

**ST. MARY QUEEN OF CREATION PARISH  
NEW BALTIMORE, MICHIGAN**

**PARISH PASTORAL COUNCIL  
OPERATIONAL PROCEDURES**

**Updated by the St. Mary Parish Pastoral Council 2006-2007  
Approved by the Archdiocese of Detroit  
Department of Parish Life  
December, 2006**

## **INDEX**

MISSION STATEMENT	PAGE 1
PURPOSE AND FUNCTION	PAGE 1
SCOPE OF THE PASTORAL COUNCIL	PAGE 1
MEMBERSHIP	
MEMBERS OF COUNCIL	PAGE 1-2
MEMBERSHIP PROCESS	PAGE 2
TERMS OF MEMBERSHIP	PAGE 3
CHAIRPERSON	PAGE 3
VICE-CHAIRPERSON	PAGE 3
SECRETARY	PAGE 3-4
RELATIONSHIP OF PASTOR TO COUNCIL	PAGE 4
MEETINGS	PAGE 4-5
PASTORAL COUNCIL COMMISSIONS	PAGE 5-6
RELIGIOUS EDUCATION COMMISSION	
PURPOSE	PAGE 6
FUNCTIONS	PAGE 6-7
STRUCTURE	PAGE 7
CHRISTIAN SERVICE COMMISSION	
PURPOSE	PAGE 7
FUNCTIONS	PAGE 7-9
STRUCTURE	PAGE 9

WORSHIP COMMISSION

PURPOSE PAGE 9-10

FUNCTIONS PAGE 10-11

STRUCTURE PAGE 11

STEWARDSHIP COMMISSION

PURPOSE PAGE 11-12

FUNCTIONS PAGE 12-13

STRUCTURE PAGE 13-14

EVANGELIZATION COMMISSION

PURPOSE PAGE 14

FUNCTIONS PAGE 14-15

STRUCTURE PAGE 15

## **MISSION STATEMENT**

St. Mary Queen of Creation is a dynamic Christian Community of diverse ages, backgrounds and gifts. We are a branch on the vine that is rooted in the Gospel and nourished by the tradition of the Catholic faith.

Our mission is to be Christ for each other.

We manifest this life-giving action of Jesus by responding to the various needs of all people. These efforts enhance the continual transformation of ourselves, our community and the world into the Kingdom of God.

## **PURPOSE AND FUNCTION**

The purpose of the Pastoral Council is to assist in realizing the mission of our Parish and to advance our Spiritual growth.

## **SCOPE OF THE PASTORAL COUNCIL**

Our primary role is that of a consultative body, making recommendations to the Pastor about the faith-life of our Parish and the pastoral ministry. As the primary structure within the Parish, the Pastoral Council coordinates and unifies the activity of the commissions and organizations of the Parish.

In conjunction with the Archdiocesan mission statement, vision and pastoral plan, the Parish Pastoral Council formulates a parish mission statement, assists in the discernment of a vision for the parish, and develops a pastoral plan through goals, objectives and action steps for the immediate and near future, based on the identification and discernment of parish needs.

## **MEMBERSHIP**

### **I. MEMBERS OF COUNCIL**

- A. The Pastoral Council shall consist of the following members:
1. All Priests and Deacons assigned to pastoral ministry in the Parish.
  2. One Religious involved in Parish Ministry.
  3. Twelve lay members; one from each commission and seven selected from the Parish at Large.

4. One member, who has received the Sacrament of Confirmation and is 19 years old or younger, shall be selected as Youth Representative.

5. Each member shall choose to serve on one of the parish commissions or on the Blue Water Vicariate Pastoral Council, which needs a parish representative and an alternate. One of them shall be the spokesperson/voice and liaison of the commission to the Parish Pastoral Council.

## **II. MEMBERSHIP PROCESS**

A. To be eligible for nomination to the Parish Pastoral Council, the following criteria must be met to be considered an active parishioner:

1. Registered at St. Mary Parish and worshipping regularly with us.
2. Supports the parish mission statement.
3. Shows continuing financial support of the parish.
4. Willing to be a positive team member who is open to consensus decision making in a growing Catholic community.
5. Willing to commit to the importance of confidentiality when confidentiality is needed regarding sensitive issues.
6. Willing to devote considerable time and effort to meetings and committee meetings.
7. Willing to come prepared and ready to participate at meetings.
8. Demonstrates an openness to personal, ongoing formation.

