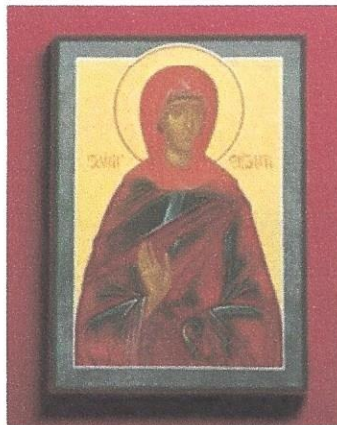


Parish Pastoral Council Charter



**6077 Sharon Woods Boulevard
Columbus, Ohio 43229-2646**



Revision Date: April 2020

Revision 3

Development Record of the Parish Pastoral Council Charter:

Date	Revision#	Comments	Approved By
Feb 15, 2018	0	Initial St. Elizabeth Parish Pastoral Council Constitution	Fr. Ramon Owera
Dec, 2018 thru Jan 2019	1	Converted to Parish Pastoral Council Charter	Fr. Ramon Owera
May 2019	2	Specific changes to this document: Section 5, Article IV, broke the first paragraph into 2 paragraphs to address the non-voting rights of appointed members from outside the parish, that the Pastor may appoint; Section 11, changed Constitution to Charter. Section 12, updated Approved by to Father Antony Varghese. Minor formatting issues. Updated document to revision 2, May 2019.	Fr. Antony Varghese, CFIC
April, 2020	3	Update to charter to make various adjustments to the membership and meeting sections	Fr. Antony Varghese, CFIC

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1. SPIRITUAL BASIS FOR THE PASTORAL COUNCIL

“There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone” (1 Corinthians 12:4-6, New American Bible).

“From the reception of these charisms or gifts there arise for each believer the right and duty to use them in the Church and in the up building of the Church” (Apostolicam Actuositatem, #3).

“The Christian faithful are those who, in as much as they have been incorporated into Christ through baptism, have been constituted as the people of God. For this reason, made sharers in their own way in Christ’s priestly, prophetic and royal office, they are called to exercise the mission which God has entrusted to the Church to fulfill in the world, in accord with the condition proper to each” (1983 Code of Canon Law, #204).

“It is in the parish that most Catholics learn that they have been constituted as church and that, at the same time, they experience how to form church. The collaboration of clergy and men and women religious as well as laity is needed to achieve this. This collaboration requires the consultation of the laity to determine the pastoral needs and aspirations of the community. A fitting way to reach this goal is the establishment of a Pastoral Council” (1987 Synod of Bishops: “The Synod Propositions”).

“Communion must be cultivated and extended day by day and at every level in the structures of each church’s life. The relations between bishop, priests and deacons, between pastors and the entire people of God, between clergy and religious, between associations and ecclesial movements must all be clearly characterized by communion. To this end the structures of participation envisaged by canon law, such as the Pastoral Council of priests and the Pastoral Council must be ever more highly valued. The theology and spirituality of communion encourages a fruitful dialogue between pastors and faithful: on the one hand uniting them a priori in all that is essential and on the other leading them to pondered agreement in matters open to discussion” (Pope John Paul II Apostolic Letter, Novo Millennio Inuente, 2001).

2. ARTICLE I – NAME AND ESTABLISHMENT

The name of this organization shall be “The Parish Pastoral Council of St. Elizabeth Catholic Church, Columbus, Ohio,” hereafter referred to as the “Pastoral Council.”

This Council is established according to the Universal Canon Law, and Particular Laws, policies and Guidelines of the Diocese of Columbus and the St. Elizabeth Parish Master Charter.

3. ARTICLE II – PURPOSE AND FUNCTION

PURPOSE

A parish is a community of Christian faithful whose care is entrusted to a Pastor by the Bishop of the Diocese of Columbus. The Pastoral Council is a consultative body of members of the parish who assist the Pastor in fulfilling the mission of the Church. The Pastoral Council investigates, studies, and discusses matters of concern to the parish at the direction of the pastor. It then forms practical responses to these matters. These practical responses are recommendations to the Pastor who has the right to withhold ratification of any recommendation. After the Pastor responds to the recommendations, the Pastoral Council may assist the Pastor with implementation. However, the responsibility of implementation lies with the Pastor.

