

Parish of Saint Teresa of Calcutta
Pastoral Council Guidelines
Adopted and approved – 30 September 2017

Mission Statement

The Parish of Saint Teresa of Calcutta is a welcoming community of believers; striving to live and give witness to our faith, to proclaim the Good News of Christ; and motivated by compassion, to use our gifts to actively live as disciples of Jesus and to serve all people.

Introduction

Recognizing that sound pastoral decisions are informed and strengthened by the wisdom of the People of God, some of the documents of the Second Vatican Council have recommended the establishment of a pastoral council. Pastors should willingly consult their people, say the documents, and use their prudent advice. By establishing a parish pastoral council, the pastor acknowledges the wisdom of his parishioners and expresses his desire to share with them his responsibility for the governance of the parish.

1. Purpose

The purpose of the Saint Teresa of Calcutta Parish Pastoral Council (hereafter referred to as PPC) is to investigate pastoral matters, to consider them thoroughly, and to propose practical recommendations about them. The PPC's role and authority is as an advisory group to the Pastor. At the request of the Pastor, the PPC may be asked to make recommendations for action to the Pastor. While the Pastor directs the implementation of any recommendations, Council members may be asked to assist in this task.

2. Scope and Authority

The scope of the PPC is pastoral matters. These may include everything that pertains to the Pastor's ministries of proclaiming God's word, celebrating the sacraments, caring for the faithful, promoting the mission of the Church to the world, and being a good steward of parish resources. The scope includes all the practical matters of parish life.

3.a. Membership

Members of the PPC are chosen, above all, for their ability to accomplish the purpose of the PPC. Members are baptized Catholics, in good standing with the Church, who reflect the makeup of the parish community. The total number of PPC members, including those from the categories below, shall not exceed eighteen (18) members.

The PPC has two (2) categories of members:

1. Parish Clergy and Pastor's Appointments: PPC membership shall include the Pastor and other parish clergy at the discretion of the Pastor. The Pastor may also appoint additional members at his discretion, based on parish needs and/or expertise.
2. Elected Members: The PPC shall include twelve (12) elected members from the Parish community, each elected to serve a three (3) year term. Elected members may serve two successive three (3) years terms, up to a total of six (6) years. Before being considered for service beyond the six (6) year limit, a PPC member is required to take a one (1) year absence from the PPC.

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3.b. Selection of Elected Members

Each year, four (4) members shall be elected for a three year term. For purposes of service on the PPC, one (1) year of service begins in September and concludes in August of the following year.

On an annual basis, the PPC will establish a Nominating Committee which includes existing PPC members to facilitate the education, discernment and election process. The Nominating Committee will request nominations from current PPC members and from parishioners. The members of the Parish who are nominated will be invited by the Nominating Committee to an information session where details on the purpose and workings of the PPC are explained. The information session will also include time for prayer and reflection to allow candidates to discern their call to serve on the PPC. Following this information session, the Nominating Committee will develop of a final slate of candidates to be presented to the members of the Parish in the form of a ballot. The ballot will include the candidate's photograph and a brief statement. Voting will occur at the weekend Masses during the third weekend of May. The Nominating Committee will tally the votes and present the results to the Pastor and the PPC.

3.c. Replacement of Elected Members

If an elected member cannot fulfill his/her full term on the PPC, the Pastor may appoint a person to fill that vacancy for the remainder of the term of the member who resigned.

4. Officers

Each year the PPC will elect officers from the PPC membership to serve as the PPC Chairperson, Vice Chairperson and Secretary. The PPC Chairperson facilitates PPC discussions and develops the meeting agenda in cooperation with the Pastor and members of the PPC. The Vice Chairperson assists the Chairperson and, in the absence of the Chairperson, fulfills the role of the Chairperson. The PPC Secretary maintains the roster of elected members. The PPC Secretary prepares and maintains summaries of all meetings of the PPC and ensures the timely distribution of these summaries and the meeting agenda.

Officers of the PPC are elected to a one (1) year term. Members of the PPC may be elected and re-elected to an office during their term of service on the PPC with the exception of the PPC Chairperson. To promote succession planning and foster continuity, a PPC member may not serve as the PPC Chairperson during her/his final year of service on the PPC.

5. Meetings

The PPC will meet at least five (5) times each year. New members to the PPC will begin their service at the September meeting of the PPC. Officers will be elected each year at the PPC's final meeting of the year but prior to the September meeting. Special meetings of the PPC may be called by the PPC Chairperson with the prior approval of the Pastor. For purposes of voting on recommendations to the Pastor, a quorum will be constituted by fifty (50) percent of the elected members of the PPC.

With the permission of the Pastor, members of the Parish Leadership Team may be invited to attend a meeting of the PPC to offer additional input on discussion topics.