B. Nominations will take place each year on the weekends of Palm Sunday and the weekend following Easter Sunday.

C. All nominees will be invited to an orientation session explaining the parish mission statement, the purpose, function and scope of the Pastoral Council, and other pertinent information regarding council, commissions and committees.

D. Annually, at the Eucharistic Liturgies on Pentecost Sunday, names of those willing to serve on the Parish Pastoral Council will be drawn by lot (by the presiding priest) to fill the vacant seats on the council.

### **III. TERMS OF MEMBERSHIP**

- A. The term of office of the lay members of Pastoral Council shall be for three years, beginning August 1. A member may not be selected to two consecutive terms, and must then wait one year before being eligible for nomination.
- B. The names of all nominees which were not selected will be held until the following year. In the event that there is a vacancy, the Pastor shall select the name of one of the other nominees to fill the position. If less than half of the vacant term is remaining, the member filling the vacancy is eligible for nomination for another term at the end of their current term.
- C. Those nominees who are not selected for service on the Parish Pastoral Council are invited to serve on the commission level, offering their talents and gifts for the good of the parish.

### **CHAIRPERSON**

The current Pastoral Council Vice-Chairperson will automatically become the next Chairperson of the Pastoral Council.

The Council Chairperson serves the Council by ensuring that meetings are conducted in a way that allows for the full consideration of the appropriate dimensions of the issues and for the maximum participation of all involved.

The term of Council Chairperson will be for one year.

### **VICE-CHAIRPERSON**

Nominations for Council Vice-Chairperson will be accepted at the August meeting. All members returning to the Council the following year are eligible. It is hoped that the Council Vice-Chairperson will become the Pastoral Council Chairperson the following year.

The Vice-Chairperson will chair meetings in the Chairperson's absence and attends to others responsibilities designated by the Council.

The term of council Vice-Chairperson will be for one year.

### **SECRETARY**

The Secretary should be a current or former member of the Pastoral Council who

volunteers for this position. The Secretary is commissioned with the new Pastoral Council each year, and may actively participate in Pastoral Council discussions.

The Secretary will record the minutes at all meetings. A copy of the minutes shall be forwarded to the Parish Secretary seven to ten days prior to the next Pastoral Council meeting.

## **RELATIONSHIP OF PASTOR TO COUNCIL**

The Pastor collaborates with the Parish Pastoral Council in reaching decisions. It is fundamentally his responsibility to give final approval to the Pastoral Council recommendations regarding plans and policies for the Parish. It is also his responsibility to oversee their implementation by the Pastoral Staff and other Parish groups. The primary role of the Pastoral Council is as advisor to the Pastor.

In those rare instances when a recommendation of the members of the Council would be contrary to Catholic teaching or universal or particular law, the Pastor must withhold final ratification of a recommendation which is contrary to the stated policy of the Roman Catholic Archdiocese of Detroit.

Whenever the Pastor withholds ratification of a recommendation on matters referred to above or on issues considered by the Pastoral Council to be of significant importance to the Parish, he must present his reasons to the council for doing so. The Council, then, should reconsider all aspects of the issue. If the situation cannot be resolved in this way, the Council, after reaching a consensus, may request the Vicar to mediate. If the Pastor is the Vicar, the request is directed to the Auxiliary Bishop of the Region.

At the transfer, resignation, incapacity, removal, or death of the Pastor, the Pastoral Council acts as a consultative body to the Parochial Administrator when the Pastorate is vacant. However, no policy changes should be made until after the appointment of a new Pastor.

## **MEETINGS**

The regular meetings of the Pastoral Council will be held at the St. Mary Parish Center or at any place convenient to the Council members and designated by the Pastor or the Council Chairperson.

The regular meetings of the Parish Pastoral Council will be held on the first Monday of each month from August through June, unless otherwise designated by the Pastor or Chairperson. For example: if the first Monday of the Month is a legal holiday, the meeting will be transferred to the next day. The meeting will begin at 7:00 PM and will last for no longer than two hours.