Since it is the purpose of the Pastoral Council to advise the Pastor on matters of concern to the parish, the scope of matters can be quite large. Recommendations contrary to matters of faith, morals, Civil law, Universal and Particular Church law and policies, however, are not within the bounds of the Pastoral Council and these must always be observed in deliberations and recommendations.

The Pastoral Council, as all committees of the parish, operates under the principles contained in the Parish Master Charter.

FUNCTION

The Pastoral Council's purposes are fulfilled through these functions:

- To discern and articulate the parish mission.
- To study and discuss concerns of the entire parish in light of its mission.
- To participate in pastoral planning.
- To assist in promoting participation in parish development and stewardship.
- To communicate to the entire parish the work of the Pastoral Council and issues as directed by the Pastor.
- To promote collaboration, cooperation, trust, and understanding among all groups in the parish.

OUR FAITH, OUR MISSION

The Mission has a Church and it is the Catholic faith. This faith is sustained by the truth of the Gospels and the Gospels are described and given us as a body of faith in Catholic teachings. Our mission as a parish is to make all of our efforts in liturgy, teachings, education, formation, and activities follow the teachings of Christ. This is why we are here. As such, the Pastoral Council has a mission to ensure that all activities of St Elizabeth's directly serve a purpose of moving the faith forward to all aspects of parish life.

4. ARTICLE III – OFFICERS AND MEMBERS

PASTOR

St. Elizabeth Parish is staffed by priests from the **Congregation of the Sons of the Immaculate Conception (CFIC)** Order. The Order provides the priest who will lead the parish, but by CFIC custom, he is officially called the parish Administrator. But within the intent of this document, and the Parish Master Charter, he has the full responsibilities and authority of the parish Pastor.

As Pastor of the parish, he presides over the Pastoral Council. If necessary, the Pastor may choose the Deacon, to represent him at the meetings. No meetings or deliberations of the Pastoral Council are to take place in the absence of the Pastor, or his assigned representative, without the explicit consent of the Pastor. However, part of the Pastor's objective is to express a sincere concern toward the advice offered by the Pastoral Council, especially in regards to the overall concerns of the parish.

The pastor is not a member of the Pastoral Council per se.

LEADERSHIP SUB-COMMITTEE

A Leadership Sub-Committee consists of members from the Parish Council, the Pastor and the Deacon. The Leadership Committee is designed to assist the Pastor in the daily operations of the Parish as requested by the Pastor and represent members from the major functions and committees of the Parish. The Leadership Sub-Committee consists of:

- Pastor
- Deacon(s)
- Director of Religious Education
- Development Ministry leader
- Knights of Columbus leader
- Finance Committee leader
- Pastoral Council Chairman
- Pastoral Council Secretary

- Others as appointed by the Pastor

The purpose of the Leadership Sub-Committee is to provide Parish leadership resources as needed to carry out the Pastor's direction for the Parish and the Pastoral Council. The Leadership Sub-Committee meets as directed by the Pastor to discuss parish-wide issues and maintains focus on the parish mission. The Leadership Sub-Committee is responsible for carrying the message of the parish mission throughout all of its duties and day-to-day communications.

OFFICERS

The officers for the Pastoral Council shall be:

- Chairperson
- Vice-Chairperson
- Secretary

The purpose of the Officers, under the Pastor's direction, is to prepare agendas for Pastoral Council meetings. The Officers confer at least two weeks prior to each Pastoral Council meeting. The Secretary prepares and distributes the agenda to the members of the Pastoral Council membership at least one week in advance of its monthly meeting.

The Officers shall be chosen by the Pastor from among the elected Members of the Pastoral Council in advance of the annual transition meeting. Appointed Members of the Pastoral Council do not serve as Officers of the Pastoral Council.

