number of council members shall never be less than six individuals. The appropriateness of council size shall be reviewed annually. Council has the option of increasing members should the size of the parish warrant expansion. Two members shall be discerned each year or the appropriate number if council should be expanded.
- All members must be at least 18 years of age.
- If, for any reason, a member should leave council before completing their term of office; council will appoint someone to fill the term.
- Candidates for council must understand the consultative process and be willing to be active participants in all levels of involvement.
- A council member shall not be a member of any other commission.
- A council member must be an active parishioner at Saint Andrew's parish.

## OFFICERS AND POSITIONS

### Chairperson

- If one individual is serving as vice-chairperson, that person shall fill the chairperson position the year immediately following his or her term as vice-chairperson.
- The chairperson shall have the duties of calling and conducting regular and special meetings, and of formally submitting written council recommendations to the Pastor and any affected commission or group.
- The chairperson, along with the Pastor, shall set the agenda for upcoming meetings and distribute to members prior to the meeting at least three days before each meeting.

### Vice-Chairperson

- The members of council shall discern a vice-chairperson annually at the regular meeting held in May.
- At the discretion of majority of the members of council, the members of council may discern more than one person to serve as a vice-chairperson at the regular meeting held in May.
- In the absence of the chairperson the vice-chairperson, or vice-chairpersons, shall have the duties of the chairperson.
- If one individual is serving as vice-chairperson, that person shall fill the chairperson position the year immediately following his or her term as vice-chairperson.
- If more than one individual is serving as a vice-chairperson, the members of council shall discern a chairperson from the individuals serving as vice-chairpersons at the regular meeting held in May to serve in the year immediately following his or her term as a vice-chairperson.

### Secretary

- If possible, a secretary shall be appointed from outside its own membership for a one-year term, renewable annually.
- The secretary is not a voting member of council.
- The secretary shall be responsible for taking minutes and distributing them prior to the next meeting.
- The secretary shall maintain a roster and a record of attendance.
- The secretary shall prepare final minutes including evaluations and recommendations.

## MEETINGS AND ATTENDANCE

Nine council meetings shall be held monthly on a date that is mutually agreed upon by council members.

- All council meeting dates, and possible the agenda, shall be announced through parish calendar communications
- Any parishioner may attend council meetings, as an observer, but may speak only when recognized by the chairperson.
- An open forum, not exceeding 15 minutes will be part of every meeting. During this period, parishioners may voice their parish concerns, in accordance with the recognition procedures outlined above. If more time is needed for a given topic, it may be scheduled as an agenda item later.
- Special meetings of the council shall be called at the request of any of the following:
  - the Pastor or majority of council members, with at least four days' notice to all members.
- Consensus is our goal. If, after prayerful consideration of alternatives, one alternative is clearly far more acceptable than any others are, any member of council may suggest that a decision has already been reached and asked for unanimous confirmation. If all state that they can live with this choice, the decision may be announced.
- If the two leading alternatives are very close, any other council member may suggest a combination of the two and call for unanimous affirmation of the decision, as described above.
- If agreement cannot be reached, the chairperson may call for a vote. A quorum (four council members) is necessary to reach consensus or to vote.
- Absence from three (3) meetings in any given year (August to May) shall cause a review of that member's commitment to council by the chairperson and, if necessary, replacement as defined above. Absences, excused or unexcused, cause the people of the parish to be underrepresented and the consultative process to be less effective.
- Council shall make available, for the general parish, an overview of all final evaluations and recommendations.
- The discernment of officers shall take place at the May meeting of council. The right to discuss and reach consensus or vote on issues and the right to take part in the discernment process shall be extended to incoming, remaining and outgoing members of council only. Only members who have completed at least one year on council are eligible to hold office.
- Seating of the officers and new members shall be the last item of business at the May meeting.

### **ROLE OF COMMISSIONS**

There is one primary commission within the parish known as the Worship Commission. Other may be added in the future. There is a Finance Council to oversee all Parish funds. They also assist in long-term planning for facilities and grounds.

- A. The function of each commission is to make evaluations and recommendations in its specific delegation only.
- B. No commission may be established, or eliminated, without the approval of the Pastor and council.
- C. A member of the Pastoral council shall serve as a liaison to each commission.
- D. No officer of a commission shall be a member of parish council.
- E. Each commission shall have its own governing document based on the consultative process outlined in council's constitution.
- F. Each commission shall publish and post, for the general parish, copies of its meeting minutes.

### **RELATIONSHIP BETWEEN COUNCIL AND COMMISSIONS**

Council, working for the Pastor, is fundamentally responsible for developing the parish's Pastoral Plan and overseeing its successful, deployment. However, council empowers its subsidiary commissions to develop strong executions of the plan within their areas of responsibility.

- At least annually, each commission shall submit their recommendations in writing to council for council's approval and recommendation to the Pastor.
- As visionary groups, council and its subsidiary commissions are all concerned with putting the Parish Mission Statement into action. By working together in a consultative process, in a spirit of prayer and cooperation, it is hoped that conflicts will be avoided as much as possible.

The following communications network will serve to facilitate this process:

- A liaison will be appointed from each commission to attend designated council meetings with an oral report on current topics related to the commission's activities.
- Council minutes will be made available to each commission, and each commission will submit copies of their minutes to council. It is the responsibility of the appropriate chairpersons to insure the timely distribution of these minutes.
- Each commission is responsible to council for being an active and viable group. If a commission ceases to function in a viable manner, council will work with that commission to reconstitute it. Each commission is responsible to council for adhering to the Parish Mission Statement and Pastoral Plan in making evaluations and recommendations in its delegated area of ministry.

## **WORSHIP COMMISSION**

The overall purpose of the Worship Commission is to plan and provide for the spiritual development of each member through liturgical celebrations on Sundays, major feast days, and seasons.

It also helps to foster spiritual growth of the Parish by providing liturgical prayer and supporting all interests of the members of the Parish, young and old, and in all aspects and stages of their lives.

### Ministries

- Extraordinary Ministers of Holy Communion
- Lectors
- Ushers
- Altar Attendants
- Music Ministry
- Engaged Ministry
- Network of Care
- Bereavement Committee
- St. Andrew Prayer Chain
- St. Andrew Sanctuary/Sacristy – Art and Environment

## **AMENDMENTS TO PASTORAL COUNCIL CONSTITUTION**

A mandatory review of the Constitution by the Parish Council should occur once every 2 years. This is to ensure the Constitution is in accordance with any changes that may have occurred within the Parish community.

Any amendments or changes to the Constitution will be addressed by the Parish Council through a process of discernment.

The Pastor makes the final decision on all amendments or changes made to the Constitution.