Special meetings of the Council, or Executive Council meetings may be called by the Pastor or the Chairperson or on written request of a least one half of the Council. The Executive Council consists of the Chairperson, Vice-Chairperson, Secretary and Pastor.

All parishioners are welcome to attend the regular or special meetings of the Council. However, Executive Council meetings are not open to the parish. Notice of regular meetings will be published in the parish bulletin on the prior Sunday.

A simple majority of the members (50% plus one) will constitute a quorum for the transaction of business. Consensus of those present is the ordinary and expected norm for decision making on the Pastoral Council.

The format of the regular Council meetings will be as follows:

1. Welcome, attendance and opening prayer
  2. Ongoing education and formation
  3. Minutes and Commission Reports (Questions/Corrections)
  4. Issues for discernment/consensus (Old Business)
  5. Issues for dialogue, sharing, reaction, proposing (New Business)
  6. Report of the Pastor/Associate Pastor/Staff Person
  7. Quarterly review of parish goals, objectives and/or action steps
  8. Evaluation of the Meeting
  9. Schedule next meeting and assignments (opening prayer, continuing formation, closing prayer, refreshments/fellowship)
  10. Closing prayer and fellowship
- Provisions for prayer, study and reflection will be a part of all Council meetings.

Any person who wishes to be scheduled on the agenda of the regular Council meeting must contact the Council Chairperson 14 days prior to the regular meeting and indicate the nature of the proposal. The Chairperson, with the approval of the Pastor, will schedule the matter on the agenda, inform all other Council members via the Agenda, and will then notify the person of the date and time of the meeting.

## **PASTORAL COUNCIL COMMISSIONS**

As it participates in the mission of Jesus, the parish accomplishes its work in an



organized and systematic way through effective, working Commissions. These are: Religious Education, Christian Service, Worship, Stewardship and Evangelization. The purpose of each Commission is to assess needs, develop objectives and implement programs through committee work.

Every effort should be made for effective two-way communication between the Pastoral Council and its Commissions; among the Commissions themselves; between the Commissions and their respective committees.

The Commissions are equal partners. No one Commission has greater importance than another Commission. The individual Commissions are not intended to function independently nor in a state of isolation from one another. Instead, they relate to each other on a regular basis through the Pastoral Council. They also relate through the coordinating work of the pastoral staff. Commissions should communicate directly and collaborate on common projects.

Parish Staff are to be seen as resource people for the Commissions. Commission meeting agendas will follow the format proposed by the Archdiocesan model which includes provisions for prayer, study and reflection. Every effort should be made to have at least one representative on the appropriate Vicariate Pastoral Council Commission. Efforts should be made to increase the membership of the Commissions, thus providing future members on the Parish Pastoral Council. According to Archdiocesan guidelines, Commissions should feed the Council with members. The Commission Chair should not be the representative to the Council. Ad-hoc Committees may be created as needed.

## **RELIGIOUS EDUCATION COMMISSION**

### **I. PURPOSE OF THE COMMISSION**

The Religious Education Commission helps all parishioners understand that the entire Parish community has responsibility for promoting the teaching mission of the Church. The Commission has the responsibility of developing, promoting and evaluating programs in cooperation with the Parish and Archdiocesan staff.

### **II. FUNCTIONS OF THE COMMISSION**

- A. To establish and recommend objectives annually to the Pastoral Council that flow from the goals of the Parish to address the educational and formational needs in the areas of: Adult Faith Formation, Family Life, Catechetics, Vocations, Youth Ministry.
- B. To determine, through its committees, the programs that will promote and support total parish education and faith formation in all areas of the Parish.
- C. To review and evaluate quarterly the progress of the Commission's objectives.

- D. To work with the parish professional staff and volunteers to support education and formation programs in the Parish.
- E. To propose a budget for education and formation in the Parish and submit it to the Stewardship Commission.
- F. To promote and support the policies of the Education Department of the Archdiocese of Detroit as they pertain to the Parish.