MEMBERS

The members of the Pastoral Council provide knowledge and leadership over the areas of parish life and its mission. As such, membership should include a diverse representation of the parish. **All members of the Pastoral Council serve at the pleasure of the Pastor.**

- The Pastor and Deacon are automatically Members of the Pastoral Council as a result of their appointment from the Diocesan Bishop. As they represent the Bishop, their terms and roles are limited and restricted only by the terms of that appointment.
- The Pastoral Council shall have at least seven Appointed Members and nine Voted Members from the membership of the parish who have met the requirements described below. The term for selected Voted Members shall be three years. The terms are to be staggered so that approximately one third rotate off the Pastoral Council in any given year. New members shall begin their terms with the conclusion of the annual transition meeting in April. The Appointed Members serve at the pleasure of the Pastor and do not have term limits, but must be recertified by the Pastor and the Chair of each Committee each year prior to the transition meeting. The Youth representative is an annual appointment.

VOTED MEMBERS

Voted Members are sourced from the overall Parish, are nominated and voted upon by the full Parish, and will serve for a period of 3 years. A total of nine (9) Voted Members will serve on the Council, with three (3) members retiring from the Council each year, and three (3) new members being voted onto the Council each year.

APPOINTED MEMBERS

Appointed members are sourced from other approved committees of the parish and represent their committee to the Pastoral Council. These members become a key communications link to bring forth their needs to the Pastoral Council as well communications link back to their committees regarding parish-wide events and priorities. The members of the parish committees shall inform and advise the Pastor through the Pastoral Council regarding the

progress of activities and events pertaining to their committees.

Appointed Committee members will include representative members from:

- Director of Religious Education
- Development Ministry leader
- Knights of Columbus
- Finance Committee leader
- Liturgy & Spiritual Life Committee
- St. Vincent DePaul Ministry
- Youth (Annual appointment only)

FULL PASTORAL COUNCIL

The entire Pastoral Council will consist of 19 members total including the Pastor, Deacon, Voted Members and Appointed Members as outlined below:

- Pastor (1)
- Deacon (1)
- Voted Members: (52%)
 - 3 members in their 1st year of rotation (3)
 - 3 members in their 2nd year of rotation (3)
 - 3 members in their 3rd year of rotation (3)
- Appointed Members: (48%)
 - Director of Religious Education (1)
 - Development Ministry rep (1)
 - Knights of Columbus rep (1)
 - Finance Committee rep (1)
 - Liturgy & Spiritual Life Committee rep (1)
 - St. Vincent DePaul Ministry rep (1)
 - Youth rep (1)

The following table summarizes the overall Council membership on an annual basis.

	Parish Council Positions	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Leadership Role
Constant	Pastor	Leader						
	Deacon	Member						
Appointed Members	Director Religious Ed	Member						
	Development Ministry rep	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	
	Knights of Columbus rep	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	
	Finance Committee rep	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	
	Liturgy & Spiritual Life Committee rep	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	
	St. Vincent dePaul rep	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	Annual recertification	
	Youth rep	Annual Appointment	Annual Appointment	Annual Appointment	Annual Appointment	Annual Appointment	Annual Appointment	
	Voted Members	1st yr rotation	3 year membership			3 year membership		
1st yr rotation		3 year membership			3 year membership			
1st yr rotation		3 year membership			3 year membership			
2nd yr rotation		3 year membership	3 year membership			3 year membership		
2nd yr rotation		3 year membership	3 year membership			3 year membership		
2nd yr rotation		3 year membership	3 year membership			3 year membership		
3rd yr rotation		3 year membership		3 year membership			3 year membership	
3rd yr rotation		3 year membership		3 year membership			3 year membership	
3rd yr rotation		3 year membership		3 year membership			3 year membership	

5. ARTICLE IV – MEMBER REQUIREMENTS AND ELECTIONS

The documents regarding the Pastoral Council all emphasize that as Church we are in communion and that all members whatever the role or gifts of the individual, are united as the Body of Christ. In order to promote unity and collaboration the Pastoral Council needs to reflect the parish community. The members of the Pastoral Council are primarily parishioners.

