

MMOC Parish Pastoral Council Charter

May 2020

Parish Pastoral Council (PPC)

Is comprised of the Pastor, Steering Committee and the Ministry Leads

Parish Pastoral Council Definition

The PPC is a group of parishioners who work together with their Pastor to serve, lead and grow the Christian community.

Purpose

The PPC endeavors to respond to the spiritual needs of the faithful, it watches over the unity of the parish, and it works at integrating new and faithful people into the Christian community.

It ensures that the various pastoral services of the parish are put in place:

- Welcoming & Hospitality
- Evangelization
- Liturgy, Sunday celebrations
- Prayer - adoration, healing and other forms of spiritual worship and praise
- Faith education and spiritual growth (Catechesis of adults, youth and children)
- Marriage, Family & Life – (support for all stages in life)
- Social justice (Social Pastoral Mission)
- Support (IT, Communication, Volunteer Coordinator)

Methods

The PPC achieves its objective through prayer, reflection, planning, delegation, and evaluation.

Prayer: Council members find a variety of ways to involve parishioners in prayers for the renewal and growth of the parish.

Reflection: Council members read books that deal with leading and growing parishes. They visit growing churches and participate in seminars and conferences on evangelization.

Planning: Council members evaluate the pastoral situation in the parish using, among other things, the questionnaire found in the Guide for the Renewal and Growth of Parishes. They develop a list of priorities for the renewal of the parish.

Delegation: Council members identify the skills and interests of parishioners. They create teams that attend to parish activities (hospitality, evangelization, catechetical, liturgy, decor, choir, etc.).

Evaluation: Council members evaluate the previous year's pastoral activities in the light of their mission and adjust their plans and priorities accordingly.

Recommendations & Decisions

Decisions within the PPC are made by consensus of the PPC members. The Pastor may accept or reject the recommendations.

Composition

The **Parish Pastoral Council** must be representative of the faithful of the parish and the different areas of pastoral activities. The total membership of the Council may vary between 10 and 15 members.

1) The Pastor

2) The Steering Committee

- The Chair
- The Vice-Chair
- Strategy Members

3) The Ministry Leads

- Hospitality and fellowship
- Evangelization
- Liturgy, Sunday celebrations
- Prayer - adoration, healing and other forms of spiritual worship and praise
- Faith education and spiritual growth (Catechesis of adults, youth and children)
- Marriage, Family & Life – (support for all stages in life)
- Social justice (Social Pastoral Mission)
- Parish Groups & Events
- Support (IT, Communication, volunteer coordinator)

Roles of the Members

Parish Pastoral Council:

- Grow the parish according to its mission and vision
- Implement pastoral programs and services

The Steering Committee:

- Prepares the Council's meetings (Agenda, room, convening of members, etc.)
- Maintains regular contact and good communication with the whole parish
- Stimulates discussions and sharing of ideas and motivates PPC members to identify the parish needs
- Helps set up teams of volunteers for the different pastoral activities, led by the ministry leads
- Ensures that subcommittees are in place to suggest recommendations to be discussed at the PPC
- Organizes an annual meeting of parishioners
- Organizes three leadership meetings in the year: September, January-March, April-June
- Organizes replacement of members when terms are completed

The Chair:

- Calls meetings for the PPC
- Presides over the PPC
- Receives questions asked by the members of the PPC and parishioners
- Prepares the meeting agenda in collaboration with the Steering Committee, as well as the Pastor. Then forwards it to the members of the PPC.
- Conducts the meetings in such a way that in-depth dialogue and full participation from each member results in consensus when decisions must be made
- In the Chair's absence, his/her functions are assumed by the Vice-Chair

The Vice-Chair:

- Assists the Chair and collaborates in his/her duties
- Assumes the role of Chair in case of his/her absence, or if he/she is unable or unwilling to act in full capacity
- Ideally, can be successor for the Chair.

