

Charter for the Parish Pastoral Council

St. John the Baptist Catholic Church  
&  
Catholics on Campus Student Ministry at  
Eastern Michigan University & Washtenaw Community College

## **Article I: Name**

This body shall be:

“The Parish Pastoral Council for St. John the Baptist & Catholics On Campus Student Ministry.”

## **Article II: Nature**

The Diocese of Lansing states:

“The parish pastoral council collaborates with the pastor/pastoral coordinator to create a vision for the parish community and designs a planning process to bring this vision to fruition. “Without a vision, the people perish. “ Proverbs 29:18.”  
(Norms for Parish Councils)

## **Article III: Mission**

The Parish Pastoral Council shall:

- Provide the pastor with a consultative body to form and maintain the pastoral care of the parish.
- Collaborate together, with the parish staff and faithful, to provide a vision for ministry to the people of Ypsilanti and the university/college communities within the parish boundaries.
- Represent and assist the pastor and parish staff in the implementation of their leadership roles in pastoral ministry.
- Provide for the review and maintenance of a parish Pastoral Plan as submitted by the pastor.
- Develop, review yearly, and amend as needed, a parish Mission Statement.
- Be formed themselves, continually, in the Christian life so as to serve as living witnesses to Christ before others in the parish and broader community.

## **Article IV: Membership**

Permanent members of The Parish Pastoral Council shall include:

- The pastor.
- One parish staff representative.
- The parish secretary who will serve as a recording secretary.

Regular members will include:

- No less than seven members.
- No more than twelve members.
- Registered and active members of the parish.

- No less than one student member of the parish community.
- No more than two student members of the parish community.

Terms for regular members:

- One year terms, renewable for three years.
- Terms will be staggered, by concession of office, so that no more than approximately one-third of the membership will leave office in any given year.
- Terms begin with the first council meeting of the year and end with the final meeting of the year.

Officers/Roles:

- The pastor: the Parish Pastoral Council will not exist independent of the pastor. He must be physically present at meetings and gatherings in order for the council to be considered as existing as such.
- The parish staff representative: will report on the various ministries and works carried out by the parish staff.
- The recording secretary: will be responsible for the minutes and other matters related to organization.
- The president: will prepare, with the pastor, the agenda and chair the meetings of the council.

Selection:

- The parish staff representative will be appointed by the pastor.
- Student members will be suggested by parish staff and appointed by the pastor.
- Potential members names will be submitted, as needed, by members of the council, parish members at large, and the parish staff, and will be selected by lot.
- The president will be elected, for one-year terms, by a simple majority vote.
- In the event of a tied vote, a concession will be sought by one of the parties. In the event of no concession, a council president will be appointed by the pastor.

**Article V: Meetings and Calendar**

Regular meetings:

- Shall occur six times per year.
- Shall follow the academic year:
  - o The first meeting of the year will occur after *Labor Day*.
  - o The last meeting of the year will occur before the *Solemnity of the Nativity of Saint John the Baptist* (24 June).

- A date for a subsequent meeting will be scheduled at a regular meeting.
- An agenda will be prepared by the council president and the pastor and will be submitted to the membership in advance if there is sufficient reason to do so. Normally, the agenda will be presented at the outset of a regular meeting.
- Council members, parish staff members, and registered parish community members, may propose agenda items, in writing, to the president no later than two weeks prior to a regular meeting.
  - o Correspondence should be addressed to: St. John the Baptist Catholic Church, *Attn: Parish Council*, 411 Florence Street, Ypsilanti, MI, 48197.
- Final agendas will be determined by collaboration between the president and pastor.
- Minutes of previous meetings will be presented to the council and subject to approval by the pastor after general consultation of the membership.
- A final draft of the minutes will be posted on the parish web site.

Special meetings:

- May be scheduled by the pastor as needed and will be chaired by him.

**Article VI: Committees**

- Special or Ad Hoc committees may be suggested by the council and any such, and their membership, subsequently appointed by the pastor.
- An Ad Hoc committee will cease to exist when its work is complete or when the pastor dissolves it.
- Ad Hoc committees may include non-council members.

**Article VII: Charter**

This charter:

- Will be reviewed annually and amended as needed.
- Will be amended by simple majority consensus and ratification by the pastor.
- Will be published on the parish web site.
- Current charter approved by the parish council on 9 December 2014.