

Christ the Redeemer Parish Pastoral Council Procedures

I

Annual Commissioning of PPC Members

All members, new and continuing, on the PPC will be commissioned annually on the 3rd Sunday of January, at the 11 a.m. Mass, before their first working meeting

Meeting Dates, Time, Length

Monthly meeting dates and times for the following year will be decided on or before the first meeting of the year. These dates will then be sent out by the Pastor via e-mail to all PPC members. These dates will also be published in the church bulletin on the Sunday prior to the meeting dates. Meetings are scheduled from 7-9 p.m. and are not to go later than 9:30 p.m.

Meeting Format

Each meeting will begin in prayer. The meeting will be led by the Chairperson or Vice-Chairperson. Items on the agenda will be discussed. Any items not on the agenda can be discussed only if time permits. Goals and assignments for the next meeting will be clarified and written down. There will be a short amount of time allotted at the end of the meeting in order to wrap-up/assess the goals for the meeting. Each meeting will end in prayer.

II

How to Set Agenda

Items for the agenda are to be presented to the Chairperson and Pastor 1 week prior to the scheduled meeting. Our primary goal of evangelization should always be considered.

How to Disseminate the Agenda

The written agenda should be forwarded to the membership by email, as available. It may also be mailed if necessary.

When to Disseminate the Agenda

The written agenda should be forwarded to the membership no later than three business days prior to the scheduled meeting.

III

Term of Membership (including qualifications)

The PPC term is for 3 years. 4 members (3 discerned, 1 appointed) of the parish will become PPC members each year, replacing 4 members whose terms have expired. The qualifications for membership are taken from the diocesan norms and are as follows:

Council members must:

- Be registered in the parish;
- Have demonstrated a commitment to the parish community;
- Be in full communion with the Catholic Church;
- Commit themselves to spiritual growth;
- Commit themselves to skills development as part of the Christian leadership process;
- Be willing to commit the necessary time and energy to offer effective consultation.

Visitors to PPC Meetings

PPC meetings are open to the parish. Any visitor wishing to address the council is asked to contact the Pastor 1 week prior to the meeting they plan to attend.

Non-Council Member Participation during PPC Meetings

Non-council members will be given time at the beginning of each meeting to address the council. Council will limit this to 10-15 minutes total for all visitors, unless council approves additional time for the visitors.

IV

Consensus

Recommendations of the Parish Pastoral Council to the Pastor will normally be made by consensus. Consensus will be determined by the Fist of 5 as outlined in “Creating An Effective Parish Pastoral Council.”

Communication

Procedures for communication from the Parish Pastoral Council to the parish community:

Meetings – Parish Pastoral Council meetings will be announced in the parish bulletin 2 Sundays prior to the meeting and include an invitation to any parishioner wishing to attend as an observer. Any parishioner wishing to address the council is asked to contact the pastor 1 week prior to the meeting.

PPC Meeting Minutes – Minutes are to be prepared by the PPC Secretary/Recorder and sent to all members via e-mail within 5 days of the conclusion of the meeting. Once they have been reviewed by PPC members and approved by the pastor, the Secretary will provide a copy to the church office via e-mail or hard copy for posting on the church bulletin boards for review by all parish members.

Transition

New PPC members will be provided with a copy of the Goals and Procedures

Outgoing members and new members of the PPC will attend at least one meeting together to give new PPC members an opportunity to ask questions regarding pending business.

V

Working Between Meetings

PPC members are encouraged to work together between meetings to accomplish the goals of the council and to stay abreast of on-going parish activities.

Communication List

A roster of all PPC members will be kept and maintained by the Secretary and distributed to members. Any changes should be forwarded to the Secretary.

Conflict

It is the role of the Chairperson to keep meetings on task and moving forward. Any conflict shall be addressed respectfully, prayerfully and in a timely manner. Above all, the spirit of charity should prevail.

VI

Prayer

Prayer being a vital function of this council, it will be given importance in each meeting. Responsibility will rotate each month, one member to the next, on a volunteer basis. There is no set time limit, nor a set form. The form of prayer is left to the discretion of the member responsible for that meeting.