If, however, the Pastor sees fit, he may appoint members from outside the parish, who may bring particular needed skills to the Pastoral Council and participate in the work of the Pastoral Council. These other appointments, however, are not to overshadow the numbers or voice of the parishioners. While these other appointments may take part in the discussions of the Pastoral Council, they do not take part in the process that renders recommendations of policy or action to the Pastor.

REQUIREMENTS

The following requirements and qualities are needed for membership by the lay faithful:

- A fully initiated member in good standing of the Catholic Church.
- A registered and active participant in the St. Elizabeth parish life for at least one year prior to joining the Pastoral Council.
- 18 years of age or older, except for the Youth representative.
- A regular participant in the parish worship life, especially the Sunday Mass and Eucharist.
- A willingness and ability to consider the needs of the entire parish.
- A willingness and ability to listen and respect the ideas and opinions of others.
- A willingness and ability to study and reflect on the issues at hand.
- A willingness and ability to formulate and communicate ideas.
- Be the only member of the household serving on the Pastoral Council (with the exception of the Youth member and Deacon.) The Pastor has the discretion to disregard this requirement and appoint multiple members of the same family to the Council.
- Cannot serve consecutive terms unless authorized by the Pastor.
- At his discretion, the Pastor may over-ride these requirements as appropriate.

ELECTION PROCESS

The following is the process to elect new Voted Members to the Council:

- ❖ The Pastoral Council, at the regular meeting held in the month of February, shall appoint a Nominations and Elections Committee and designate the chairperson thereof. It shall be the duty of this committee to consider qualified parishioners and to obtain their consent to run as candidates for the Council, provided such names are approved prior by the pastor.
- ❖ The Nominations and Elections Committee shall conduct the elections during the month of March. The elections shall be by secret ballot (such ballots shall be distributed to all members of the parish attending the Masses on two consecutive Sundays in March. The three persons receiving the highest number of votes on the returned qualified ballots shall be declared elected. In the event of a tie, the members of the incumbent Pastoral Council shall vote among themselves for one or other of the tied candidates.
- ❖ The Nominations and Elections Committee shall notify the candidates of the results of the election. After all candidates have been notified, a suitable announcement is to be made to the parish at large.

- ❖ All appointed and elected members shall take office at the first regular meeting of the Pastoral Council following the election and voted members shall serve terms of three years. No parishioner shall be eligible to serve more than one consecutive full term as a “voted” member.
- ❖ If a vacancy occurs among the elected members during the Pastoral Council year, the person who had the next highest number of votes shall be asked to fill out the remaining term of the vacating member. In the event that he or she declines, the remaining candidates shall be similarly asked to fill out the term in the order of the number of votes each received. In the event that none can serve, the Pastoral Council shall appoint a member to fill the vacancy. In the event that an appointed member’s position becomes vacant, the pastor freely appoints a substitute.
- ❖ A Pastoral Council member shall be allowed not more than two consecutive unexcused absences. These are not to exceed four per year. The Pastoral Council may end a member’s term for obvious lack of concern, interest, or misbehavior.

6. ARTICLE V – RESIGNATIONS, VACANCIES, AND REMOVALS POLICIES AND PROCEDURES

- Any member of the Pastoral Council may resign by filing a written resignation with the pastor.
- Any member of the Pastoral Council may be removed for just cause by the pastor. A just cause includes, but not limited to, missing three consecutive meetings without good reason or the inability to perform duties as a Pastoral Council member.
- All meetings of the Pastoral Council will be held in an atmosphere of respect. Any member of the Pastoral Council who acts in a contrary spirit by showing disrespect to the bishop, the pastor, parochial vicar, deacon, parishioners, or any other member of the Pastoral Council will be given a warning in the first instance. Repeated offenses could result in the immediate removal of the member at the discretion the pastor.
- A vacancy among the members shall be filled for the unexpired term by appointment by the Pastor by the end of the second meeting after the vacancy occurs.

7. ARTICLE VI – MANNER OF OPERATION

The manner of operation for the Pastoral Council shall be a communal discernment that includes prayerful reflection, gathering of information, and dialogue.

RECOMMENDATION PROCESS

The recommendation process of the Pastoral Council shall be by consensus.

