

ST. PIUS X PARISH PASTORAL COUNCIL GUIDELINES

April 2004

I. PURPOSE

The purpose of the Parish Pastoral Council (PPC) is to bring all people of the parish together to work jointly to build the parish as a Christian community to ensure that the needs of the parish are met, as well as the needs of the diocese.

II. ROLE

The PPC should undertake three tasks:

A. Reflection

- Seek input from the parishioners on the needs of the parish and the diocese.
- Receive input from the Finance Council.

B. Planning

- Develop a Vision Statement and a Mission Statement
- Evaluate and assess existing committees and programs
- Set roles and missions for committees and ministries

C. Animating

Enable and support the effective operation of the parish committees & ministries and modify where needed.

III. MEMBERSHIP

- 3.1 The PPC shall consist of the Pastor, Co-Pastor(s), Chairperson, Vice-Chairperson, Secretary, Past Chairperson, (the "Executive") and seven (7) to nine (9) Council Members ("Members") for a total not to exceed fifteen (15).
- 3.2 The Chairperson and the Vice-Chairperson of the PPC shall be elected annually by a vote of the members of the PPC at the regular April meeting.
- 3.3 The terms of office of the Chairperson and Vice-Chairperson shall not exceed two (2) years.
- 3.4 The Past Chairperson shall be entitled to sit on Council as a voting member for a period of one (1) year from the date upon which she/he ceases to be Chairperson.
- 3.5 Should any Member of the PPC resign, the remaining members have the right to appoint a replacement for the unexpired portion of the term from parishioners who have shown interest.

- 3.6 Should the PPC Chairperson be unable to complete his/her term of office, the Vice-Chairperson will assume the Chair for the remainder of the term. The PPC Members shall choose a new Vice-Chairperson from the remaining Council Members.
- 3.7 The PPC will appoint representatives for liaison with Parish Groups, including Finance. Finance and the U. of C. Community will appoint their own representatives to the PPC.
- 3.8 The job description of Liaison Members will be reviewed each June, before the appointment of the next year's representatives.
- 3.9 Council Members are expected to attend all Council meetings. After three (3) unexcused absences by a Council Member, the Chairperson will determine the person's intentions regarding Council involvement and may suspend such member.

IV. EXECUTIVE

- 4.1 Pastor
- Presides over the PPC, but does not usually chair the Council.
- 4.2 Chairperson
- Organizes and coordinates the activities and procedures of the PPC.
 - Chairs regular and special meetings.
 - Maintains regular contact with the Pastor
 - Motivates members between meetings.
 - Ensures communication exists between the PPC and the parishioners.
- 4.3 Vice-Chairperson
- Assumes Chairperson's duties in that person's absence.
 - Serves as an aide to the Chairperson in conducting PPC work.
 - Responsible for Council Guidelines monitoring, and presentation of recommended changes to the guidelines.
- 4.4 Secretary
- Records minutes of regular and special meetings and distributes the minutes to the members.
 - Maintains a roster of Council Members, and records attendance.
 - Arranges for the necessary physical requirements of meetings.
 - Handles all PPC correspondence.
 - Prepares a summary of the PPC meeting for review and approval by the pastor and chairperson prior to publication in the parish bulletin and/or monthly newsletter.

V. ELECTIONS

- 5.1 Elections to fill normal vacancies on Council Executive or Membership shall be held in April each year.

- 5.2 Each year, in February, parishioners will be solicited publicly, personally, and/or by notice in the Parish Bulletin, for nominees willing to serve on Council .
- 5.3 In February, a Nominating Committee consisting of the Past Chairperson, or if there is no Past Chairperson, a Nominating Chairperson appointed by the Executive, and two (2) Council Members, shall seek nominees from among the parishioners. The Committee shall present its report to Council at its March meeting.
- 5.4 If too many nominees respond to the call for the vacant positions, the Nominating Committee Members shall review the applicants' qualifications, and shall report their recommendations to Council Members at the March meeting. At the April meeting, new members will be elected by the existing PPC members according to the needs of the Council.
- 5.5 If by the March meeting of Council insufficient nominees have responded to fill vacant positions, the Nominating Committee shall inform all PPC Members who shall then be responsible for the recruitment of the number of parishioners required to fill all vacancies.
- 5.6 Nominations for council members shall cease two (2) weeks in advance of the voting date.
- 5.7 Newly appointed Members of Council will be invited to attend Council meetings as observers from the time of their election until their term of office commences on July 1st.

VI. LENGTH OF MANDATE

- 6.1 The term of each Parish Councilor shall be two (2) years, renewable twice for a total of six (6) years maximum.

VII. COUNCIL MEETINGS

- 7.1 The PPC shall meet regularly, once a month from September until June. The Annual General Meeting of the parish shall be held in conjunction with the May meeting.
- 7.2 Monthly meetings of the PPC shall be open to parishioners who may attend as non-voting participants or observers in the proceedings.
- 7.3 Persons wishing to present briefs, or speak at a Council meeting, shall notify the Pastor and/or the Chairperson at least two (2) weeks prior to the meeting date.
- 7.4 All discussion and business arising at a PPC meeting shall be kept confidential until such time as proceedings are published. Non-Council participants in meetings shall be informed of this requirement before discussions commence.

7.5 All Council Members have equal voting privileges. Members may vote by proxy on previously defined motions.

7.6 A quorum for a PPC meeting shall be a simple majority of the existing Council Members; members could attend via electronic means i.e. phone or video. If there is not a quorum the meeting shall be automatically rescheduled and whatever number shows up constitutes a quorum..

VIII. PARISH ANNUAL MEETING

8.1 The Annual General Meeting of the Parish Pastoral Council shall be held each year in May. Public notice of the meeting shall be given at least three (3) weeks prior to the date, and the Agenda shall be published (or inserted) in the Parish Bulletin and/or the monthly newsletter.

8.2 Written reports from the Pastor, Chairperson of PPC, and all parish groups shall be prepared, published, and distributed at least two (2) weeks before the annual meeting.

8.3 At the request of Council or of twenty-five (25) parishioners, to the pastor, additional Parish meetings may be held. Two (2) weeks notice of the meeting date, and the Agenda of the meeting shall be published in the Parish Bulletin and/or the monthly newsletter.

IX. COUNCIL YEAR

9.1 The Parish Council year shall be from July 1st of any year until June 30th of the following year.

X. OPERATIONAL GUIDELINES

10.1 Non-budgeted parish items which exceed a purchase price of one thousand (\$1,000) dollars must be approved by Council before the expenditure can be initiated. Procurement best practices are strongly suggested as part of ensuring a fair assessment: multiple quotes, rationale for expenditure, alternative action if expenditure is rejected.

10.2 The St. Pius X Parish Pastoral Council Guidelines shall be reviewed annually in April. A Motion for this review should be presented at the February meeting of the Council.

Revised and Approved:
PPC Meeting – April 20, 2004