

# Saint Albert the Great Parish Pastoral Council Guidelines

## September 2009

### Introduction:

The Decree on the Apostolate of the laity from the Second Vatican Council speaks of the laity as sharers in the role of Christ as priest, prophet, and King. It calls for understanding of renewal and rebirth, a process of personal and community revitalization. The Constitution of the Church emphasizes community, shared responsibility and mission. The existence and effective functioning of a Parish Pastoral Council (PPC) is central to these ends, with each person possessing her/his own unique role and responsibility, each sharing in the communal responsibility as members of the People of God, to achieve the mission of the Church.

In his address to the Bishops of Pennsylvania and New Jersey (September, 2003), Pope John Paul II supported the Synod of Bishops who acknowledged the need today to develop “a pastoral style which is ever more open to collaboration with all, grounded in a clear understanding of the relationship between the ministerial priesthood and the common priesthood of the baptized.”

To this end, the PPC of Saint Albert the Great Parish, understands the Eucharist as the summit of all we do and the Celebration by which we gather at the altar to share in the Body and Blood of Christ. The primary goal of the PPC is to be in unity with Christ, to strengthen our relationship with God as a faith-filled parish community, and to enhance and share the spiritual and communal life of a vibrant and thriving Parish through lay involvement and providing a welcoming environment to all. The PPC also understands that the parish life is governed by the light of the Gospel.

### Purpose:

The PPC shall be a collaborative body. Each member brings to the PPC life experiences that are of value and which have relevance and meaning to our relationship with God and to our parish community. The main purposes of the PPC are to work with the pastor to direct, plan, and develop the programs and activities for a faith-filled, vibrant, lay-involved, and thriving parish community. In so doing, the Council must consider its responsibility to the parish to:

- Provide an orderly forum for regular communication among all members of the parish community;
- Provide a continuing apostolic formation for all members of the Parish;
- Ascertain the spiritual and temporal needs of the Parish and plan effective ways of meeting those needs;
- Ensure coordination among all parish organizations and establish whatever groups, committees, and programs that are necessary to fulfill its mission;

- Affirm and strengthen our bond with the Archdiocese and the Universal Church.

The primary tasks of the Council are to:

- Continue to develop itself as a faith-filled, lay-involved, vibrant, thriving parish community.
- Review and update the parish mission statement as needed.
- Establish a small number of measurable goals as needed and review progress toward these goals on a regular basis.
- Promote meaningful dialogue and decision-making among the parish community
- Identify and encourage the use of the gifts and talents of all parishioners for the good of the parish and the greater community.
- To have an ongoing discussion, parish-wide, of the mission of the parish. Additionally, to ensure that the mission is never too narrow or only representative of the perspective of one person or a small group of people. To ensure that a variety of voices are heard and respected.

### Membership:

The PPC shall be composed of 14 voting members as follows: the Pastor (*ex officio*), Pastoral Associate (*ex officio*), Director of Religious Education (*ex officio*), 11 members selected from names submitted by parishioners who are interested in serving on the PPC, and one non-voting youth representative to be appointed by the Pastor. Additionally, the pastor may, at any given time, appoint additional members to serve in a capacity that is not represented in the current configuration of the PPC.

Qualified parishioners will be selected from a drawing at weekend Masses beginning in September, with new terms beginning in October.

All Council members will serve a three-year term. Council members are eligible to serve 2 consecutive terms and must be off for at least one year before submitting name for selection again.

### Voting:

All members of the PPC are entitled to one (1) vote with the exception of the youth representative who is non-voting.

### Qualifications:

The PPC is established to further the faith, growth, and mission of the parish community. Persons who accept the nomination and are called to this ministry should be:

- A registered member of the parish.
- A person of prayer and of personal growth in Christ.

- Knowledgeable concerning the Church today.
- Understanding of the parish as a community and the center of spiritual growth.
- Willing to be involved in the parish and willing to set directions for the parish.
- Willing to offer her/his time, talent or skills to the Council ministry.

The Pastor has the right to remove a name for consideration but will not do so except for serious cause, and after consultation with the sitting members of the council in Executive Session.

In accordance with the requirements of the Archdiocese of Boston, all members of the PPC will undergo a yearly Criminal Offender Record Information (CORI) check. Results of the CORI are private and will not be disseminated to the other members of the PPC or anyone else in the parish.

### Responsibilities:

The commitment to serve as a Council member carries with it special demands:

- Active involvement in the life of the parish;
- Participation and regular attendance at Council meetings
  - If the council feels that its work is being obstructed by the regular non-attendance of one or several members, it has the right to ask those members to resign.

### Vacancies:

Vacancies that would exist for more than four (4) months are to be filled for the remainder of the term. Vacancies can be filled with the names of the parishioners that were not chosen in the prior selection process.

### Meetings:

Regular PPC meetings will be held once monthly, or more often as needed, with the time and date to be decided by the members of the Council and to be published in the parish bulletin. The co-chairpersons will rotate chairing the PPC meetings. At all meetings of the Council, a simple majority shall constitute a quorum for the transaction of business. The council will make a serious effort to reach consensus regarding substantial issues. In the absence of consensus the simple majority will prevail in accordance with Roberts Rules of Order.

All meetings of the PPC are open to all members of the parish. Any member of the PPC can call for an Executive Session and that request will not be denied except for serious cause.

Normally, parish meetings will be held every other month to keep parishioners informed and updated. For sufficient reason, the Council can add or cancel a parish meeting. If the

Council recommends changing- the number of parish meetings held annually, it will be brought to the parish meeting for approval. The co-chairpersons will rotate chairing the parish meetings.

### Officers:

The Pastor is always a co-chair of the PPC. The lay co-chairperson and secretary will be elected by the membership of the PPC in October after the seating of the new members of the council. The lay co-chairperson and secretary can serve no more than two (2) consecutive one year terms. The co-chairpersons will, in general, set the agenda at the end of each Council meeting. Co-chairpersons will meet on an as-needed basis as issues arise.

### Review of PPC Guidelines:

The PPC Guidelines will be reviewed once every two years and revised as needed by the PPC. The PPC Guidelines -may only be amended after presentation and discussion at a Parish Meeting.

### Terms of Council Members:

Marianne Bozzi	Term Expires: 2011
Tina Fuller	Term Expires: 2010
Maryanne Gottfried	Term Expires: 2011
Neil Griffin	Term Expires: 2010
Ryan Hammel	Term Expires: 2012
Maureen Hanifan	Term Expires: 2012
Pat Itz	Term Expires: 2010
Dina Maldonado	Term Expires: 2012
Patti Perkins	Term Expires: 2012
Rachel Robak	Term Expires: 2011
Paul Roman	Term Expires: 2012

John Hammel	<i>Ex Officio</i>
Betsy Clifford	<i>Ex Officio</i>
Father Paul Soper	<i>Ex Officio</i>