RATIFICATION BY THE PASTOR

- The Pastor ratifies all recommendations of the Pastoral Council.
- There may be times that the Pastor can withhold ratification or defer a response until he can obtain counsel and advice from others outside the Pastoral Council membership.
- Should the Pastor withhold ratification, he may give reasons why the recommendation cannot be acted upon.
- There may be some rare occasion when a recommendation may be withheld without explanation as it may infringe upon some confidentiality.

8. ARTICLE VII – MEETINGS

GENERAL MEETING GUIDELINES

Meetings are to be held:

- On the 3rd Thursday of the Month beginning at 7:00 p.m. in a predetermined location for each month of the year or at other such times as the pastor may decide.
- In the case of schedule conflicts that result in the change of the normal meeting date and time, the secretary will place a public notification to the parish regarding the change.
- The Pastor or the Chairperson with the approval of the Pastor may call for special meetings.
- The meeting held in the month of April shall be known as the Annual Meeting or Transition Meeting and shall be for the purpose of electing officers, designating the membership of the standing committees, and for any other business that may arise.
- A majority of the membership shall constitute a quorum. In the absence of a quorum no official recommendations or counsel can be offered to the pastor in the Pastoral Council's name.
- All members of the parish are invited to attend the Pastoral Council meetings as observers.
- Special meetings may be called by the pastor.
- The membership of the Pastoral Council is either to represent or have access to legal, financial, and pastoral expertise. In addition, members are also to have access to information deemed necessary for their role of advising and assisting the pastor in pastoral matters.
- Continuing education of members of the Pastoral Council is to be encouraged or even formally subsidized by the parish in order to expand the expertise of Pastoral Council members. This is commended especially for the focused topics of pastoral care, such as family life, marriage preparation, marriage enrichment, sacraments and sacramental preparation, youth, bereavement, catechesis and formation, development ministry, etc.

PASTOR MEETING DIRECTIVES

The Pastor has sole authority to direct the adjustment of the Parish Council monthly meeting schedule, annual Council functions, and meeting agenda as he sees fit due to unusual or exceptional conditions that impact the parish operations. This includes unilateral postponement, cancellation, rescheduling or suspension of Council activities. The Pastor will generally work with leadership of the Council to make these adjustments but has the right to work unilaterally in directing those adjustments.

9. ARTICLE VIII – MEETING AGENDAS

AGENDA FORMATION AND APPROVAL

- The Pastor along with the Officers sets the meeting agenda.
- Meetings are opened to registered members of the parish who may wish to attend. These are observers only and may not take part in discussions and deliberations of the Pastoral Council. However, at the discretion of the Chairperson and/or the Pastor, comments on issues before the Pastoral Council may be solicited from these observers, if so desired.
- At times there may be visitors (such as Diocesan officials, civil officials, representatives of organizations, etc.) who are invited to address the Pastoral Council on various matters. These are to be approved by the Pastor prior to each meeting.

ORDER OF AGENDA

The following is the general format for the agenda:

1. Call to Order / Opening Prayer
2. Roll Call
3. Welcome & Visitor Introduction
4. Approval of Minutes
5. Pastor Report
6. Comments from Chairperson
7. Old Business
8. New Business
9. Other Concerns, Comments, Suggestions
10. Adjournment
11. Closing Prayer

10. ARTICLE IX: COMMITTEES (STANDING AND SPECIAL)

The standing committees of the Pastoral Council are to be the following (at the discretion of the pastor):

- Leadership Sub-Committee
- Finance Committee (Are not part of the Parish Council, as directed by Canon Law 537)
- Development Ministry
- Religious Education
- Liturgical & Spiritual Life
- Knights Of Columbus
- St Vincent De Paul Ministry
- Youth Ministry
- Special Committees as appointed by the Pastor

11. ARTICLE X – PROCESS FOR AMENDMENTS TO CHARTER

Recommendations for changes to the Charter and By Laws of the Pastoral Council, as with all recommendations, should be carried out in a careful manner. As with all recommendations, it is within the Pastor's discretion to ratify the change.

