

PASTORAL COUNCIL GUIDELINES-2012

St. Patrick Church Imogene

The Pastoral Council consists of six members, elected to a three-year term, who assist the pastor in meeting the spiritual, liturgical and educational needs of the parish. Each member of the Pastoral Council serves on a committee set up by the Council.

NOMINATIONS

- 1-The Parish Secretary will formulate a nomination list of parish members.
 - a-Excludes names of Pastoral Council members ending their 3-year term
 - b-Excludes continuing Pastoral Council and Finance Council members
 - c-Excludes the DRE, Altar Society President, Choir Director, Parish Secretary
 - d-Excludes the homebound and those in nursing homes
 - e-Excludes other individuals designated by the Pastoral Council
- 2-Council nominations will take place on the first weekend in April/May with Saturday/Sunday Masses.
 - a-The Parish Secretary will print the ballots (100 or as needed)
 - b-Parishioners vote for the number of Council members needed to replace retiring members
- 3-At least two Pastoral Council members will count the ballots after Sunday Mass.
 - a-The Pastoral Council Chair or other designated member of the Council will call nominees and formulate the election ballot.
 - b-The number of nominees should be two more than the number needed to replace retiring Council members
 - c-Contact the nominee with the most votes and work on down through the nominee list until number needed has been met
 - 1-Leave a message with a designated call back deadline (that evening, next morning)
 - 2-Move on to the next nominee if no response

Like number of votes

 - 1-Call the nominees in alphabetical order
 - 2-Move to the next nominee on the list if the nominee cannot be reached
 - 3-After going through the list and enough nominees have not been secured, recall those not reached the first time through and leave a message with a call back deadline
 - d-Notify the Parish Secretary of the names of the nominees for inclusion in the next bulletin
- 4-Keep all ballots for at least one month in case the nomination results are questioned.

ELECTION

- 1-The Parish Secretary will print the ballots. (130 or as needed)
- 2-Election will take place on the second weekend of April/May with Saturday/Sunday Mass.
- 3-At least two members of the Pastoral Council will count the ballots after Sunday Mass.
- 4-The Pastoral Council Chair or designated representative will contact ALL nominees as soon as possible with the results of the election.
- 5-The Pastoral Council Chair or designated representative will contact the Parish Secretary so results can be passed on to the pastor, posted on the parish website and in the bulletin
- 6-Keep the election results for one month in case the results are questioned.
- 7-Notify the Parish Secretary of the number of votes each candidate received in the election.
 - a-Should someone not be able to complete their term before the next election, the next top vote-getter from the last election takes their place on the Council.
 - 1-If the term being filled was less than a year, the replacement will be contacted before the next election and can choose to serve an additional 3 years on the Council (no member can serve more than 4 years in a row)

MEETING

- 1-New Council members will be invited to attend the next Pastoral Council meeting.
- 2-Committee assignments are made. If there is a new pastor since the last election, committees are reviewed and changed as needed.

COUNCIL CHAIR

1-The chair is chosen by secret ballot of Council members.

2-Term of office is limited to one year. The Chair cannot serve more than one year in a row (adopted 2015).

SECRETARY

1-One Council member is to keep minutes of all meetings.

2-Minutes are sent to the pastor and Council members in a timely manner for approval.

3-Approved minutes are sent to the Parish Secretary to be published in the parish bulletin.

COMMITTEES

Liturgy

1-Assigns liturgical assistants.

2- Organizes the training of sacristans and altar servers

3-Organizes Thanksgiving, Christmas, Holy Week/Easter and miscellaneous liturgies.

Jurisdiction: adoration, choir/music, church environment, sacristans, altar servers

Education

One Pastoral Council member serves on the Board of Education.

Jurisdiction: YFF, AFF, NCCY, RCIA

Family Life

Jurisdiction: Altar Society, KC's, Weddings, New parishioners, Prayer Net

1-If a problem develops with a wedding, the couple will need to meet with the Pastoral Council

Social Justice

Right to Life, Food Pantry, Reverse Collections, charitable fundraisers in the parish

1-All fundraisers need to be approved by the Pastoral Council

2-Organization or individual conducting the fundraiser fills out a fundraising sheet and gives it to the Social Justice chair (this helps to coordinate fundraising in the parish)

OPTION

The Pastor can choose to appoint a Pastoral Council nominee to the Finance Council when needed.

1-If this option is used, five nominees will need to accept their nomination to the Pastoral Council.

2-The Pastor will contact a nominee and ask them to serve on the Finance Council

3-The ballot will contain the names of the remaining nominees

4-If a Finance Council member is not appointed from the Pastoral Council nominees, all five names will appear on the Pastoral Council ballot.