

GUIDELINES FOR ST. JOHN CHURCH, CROMWELL

PARISH PASTORAL COUNCIL

Note: These guidelines replace the Proposed Constitution of St. John Church Parish Council approved 12/04/86 and the Addenda to Constitution of Saint John Parish Council with dates ranging from 03/86 through 01/90.

PREAMBLE

The St. John Parish Pastoral Council will conform with the **pastoral council model** that leads to a **spiritual directors model** rather than a board of directors, a **visions body** rather than representatives of organizations, **articulating the mission** rather than coordinating ministries, **pastoral planning and goals** rather than crisis management, **enabling parishioners** rather than doing activities, **prayer and discernment** rather than business and politics, **collaboration** rather than competitiveness, **building consensus** rather than voting on issues, **active listening** rather than committee reporting, **selection by gifts** rather than election by popularity, and **guidelines** rather than constitutions and bylaws.

ARTICLE I – NAME

This organization shall be known as the St. John Church Parish Pastoral Council of Cromwell, Connecticut.

ARTICLE II – PURPOSE

Section 1. The purpose of the Council is to serve in an advisory capacity to the pastor in the administration of the spiritual and temporal affairs of the parish.

ARTICLE III – MEMBERSHIP

Section 1. The Council shall consist of fifteen adult parish members, five of who will be appointed each year for a term of three years.

Section 2. One teen representative will be appointed to serve for a term of one year.

ARTICLE IV – PRINCIPLES OF MEMBERSHIP

Section 1. Council members will model behavior supportive of the Parish Mission Statement.

Section 2. The Council will conduct its business in accord with the qualities and expectations of the pastoral council model.

ARTICLE V – NOMINATIONS AND APPOINTMENTS

Section 1. At the March meeting each year a Nominating Committee will be formed consisting of two members of the current Council and one member of the past Council.

Section 2. Current Council Members can submit names to the Nominating Committee.

Section 3. A list of past Council members should be prepared for the Nominating Committee.

Section 4. A notice will be posted in the bulletin in April asking for nominations of parishioners who may wish to serve on the Council.

Section 5. The Nominating Committee will identify at least enough candidates to fill the vacant positions by the end of May.

Section 6. The Nominating Committee will forward the names to the Pastor for approval.

Section 7. The candidates will be contacted by the Chairperson and invited to serve as a member of the Pastoral Council.

ARTICLE VI - VACANCIES

Section 1. The Council will fill vacancies as they occur. Persons selected to fill a vacancy will complete the term of the original member.

ARTICLE VII – OFFICERS AND DUTIES

Section 1. The officers of the Council will be Chairperson, Vice Chairperson, and Secretary.

Section 2. Officers will serve for the length of their term on the Council.

Section 3. Officers will be elected, as necessary, at the last meeting of the year from the members returning the following year.

Section 4. The Chairperson shall provide orientation for new members.

Section 5. Officers will perform the duties normally associated with their office.

Section 6. The Council secretary will publish S. John Parish Pastoral Council minutes within one week after the meeting.

ARTICLE VIII – MEETINGS

Section 1. At least five regular meetings will be held at a frequency, time and place determined annually by the Council at the first meeting of the New Year. Sub committee meetings will be held as required.

Section 2. An Annual retreat, or Day of Recollection for all council members should be held prior to the 1st scheduled meeting of the new council year.

Section 3. Newly appointed members and members who have fulfilled their term will attend the first meeting of the New Year.

Section 4. Liaison relationships with parish ministries and organizations will be established with new members. Adjustments may be made to existing liaison relationships.

Section 5. Significant items of information from the meeting will be published in the next available parish bulletin.

Section 7. Council members will attend and participate at every meeting and planned Council activity except when excused in advance by the Chairperson. If a member misses a meeting or activity it is the responsibility of that member to obtain any information missed so as to stay current with the Council's activities.

ARTICLE IX – MEETING STRUCTURE

- Section 1. Opening Prayer
- Section 2. Special Guest speakers (when needed)
- Section 3. Approve minutes of the last meeting
- Section 4. Review Ministry Status Reports
- Section 5. Old Business
- Section 6. New Business
- Section 7. Parochial Vicar Report
- Section 8. Pastor Report
- Section 9. Council Chairpersons Comments
- Section 10. Invite intentions of council members prior to close of meeting. Have a moment of silent prayer to offer support to fellow members.

ARTICLE X – COMMUNICATION

- Section 1. The minutes of the Pastoral Council will be published on the St. John Web site and hard copies will be available outside the Sacristy.
- Section 2. A packet of updated information will be distributed after the first council meeting each year.

ARTICLE IX – AMMENDMENTS

- Section 1. The Council is responsible for keeping these guidelines current.
- Section 2. The Pastor must approve all amendments.

(Revised as suggested at May 20th meeting.)