PROCESS

- Recommendations for amendments must be made one month in advance of any consideration to be made and submitted in writing.
- There must be at least two-thirds of the Pastoral Council members present in order to reach a good consensus.
- The recommendation will be considered official when consensus has been met and ratified by the Pastor.

12. APPROVED BY:



Father Antony Varghese, CFIC

Date: June 15th, 2020

13. APPENDIX I – PARISH COMMITTEES

The following representatives of the parish meet as needed. Their members serve at the pleasure of the Pastor for the benefit of the parish community. Parish groups may be modified as needed at the discretion of the pastor.

FINANCE COUNCIL REPRESENTATIVE

Because the Finance Council is mandated by Canon Law 537, the Finance Council is not to be considered as a subcommittee of the Pastoral Council. Therefore, the Finance Council Representative shall be appointed by the Pastor to provide communication between the Pastoral Council and the Finance Council. This person is to listen to the needs and desires of the Pastoral Council and communicate these to the Finance Council. This person also is to communicate the needs and concerns of the Finance Council in matters that pertain to the Pastoral Council.

DEVELOPMENT MINISTRY REPRESENTATIVE

Development Ministry Representative will be chosen from the Development Ministry membership to serve on the Pastoral Council. This member will update and inform the Pastoral Council on Development Ministry issues including the total stewardship process (Prayer, Service & Finance), fundraising activities, general Parish communications, constituent records and relationships, people engagement, and special events. The Parish council will also provide 2 representatives from the Council to serve on the Development Ministry Core Team.

RELIGIOUS EDUCATION REPRESENTATIVE

Religious Education Representative will be chosen from the Religious Education Board membership to serve on the Pastoral Council. This person will provide communication between these two advisory bodies and will update the Pastoral Council on activities of importance in the School.

DEANERY LAY REPRESENTATIVE

One or two members of the parish are chosen by the Pastor to serve as representatives of the Deanery Lay Pastoral Council. One member will serve on the Pastoral Council to update the other members of the Pastoral Council on Deanery meetings and Deanery activities.

KNIGHTS OF COLUMBUS REPRESENTATIVE

One member of the Knights of Columbus is chosen by the Pastor to serve as representative of the Knights of Columbus. This person will provide communication between these two organizations and will update the Pastoral Council on the activities of the Knights and how the Knights might further assist in parish life.

LITURGICAL & SPIRITUAL LIFE REPRESENTATIVE

One member of the Liturgical & Spiritual Life Committee is chosen by the Pastor to serve as representative of the Liturgical & Spiritual Life Committee. This person will provide communication between these two organizations and will update the Pastoral Council on the activities and needs of the Liturgical & Spiritual Life Committee.

ST VINCENT DE PAUL REPRESENTATIVE

One member of the St Vincent de Paul is chosen by the Pastor to serve as its representative. This person will provide communication between these two organizations and will update the Pastoral Council on the

activities of the St Vincent de Paul and how they might further assist parish life.

YOUTH REPRESENTATIVE

The member of the parish youth group chosen to serve on the Pastoral Council should report the activities of the youth group as well as participating in Pastoral Council deliberations.

14. APPENDIX II – OFFICER RESPONSIBILITIES

CHAIRPERSON

The Pastor appoints the Chairperson of the Pastoral Council at the Committee's April meeting. The Chairperson's primary responsibility is to coordinate and facilitate the business of the Pastoral Council and the Leadership Sub-Committee.

Term of Appointment: The term of the office of Chairperson will be one year, with the option of renewing for one more year. The Pastor reserves the right to deny or accept the option of a second year for the office of Chairperson. If the Chairperson cannot fulfill the term of office, for any reason other than the expiration of office, the Pastor can appoint another Chairperson. The newly appointed Chairperson will complete the term of the outgoing Chairperson.

