

ST. JOSEPH PARISH PASTORAL COUNCIL GUIDELINES

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St. Joseph Parish
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The Parish Pastoral Council (PPC) is established and maintained with the authority of the Code of Canon Law and in the Diocese of Cleveland is a required consultative body to the Pastor. The PPC should strive to be reflective of the parish community. Therefore, the membership should be as diverse as is the parish community.

The purpose of PPC is two-fold, it is to:

1. Support the spiritual growth of the parishioners through proclaiming the Word, building up the community, celebrating the liturgy, and serving all God's people.
2. Enable the parishioners to participate actively in the priestly, prophetic and royal mission of Jesus to the world.

Representation is partly a matter of structure and partly a matter of attitude. From the structural perspective, the PPC should include a broad section of the parish community, and, at the same time give evidence of balance. It is recommended that the PPC analyze its membership relative to the percentage of men, women, youth and adults, etc., in the parish. From the viewpoint of the attitude, members of the PPC should have the good of the entire parish in mind, and not be representative of only one narrow point of view. PPC members should endeavor to be bridge builders between different points of view, rather than advocates of one point of view.

The membership of the PPC shall include:

1. 12 parishioner-members discerned from the parish community.
2. The Pastor, who serves *ex-officio* and possesses no term, unless established by the Diocesan Bishop.

Responsibilities of Members

Members are expected to:

1. Show commitment to personal spiritual renewal.
2. Participate in the regular meetings of the PPC.
3. Study and prepare for each meeting.
4. Listen with interest and show respect for all opinions shared.
5. Present parishioners' opinions and comments to the PPC when asked to do so, even if this is not your own opinion.
6. Attend the PPC retreat.
7. Act as liaison to at least one parish commission.

Whenever a member finds it necessary to be absent, that member should notify the Chairperson. In any period of twelve months, two absences shall be grounds for the Pastor and Chairperson to review the status of a given member with the possibility of removing that member from Council.

Commissions

Assisting the PPC in its work of fulfilling its mission and that of St. Joseph Parish are the members of five commissions. These commissions are standing commissions of the PPC and each one represents an aspect of parish life. The commissions are: Community Life, Liturgy, Social Concerns, Spiritual Life, and Youth-Young Adult. In addition to being composed of one or two PPC representatives, each commission includes interested parishioners, a Pastoral Staff liaison, and a chairperson. Commissions are governed by their own set of guidelines. The PPC representation serves as a vehicle between a commission and the PPC. Each Commission will determine when their Commission will meet. Meetings may occur every other month, quarterly, or on an as-needed basis. Commission Chairpersons will communicate with their members and the two PPC representatives when their Commission will be meeting. PPC representatives should attend their respective Commission meetings. The two PPC members should communicate with each other prior to a Commission meeting in the event one member is unable to attend a meeting. It is preferable that at least one member attend a Commission meeting. In the event there is not a Commission meeting prior to the PPC meeting, the PPC representative will indicate at the PPC meeting that no meeting was held and no report is available. Throughout the year, individual chairpersons will be asked to attend a regularly-scheduled PPC meeting to discuss and reflect with the PPC. The discussion should include the commission's work throughout the year, plans for the upcoming year as well as any concerns or needs. PPC commission representatives are selected at the June PPC meeting. Current PPC members may decide at that time to remain on their current commission or to switch to an opening on another commission. Any remaining vacancies will then be available for new PPC members to fill.

Recording Secretary and Procedure for the Development of Meeting Minutes

The PPC will maintain the services of a recording secretary. It is the duty of the recording secretary to record the minutes of the regular meeting, and special meetings as directed; and make them available to the PPC Chairperson, Vice-Chairperson and Pastor, as soon as possible. The minutes will be corrected, as needed, re-sent to the other members of the Executive Committee for review and additional changes. The Pastor will give final approval before the minutes are dispensed to the rest of the PPC, the Parish Pastoral Staff, and posted to the PPC website.

Term of Membership

Each member serves a term of three years. Nominations are taken from the parish community. Those nominated will take part in a discernment process. Members will be chosen each year to fill all vacant positions. There is no limit on the number of terms that a parishioner may serve on the PPC; however, ordinarily no one may serve more than two consecutive terms. An extension may be granted by the Pastor and the Executive Committee as they see necessary.

Any member of the PPC may resign by filing a written resignation with the Pastor and Chairperson.

A vacancy on the PPC shall be filled by a person who has participated in the discernment process, or at the discretion of the Pastor. The Pastor, having consulted with the Chairperson and Vice-Chairperson, will select the person. Such person shall serve for the duration of the term in which the vacancy has occurred and will be considered as having filled a full term on Council. An extension may be granted by the Pastor and the Executive Committee as they see necessary.

