

# Council Guidelines

## Saint Theresa Parish Pastoral Council

---

### MISSION STATEMENT

To assist the Community of St. Theresa Parish to grow spiritually and to suggest to the Pastor courses for the Community and its ministries through prayer and discernment.

### AUTHORITY FOR THE PASTORAL COUNCIL

This Council is established under the Code of Canon Law and under the guidelines of the Diocese of Phoenix.

Canon 536: "If it is opportune in the judgment of the diocesan bishop after consulting the presbyterial council, a pastoral council is to be established in each parish. The pastor presides over the council in which the faithful, together with those who in virtue of office participate in the pastoral care of the parish, offer their assistance in fostering pastoral action. The parish council enjoys a consultative vote only and is governed by norms enacted by the diocesan bishop."

### PURPOSE OF THE PASTORAL COUNCIL

The Council is an advisory body to the Pastor. The purpose of the Council is to:

- Come together to pray, plan, and promote Christ's vision of God's Kingdom;
- Come as servants to listen to God's Word and His people, and to work to fulfill the mission of Jesus Christ as a parish;
- Discern our spiritual and temporal needs to assist in providing leadership necessary in setting goals and priorities that respond to our parish mission;
- Strive for unity of laity, religious, and clergy in a community of prayer; leadership, and pastoral action that will make the Gospel known to all; and,
- Create, inspire and demonstrate leadership and enthusiasm in the parish.

### RELATIONSHIP OF THE COUNCIL WITH THE PASTOR

The Pastor presides with the Council by:

- Making certain the scope of the Council's concerns reflect the entire mission of the Church;
- Enabling the Council to build a community of faith and an atmosphere of trust among Council members;
- Making certain that Council members have adequate training;
- Assisting in formulating the Council agenda;
- Sharing in dialogue leading to Council recommendations; and,
- Serving as chief executive of the parish.

# Council Guidelines

## Saint Theresa Parish Pastoral Council

---

### MEMBERSHIP

The Council shall be comprised of the Pastor and twelve members who are registered members of Saint Theresa Parish, persons of good faith and prayer, willing and able to attend Council meetings, and understand shared responsibility.

The twelve members shall be chosen by lot from a list of eligible candidates who have accepted, in writing, the call for membership on the Council.

Each Council membership is for a term of three years. New members will be selected during the Easter season, upon completion of each member’s three year term. No member shall serve more than two consecutive terms.

Council members should be in attendance at all meetings unless informing the president in advance of the absence. If a member of the Council is unable to attend meetings regularly, he/she should resign his/her position on the Pastoral Council.

Vacancies will be filled by lot from the list of eligible candidates from the previous selection. A vacancy is filled for a new three year term.

### OFFICERS

The officers of the Council shall be a President, Vice President, and Secretary. The Officers shall be chosen by consensus from those who are nominated at the first regular meeting after the selection of new members. The term of office shall be one year.

### DUTIES

Duties of the <b>President</b> include:	Duties of the <b>Vice President</b> include:	Duties of the <b>Secretary</b> include:
<ul style="list-style-type: none"> <li>Setting each meeting agenda, in consultation with the Pastor;</li> <li>Conducting the council meetings;</li> <li>Being the spokesperson for the Council; and,</li> <li>Encouraging Council members to be available to the parishioners.</li> </ul>	<ul style="list-style-type: none"> <li>Serving in the absence of the President;</li> <li>Overseeing the process of selecting the new members and officer to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Recording the minutes of the meeting;</li> <li>Assuming responsibility for Council correspondence;</li> <li>Maintaining Council records; and,</li> <li>Notifying members of Council meetings.</li> </ul>

# Council Guidelines

## Saint Theresa Parish Pastoral Council

---

### COMMITTEES OF THE COUNCIL

The Council shall have the authority to establish such committees as may be deemed necessary from time to time in order to carry out its functions and more efficiently perform its work.

### MEETINGS OF THE COUNCIL

- The Council shall meet quarterly.
- The Pastor or President of the council may call special meetings as the need arises.
- Regular council meetings are open for all parishioners to attend. Items for Council consideration must be submitted to the parish office, in writing, prior to the meeting.

### MANNER OF OPERATION

The Council's manner of operation shall be communal discernment which includes prayerful reflection and the gathering of shared information and wisdom. The usual method through which the Council implements discernment is through consensus. If that cannot be achieved in an acceptable period of time in the judgment of the President, a poll shall be taken and the view of a majority of the Council members present shall prevail in the Council's recommendation to the Pastor.

### AMENDMENTS TO THE COUNCIL

- Proposed amendments must be submitted in writing.
- Any vote on amendments shall take place at the meeting following the one at which the amendment was presented.
- A two-thirds majority of the Council shall be necessary for the passage of amendments.
- The Pastor shall formally approve any amendments passed by the Council before they take effect.