Responsibilities:

- The Chairperson is responsible for attending all Leadership Sub-Committee and Pastoral Council meetings.
- The Chairperson is responsible for coordinating the time and place of the Leadership Sub-Committee and Pastoral Council meetings.
- The Chairperson is responsible for convening, facilitating, and closing all Leadership Sub-Committee and Pastoral Council meetings.
- The Chairperson reserves the right to discontinue discussion of any committee report or issue, particularly when there is concern for addressing forthcoming agenda items.
- The Chairperson meets with the Leadership Sub-Committee to assist with the formulation of Pastoral Council monthly meeting agenda. Receiving input and suggestions from the members of the Pastoral Council, the Chairperson will work with the other members of the Leadership Sub-Committee to produce all monthly agendas.
- The Chairperson is the principal representative for the Pastor, in the absence of the Pastor, the Chairperson continues with the meeting in his absence. If there are any issues that require the immediate attention of the Pastor, the Chairperson will take the responsibility in presenting the issues to the Pastor.

VICE-CHAIRPERSON

The Pastor appoints the Vice-Chairperson of the Pastoral Council at the Committee's April meeting. The Vice-Chairperson's primary responsibility is to support and accept the responsibility of the Chairperson should the Chairperson be unable to serve at meetings.

Term of Appointment: The term of the office of Vice-Chairperson will be one year, with the option of

renewing for one more year. The Pastor reserves the right to deny or accept the option of a second year for the office of Vice-Chairperson. The Vice-Chairperson accepts the possibility of serving out the term of the Chairperson, if the Chairperson cannot fulfill the term of office.

Responsibilities:

- The Vice-Chairperson is responsible for attending Leadership Sub-Committee meetings if the Chairperson cannot attend.
- The Vice-Chairperson is responsible for attending all Parish council meetings.
- The Vice-Chairperson serves as Chairperson in the absence of the Chairperson.

SECRETARY

The Leadership Sub-Committee and Pastoral Council have one Secretary. The Pastor will appoint the Secretary of the Pastoral Council at the Committee's April meeting. The Secretary's primary responsibility is to produce meeting minutes, agendas, and any other pertinent materials of the Pastoral Council and the Leadership Sub-Committee, and distribute those documents as necessary to the members of those committees.

Term of Appointment: The term of the office of Secretary will be one year, with the option of renewing for one more year. The Pastor reserves the right to deny or accept the option of a second year for the office of Secretary. If the Secretary cannot fulfill the term of office, for any reason other than the expiration of office, the Pastor can appoint another Secretary. The newly appointed Secretary will complete the term of the outgoing Secretary.

Responsibilities:

- The Secretary is responsible for attending all Leadership Sub-Committee and Pastoral Council meetings.
- The Secretary is responsible for the taking of minutes at all Leadership Sub-Committee and Pastoral Council meetings.
- The Secretary is responsible for taking attendance at all Pastoral Council meetings.
- The Secretary distributes all minutes, agendas, and any other pertinent materials, to all of the members of the Pastoral Council one week in advance.
- The Secretary is responsible for distributing the Pastoral Council Charter and Meeting Guidelines of the Pastoral Council to all of its members. This responsibility includes new members at the beginning of their terms.

APPOINTED MEMBERS

Appointed Members are composed of leadership positions that represent major functions of the parish. Appointed members serve with the permission of the Pastor. The Pastor may also choose to appoint a member for a special project with the term of the appointment to correspond with the duration of the project, typically one year.

Term of Appointment: The usual term of an appointed Pastoral Council member is as long as they hold their leadership position in the parish.

Responsibilities:

- Appointed Members are responsible for attending all Pastoral Council meetings.
- Appointed Members are responsible for communicating the business of their respective parish functions to the Pastoral Council. The communication of standing committee business may take place during each Pastoral Council meeting.
- Appointed Members are responsible for communicating the business of the Pastoral Council to their respective committees or ministries (if applicable). Knowledge of Pastoral Council business is the responsibility of each Appointed Member.

VOTED MEMBERS

Voted Members are selected by the Parish with the consent of the Pastor and comprised of volunteer positions represented in the Pastoral Council Charter. Those members serve with the permission of the Pastor.

Term of Appointment: The usual term of Voted Pastoral Council member is three years.

Responsibilities:

- Voted Members are responsible for attending all Pastoral Council meetings.
- Voted Members help to represent the entire Parish on the Pastoral Council.
- Voted Members of the Pastoral Council are free to discuss the business of the Pastoral Council, including the right to vote.