### **III. STRUCTURE OF THE COMMISSION**

The Education Commission will include interested parishioners and appropriate pastoral staff members.

The committees of the Education Commission are: Adult Faith Formation, Youth Ministry, Vocations, Catechetics, and Family Life.

The Commission chooses one of its members to become a member of the Blue Water Vicariate Education Commission.

## **CHRISTIAN SERVICE COMMISSION**

### **I. PURPOSE OF THE COMMISSION**

The Christian Service Commission exists as a model and resource to enable the entire parish community to put the social teaching of the church into action. The Commission empowers the members of the Parish to fulfill the Church's mission of love, justice, freedom and peace by communally responding. The Commission creates and/or promotes, at the parish level, programs which strive to address human needs and achieve justice, whether locally or in the broader communities of the Vicariate, Archdiocese, state, nation and world.

### **II. FUNCTIONS OF THE COMMISSION**

#### **A. PROCESS FORMATION**

1. To gather accurate information about human needs in the parish and total community.
2. To gather accurate information about service and service providers in the area.
3. To gather accurate information regarding Church social teaching, and

relates to the issues in need of attention.

4. To evaluate parish Christian Service in response to changing community needs.
5. To provide to parishioners information concerning opportunities for involvement in advocacy for societal structural change which addresses peace and justice issues.

## **B. SHARE INFORMATION**

1. To bring the parish community to an awareness of action needed to resolve human needs and achieve justice and dignity.
2. To maintain effective communication and strong working relationships with the pastoral staff, Pastoral Council, Commissions and the Department of Christian Service (Social Ministry) of the Archdiocese of Detroit.
3. To increase continually the number and variety of parishioners involved directly with Christian service.
4. To work with the pastoral leadership in discerning how to respond to the needs of the poor and vulnerable, especially, but not exclusively, within the parish boundaries.

## **C. INFORM TO ACTION**

1. To support service and action programs according to the needs of the parish and community, linking with other parishes/community groups whenever possible.
2. To maintain a close relationship with all parish groups involved in service ministry, St. Vincent de Paul Society, St. Mary's Emergency Food Pantry, etc.
3. To engage Catholic Social Services agencies and other Archdiocesan charities, organizations and institutions when appropriate and after consulting with the Pastor.
4. To develop parish service programs to address needs not met by parish or community programs.
5. To develop, in consort with community service providers, necessary service programs which are beyond the resources of the parish.
6. To coordinate the efforts of all parish service organizations in order to

maintain the strength of individual organizations within the effectiveness of the whole.

7. To provide training for volunteers in Christian Service activities.
8. To develop new service leadership among lay people of the parish community.
9. To coordinate parish response to national Catholic action-for-justice programs, e.g., Catholic Relief Services, Campaign for Human Development, and others designated by the Archdiocesan Department of Christian Service (Social Ministry).
10. To provide the Stewardship Commission with a budget which contains a stewardship model, as well as goals and objectives which take into account the parish community and local, Archdiocesan, national and global outreach.

### **III. STRUCTURE OF THE COMMISSION**

The Commission will include the Christian Service Coordinator as a resource, a chairperson who oversees the meeting, interested members of the Parish and representative from each committee. The committees within the Christian Service Commission shall include:

1. Justice and Peace
2. Disabilities Concerns
3. Pro-Life
4. Legislative Concerns

The Commission chooses one of its members to become a member of the Blue Water Vicariate Christian Service Commission.

### **WORSHIP COMMISSION**

#### **I. PURPOSE OF THE COMMISSION**

The Worship Commission promotes and strengthens continuing liturgical renewal. The Worship commission promotes ongoing education, planning and evaluation in the areas of the liturgy. The Commission is also involved with liturgical celebrations and is the liaison for relations with other Christian and non-Christian churches and religious bodies.

The Worship Commission collaborates with the other parish Commissions and the Parish Pastoral Council, Vicariate Worship Commission, and the Office of Christian Worship. It develops and establishes objectives to realize and accomplish parish and Archdiocesan goals and ecclesiastical norms in the area of liturgy and parish worship. The Commission proposes and submits its priorities and budget to the Stewardship Commission and develops and oversees the evaluation of its own work as well as that of Parish liturgical life.