The Secretary: (can be performed by Chair or Vice-Chair)

- Prepares the minutes of the meetings and the reports on the various activities and subcommittees, and ensures the safekeeping of these reports and/or documents for the parish archives
- Distributes the minutes of the previous meeting to members a week ahead of the next scheduled meeting, along with a copy of the agenda and any new documents to be discussed
- Notifies members of any special meetings
- Prepares the documents required for the meetings

Strategy Members:

- Assist the PPC with strategy and implementation related to the Vision and Mission
 - Perform reflection, assessment, research and analysis on various Parish topics and initiatives
 - Assist with the planning, implementation and communications of these initiatives

The Ministry Leads:

- With the help of the PPC, create a 5 year vision, 1 year goals, and implementation plan to meet the parishioner needs for their area of responsibility.
- Develop programs and ensure that activities related to their specific area of responsibility are implemented.
- Create one or more teams of volunteers who carry out the activities related to their ministry.
- Evaluate the effectiveness of their various programs & services by investigating, reflecting and recommending.

Member Designation

Members of the PPC shall be chosen using the most efficient and appropriate means. There are several methods, some of which may be used at the same time.

- Designation of representatives by the ministry leads.
- Decisions by the members of the PPC from amongst spontaneous candidates, or from those nominated by the parish faithful, or from those nominated by the Council itself.
- Designation of representatives by parish or catholic movements. These members are part of the PPC to represent parishioners, not the exclusive interests of their movement or group.
- Designation of members by the Pastor.
- Designation of members by the PPC itself. This can be a way of ensuring the participation of people whose abilities are not always known to the parish at large.

Member Terms

The focus is capitalizing on parishioner gifts (skills, passion) and time availability to match the Parish needs while ensuring development of future team members.

Members generally serve three year terms, which may be renewed once, for a total of 6 consecutive years. Then after a period of at least two years of not serving on the Council, former members are eligible for re-election for another three year term, renewable once.

To ensure continuity the goal is to stagger the member's terms so that each year 1/3 of the PPC is renewed.

The term begins in June of the year the member is designated and terminates in June three years later.

When a position is vacated before the term is completed (or before it has even begun), the new member takes the role immediately and continues for the remainder of the term, or a new three-ish year term (ending in June).

*Interested parishioners in existing positions with terms potentially ending in the next few months should express interest in writing to the Pastor or PPC chairperson.

Meetings

The Parish Pastoral Council meets once a month.

- The Steering Committee meets more during the month as needed.
- The Ministry Leads meet more during the month as needed.

Any parishioner may attend a PPC meeting, or table an agenda item with the PPC, by first submitting the request to the Chair. The Chair shall ask the person the purpose of their request and welcome them.

Relationship with the Parish Finance Council

The PFC (Parish Finance Council) has distinct responsibilities from those of the PPC and functions autonomously from it (but not independently from it). The two bodies need to work together closely, consult each other and develop clear mechanisms for regular communication such as:

- Exchange of minutes of meetings
- Have members who serve on both bodies
- Invite a representative of one council to attend the meeting of the other
- Agree to consult with each other before taking important decisions
- Prepare an annual parish budget together, in particular that portion of the budget which pertains to pastoral activities.

Relationship with Other Groups

The PPC may make recommendations to other existing groups but with respect to their specific mission. This can be done through the Pastor, or directly, making sure to indicate the Pastor's agreement with the recommendations.


The PPC is also at the service of these other groups in their shared mission of leading and growing the Christian community.

Changes to the Charter

The charter will be reviewed once a year (by end of June) by the PPC, and any changes made as required to reflect current parish environment and needs.

Date of charter amendment: May 2020

Signatures:

Pastor: 

PPC Chair: 

Appendix

Current Parish Pastoral Council Members (end of June term expiry) – as of June 2020

Steering Committee

Pastor - Father Kevin (2020 – Fr. Jean-Baptist starting August 1 2020 - 2026)

Chair – Shawnda Muir (extended to 2021)

Vice-chair – vacant

Strategy Members – Deborah Woodbeck (2022), vacant

Ministry Leads

Welcoming & Hospitality – vacant (interim Theresa Hill)

Evangelization – vacant

Liturgy – Tracy Hancocks (2022)

Prayer – Vacant

Faith Formation – Theresa Hill

Youth – Jason Cegayle

Marriage, Family & Life Co-Leads – Shawnda Muir (2022), Chiaka Enaboifo (2021)

Social Justice – MaryAm Wiens (2022)

Parish Groups & Events – Theresa Hill

Support:

Technology – Ben Ferraro (2022)

Communications – Lead - Vacant

Volunteer Coordinator – Margaret Marquez (2021) / Deborah Woodbeck (2023)