Leadership of the PPC

The officers of the PPC are as follows:

1. The Pastor, appointed by the Bishop of the Diocese.
2. The Chairperson, discerned by the members of the PPC.
3. The Vice-Chairperson, discerned by the members of the PPC.

The officers of the PPC are to be discerned for terms of one year, and may not serve more than two consecutive terms in the same office. Officers of the PPC may not be a chairperson of another parish commission.

Duties of Officers

Parish Pastoral Council Chairperson

The Chairperson is the key to the effectiveness of the PPC. The Chairperson attempts to create an atmosphere of trust and openness that will ensure the best communication and allow the PPC to come to its own conclusions. Fundamental to this is a respect for the members' ideas and abilities, a desire to achieve consensus, and a willingness to seek the guidance of the Holy Spirit by calling the PPC to prayer. The candidate must have served at least one year on the PPC. During the course of meetings, the Chairperson will be called on for any one or a combination of several roles, including initiating, moderating, informing, encouraging and evaluating. The Chairperson can develop his or her leadership ability by giving careful consideration to these roles. It is the duty of the Chairperson to communicate with the Pastor and Vice-Chairperson to set the agenda for the next meeting. The approved agenda will be emailed to PPC members, along with the minutes of the previous meeting. These will be provided, in advance, to all PPC members; whose responsibility it will be to print them, study them and bring them to the PPC meeting. Contact the Chairperson with any difficulties.

Parish Pastoral Council Vice-Chairperson

The Vice-Chairperson, Pastor and Chairperson sets the agenda for the next meeting. He/she assists the Chairperson and assumes the duties of the Chairperson when he or she is absent or vacates the position. The Vice-Chairperson maintains a roster of members and records of meeting attendance, and notifies the Chairperson of irregularities in the attendance requirements. The Vice-chairperson will also be responsible for ensuring that current, accurate and relevant PPC information is listed on the PPC webpage of the Parish website.

Selection of New Chairperson and Vice-Chairperson

At the February meeting, all members who will be on the PPC for the next two years will be asked to think and pray about taking on the role of Vice-Chairperson for the following year with the intention of filling the role of Chairperson in the subsequent year. If it is known at the February meeting that the current Vice-Chairperson will be unable to assume the role of the next Chairperson, all members who will be on the PPC the next year will be asked to think and pray about taking on the role of Chairperson for the following year.

At the April meeting, those members of the PPC who have discerned a desire to serve as Vice-Chairperson, and Chairperson if necessary, will present themselves as candidates. If there are more than two members who present themselves for a position, a vote will be taken among the members of the PPC.

Resignation of Chairperson or Vice-Chairperson

If the Vice-Chairperson resigns, a new Vice-Chairperson, chosen from members who express interest, will be discerned by the Chairperson. The candidate must have served at least one year on the PPC.

If at any time the Chairperson cannot complete his/her term, the Vice-Chairperson will take on the role of interim Chairperson for the remainder of the current term and the Pastor will select an interim Vice-Chairperson.

Discernment of New Members

During the month of April, the parish will be made aware of the positions available on the PPC and the duties of the PPC. At this time, nominations will be taken for a period of at least two weeks. This awareness will be done through a bulletin-inserted Nomination Form, Facebook, and the parish's website.

Nominating Committee

This committee shall consist of up to four members of the PPC, including the Chairperson and Vice-Chairperson plus the Pastor. Their main task is to prepare and inform the parish about the role of the PPC and the vacancies that will be coming up. Nominations shall be open to all registered-parishioners of St. Joseph Parish. The Nominating Committee will be responsible to submit the names to the Pastor, and then call those eligible and ask if they are willing to learn about the responsibilities of the PPC and take part in a discernment process.

The nominees will attend an Information and Discernment Evening to learn of the responsibilities and duties of the PPC. Following the information component of the evening, the nominees will be asked to spend a few minutes in quiet prayer, and then, those nominees interested in continuing the discernment process will meet for a time of discernment to fill available positions. The Pastor will fill open positions as needed.

Amendments to Guidelines

Upon the direction of the Chairperson or Pastor, a committee will be appointed to review and recommend changes, if any, subject to the approval of a majority of the PPC at a regular meeting. The Vice-Chairperson will be a part of this committee.

Website Use by the PPC

The PPC webpage on the parish website will contain the following: pictures of the current council members, the PPC calendar, current PPC guidelines, approved meeting minutes, and the PPC mission statement.

PPC Meetings

Regular meetings of the PPC are held in June, August, October, December, February, and April. The Executive Committee determines the meeting schedule prior to the June meeting and provides this information to all PPC members. Currently, PPC meetings are ordinarily held the second Monday of the month as indicated above from 7:00 P.M. to 9:00 P.M. at the church. In addition the bi-monthly meetings, special meetings required for research, additional discussion and to address PPC initiatives will be scheduled as needed. Requests for meeting room use are processed by the Chairperson through the Parish Office.