

# **PEACE OF CHRIST ROMAN CATHOLIC PARISH PASTORAL COUNCIL COVENANT**

## **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, at least two from each of the three worship sites, who are 18 years of age or older. There will be 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 three 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 Pastoral Associates to certify that the nominees are at least 18 years old, Roman Catholic, and active, registered members of Peace of Christ Parish associated with one of the three parish worship sites.
3. The certified nominees shall be contacted by members of the Nomination and Selection Committee to determine their willingness to serve if selected.
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 must stand down from the council for the next fiscal year before being eligible to serve for another 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.

### **ATTENDANCE**

If a pastoral council member has more than two unexcused absences in one term 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 current 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.

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.

2011 Revision  
March 8, 2011

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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