## **II. FUNCTIONS OF THE COMMISSION**

### **A. ADMINISTRATIVE**

1. To make recommendations to the Pastoral Council regarding the priorities, policies, guidelines, and directives of the parish, Archdiocese and Church Universal which should be considered in the planning and carrying out of the worship life of the parish.
2. To coordinate the preparation for the liturgical celebrations for all seasonal and special feasts.
3. To coordinate and oversee the preparation, functioning and evaluation of all liturgical ministries in the Parish, including Lectors, Extraordinary Ministers of Holy Communion, Musicians, Altar Servers, Ministers of Hospitality (Greeters and Ushers), Sacristans, Members of the Creative Arts Committee, etc.
4. To insure the integrity of the liturgical year through assisting in the appropriate scheduling of celebrations and prayer services.
5. To propose a budget to the Stewardship Commission for the needs of the committee and overall worship needs of the parish not already covered by a Commission.

### **B. WORSHIP**

1. To discern the worship, liturgical and prayer needs of the parish.
2. To assist in providing quality liturgical celebrations and prayer services through involvement in the planning and evaluation of these.
3. To plan and prepare liturgical events and celebrations.
4. To insure compliance with liturgical directives, guideline, norms and policies of the parish, Archdiocese, and Church Universal.

5. To collaborate on the liturgical aspects of the rite of Christian Initiation of Adults, infant baptism, sacramental preparation, marriage preparation, communion to the hospitalized and homebound, funeral celebrations and ministry to the bereaved, and with those parish committees and other groups specifically charged with work in these and related areas.
6. To foster an atmosphere of hospitality and harmony in all aspects of our work.

### **C. EDUCATION**

1. To update its members with the knowledge, understanding and expertise needed to function effectively.
2. To oversee the continuing education of the Parish in liturgical matters.
3. To support the continuing education and formation of all liturgical ministers according to Archdiocesan directives, guidelines, norms and policies.

## **III. STRUCTURE OF THE COMMISSION**

The Worship Commission will include pastoral staff, members from the parish, and a representative from the various liturgical ministries and service.

Other ad hoc committees will be established according to need. These committees will include members from the Worship Commission as well as other members of the parish not on the Commission.

The Commission chooses one of its members to become a member of the Blue Water Vicariate Worship Commission.

## **STEWARDSHIP COMMISSION**

### **I. PURPOSE OF THE COMMISSION**

The Stewardship Commission is a permanent service group to the Pastor, the Parish Pastoral Council, and the other Commissions of the Parish Pastoral Council. It plans, recommends, and with the Parish Pastoral Council's approval, implements actions on parish financial support and the effective management and use of parish resources. These resources include, but are not limited, to parishioner's time, skills, talents and monies that are raised or offered; paid parish employees; all parish buildings, property and furnishings.

The Stewardship Commission is concerned with three broad areas:

1. The effective utilization of parish facilities and resources (including the parish cemetery.)
2. The Parish Budget.
3. Creative means of promoting and exercising responsible Christian stewardship as reflected in the financial support of the Church -- this includes support of both the local parish and the larger Church: the Vicariate, the Archdiocese and the Church Universal.

## **II. FUNCTIONS OF THE COMMISSION**

- A. To review, adjust, finalize, and consolidate the proposed annual budgets of each parish operating unit for presentation to the Pastoral Council and the Pastor, who eventually turns in the proposed budget to the Department of Finance/Administration of the Archdiocese of Detroit for approval.
- B. To monitor actual income and expenditures during the fiscal year according to the approved budget.
- C. To conduct studies, create or devise plans and alternatives, and make necessary recommendations to the Parish Pastoral Council to avert shortfalls in income projections.
- D. To report to the Parish Pastoral Council on areas of overspending and to make recommendations on cost-cutting measures.
- E. To provide parishioners with annual reports on the financial state of the parish.
- F. To coordinate all fund-raising programs and activities in the parish in accordance with parish priorities and objectives.
- G. To perform studies and recommend the feasibility/viability, financial considerations, and general Parish impact of the acquisition, sale and/or lease of property.
- H. To conduct annual inspections of all parish buildings and properties. To identify safety hazards and recommend improvements.
- I. To preview coverage by Archdiocesan insurance programs and review recommendations with the insurance carrier.
- J. To review, analyze and recommend financial procedures, costs of operations, and other matters affecting these areas:

1. Efficiency of procedures and effectiveness of internal controls in conformity with the policies of the Archdiocese.
  2. Personnel recruitment, defining employee job duties and responsibilities, and determining job classifications.
  3. Recommend to the Pastor a job classification scale including salaries and fringe benefits and recommend that these are appropriately available to all employees (see Personnel Administration Manual).
- K. To implement Archdiocesan action policies and pertinent laws pertaining to equal opportunity practices.
- L. To review regularly the Parish facilities in order to access safety, adequate repair and accessibility.

The Stewardship Commission will be considered the Finance Council in accordance with Canon 537, which states:

Each Parish is to have a finance council with is regulated by universal law as well as by norms issued by the diocesan Bishop; in this council the Christian faithful, selected according to the same norms, aid the Pastor in the administration of Parish goods with due regard for the prescription of Canon 532.

(Canon 537)

### **III. STRUCTURE OF THE COMMISSION**

The Stewardship Commission will include interested parishioners, appropriate pastoral staff members, and at least one or more members of the current Parish Pastoral Council. The Parish Bookkeeper and Parish Office Manager are also in attendance at the monthly Stewardship meetings. It is recommended that the Commission should include persons knowledgeable in the areas of finance, insurance, law, accounting and other related areas. Membership on the Stewardship Commission is by appointment of the Pastor. Every appointment to the Stewardship Commission is renewed by the Pastor each year.

Depending on the size of the parish, the following committees fall within the area of the Stewardship Commission:

1. Communication
2. Budget
3. Church



4. Support
5. Utilization of Resources
6. Maintenance
7. Personnel
8. Cemetery Committee (at St. Mary's)

The Commission chooses one of its members to become a member of the Blue Water Vicariate Stewardship Commission.

## **EVANGELIZATION COMMISSION**

### **I. PURPOSE OF THE COMMISSION**

The Evangelization Commission serves as a catalyst for the total evangelizing efforts in the parish. Commission members work directly with, or in service to, the pastoral staff, the Parish Pastoral Council and the other Commissions in their forming of a strategy for the liberation of all peoples and the realization of the reign of God among them. Thus, evangelization is understood as a constitutive element in every aspect of parish life. This Commission is to propose a budget to the Stewardship Commission for the needs of the commission and overall parish evangelization needs which are not already covered by a Commission.

### **II. FUNCTIONS OF THE COMMISSION**

#### **A. EDUCATION**

1. To become knowledgeable about the scriptural, theological and ecclesial bases for establishing evangelization as the basic mission of the parish.
2. To form themselves into an evangelizing group through prayer, reflection, sharing, and study.
3. To provide for the training of parish evangelization teams.
4. To set goals and create a plan of action.

#### **B. SERVICE**

1. To assist individuals and organizations in the parish develop greater appreciation of the evangelization dimension of their ministry/activity.

2. To assist individuals and organization in developing programs and activities that will help create a climate for a total parish evangelization effort.
3. To collaborate with the Archdiocesan Leadership Formation Office and the Blue Water Vicariate Evangelization Committee in evangelization efforts.
4. To act as a catalyst and coordinator of efforts to reach out to active Catholics, alienated and inactive Catholics, the unchurched, and youth.

### **C. EVALUATION**

1. To periodically evaluate the effectiveness and the progress of the commission.
2. To create a simple yearly evaluation instrument with representative members of the pastoral staff, the Parish Pastoral Council and the Commissions. This evaluation measures the strengths and weaknesses of the evangelization efforts of each Commission.

### **III. STRUCTURE OF THE COMMISSION**

The Evangelization Commission will include appropriate pastoral staff, members from the parish, and a representative from the various areas of evangelization, which will constitute ad hoc committees. These committees will include members from the Evangelization Commission as well as other members of the parish not on the Commission.

The Commission chooses one of its members to become a member of the Blue Water Vicariate Evangelization Commission.