



SAN MARTIN DE PORRES PASTORAL COUNCIL CHARTER

MISSION STATEMENT:

The Pastoral Council of San Martin de Porres collaborates with the Pastor in carrying out the threefold office of the Church to Sanctify, Teach and being faithful Stewards of God's Gifts.

CHARTER:

Article I: Name and Purpose

Section A: Name – The Pastoral Council of San Martin de Porres
(hereafter referred to as The Pastoral Council)

Section B: Affiliation – The Roman Catholic Parish of San Martin de Porres -- Sahuarita

Section C: Purpose – The Pastoral Council is a group of elected and appointed parishioners that represent the ministries, groups and organizations that minister within the Parish community. Those who serve on the Pastoral Council are to represent the parish population as a whole, but also to assist the pastor with programs and initiatives that promote spirituality, faith formation, and stewardship within the community. In general, the role of the Pastoral Council is to aid the pastor in the mission of the Church.

- 1) The Pastoral Council will advise and support the Pastor and Parish Staff to carry out the threefold functional elements of the Parish (*Spiritual, Faith Formation, and Stewardship*). While operating within threefold structure, the Pastoral Council will provide guidance in areas of pastoral planning, policies, activities, goal setting, and will carry out Parish predefined objectives.
- 2) The Pastoral Council is consultative in the aspect of voting on initiatives.
- 3) The Pastoral Council is organized to be a representative body of the Parish community. It may survey matters, voice concerns, and aid the Pastor and his Parish Staff in formulating practical determinations concerning pastoral activities in the Parish.



Article II: Structure and Membership

Section A: Pastoral Council Structure -The Pastoral Council is comprised of a General Pastoral Council with representatives from the various parish groups and/or ministries and a Core Group comprised of the Officers, Members of the Board of Directors and 2 representatives of each of the 3 Discerning Tables

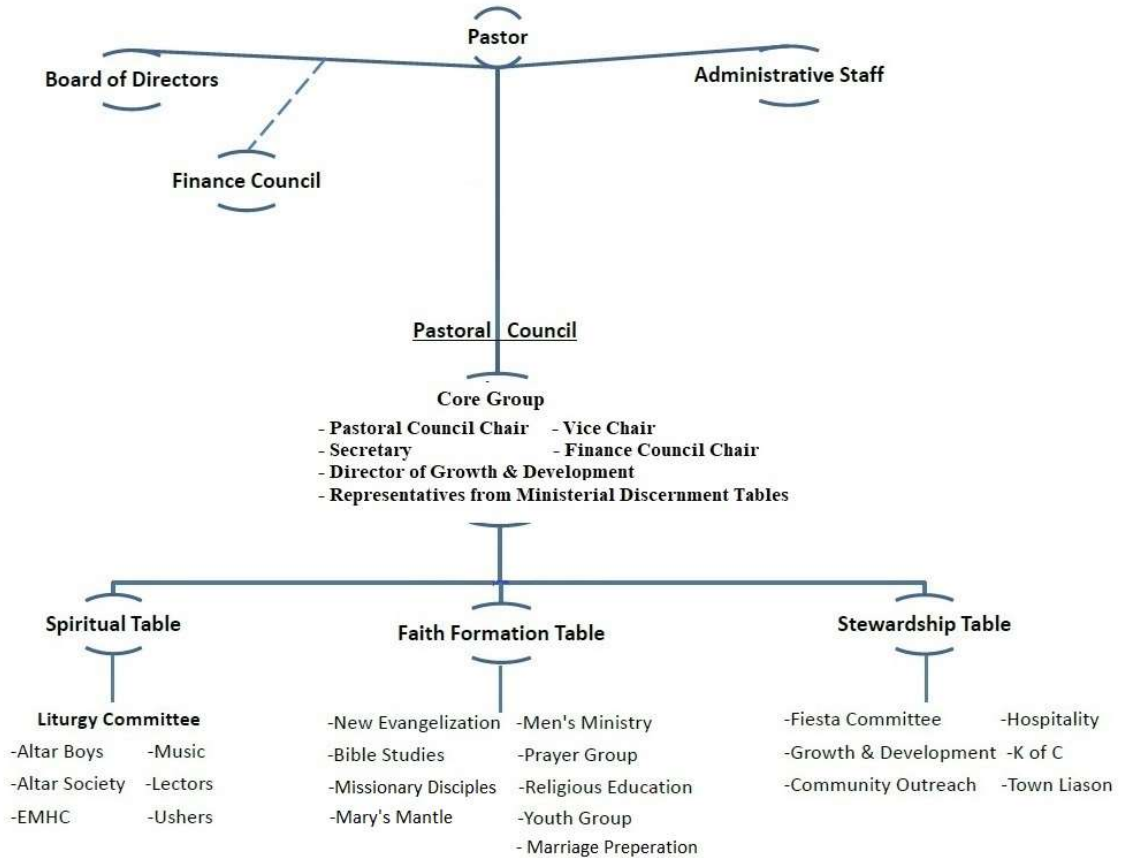
- 1) The Officers of the Pastoral Council are as follows.
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Finance Council Chair
 - e) Director of Growth and Development
- 2) Parish groups, ministries and other leaders are categorized into three Ministerial Discernment Tables of the General Council.
 - a) Spiritual Discernment Table
 - b) Faith Formation Discernment Table
 - c) Stewardship Discernment Table
- 3) The Pastoral Council is under the guidance and direction of the Pastor.
- 4) The parish groups listed under each category are not exhaustive as there may be other groups that may fall under one of the categories (tables) that are not shown in the above organizational chart.

Note: Ministries, groups and organizations may be added or removed by necessity

See the following organizational chart:



Organizational Chart



Section B: The General Pastoral Council Membership and its Core Group

- 1) The Pastoral Council Core is composed of the officers and a minimum of two representatives from each Discerning Table (Spiritual, Faith Formation, Stewardship) as its voting members.
- 2) The pastor may appoint additional members at his discretion.
- 3) The Pastor, Board Members and employed parish staff are non-voting members of the Pastoral Council and serve in the council *ex-officio*.
- 4) Officers of the Pastoral Council are elected by the council and the representatives from the various parish groups are elected by their group in accordance with their charter and may become members of the Pastoral Council after confirmation by the pastor.
- 5) The parish groups from the Discernment table that will be represented on the Pastoral Council will be evaluated by the Core council and the pastor at the last council meeting of the calendar year for the upcoming year.
- 6) Each parish group's representative is governed by that group's charter and must meet the minimum requirements to serve of the pastoral council as described in Article V of this document.



Section C: Pastoral Council Expectations:

- 1) Prayerfully discerning the needs of the Parish.
- 2) Establishing goals and objectives for the Parish and plan for implementation.
- 3) Assist in the execution and implementation of Parish objectives.
- 4) Serving as vehicles for constructive dialogue within the Parish community.
- 5) Being visible models for the Parish during Parish activities, events and services.
- 6) Being open to new ideas for problem solving and decision making, using the consensus model to build support for implementing the solution, plan or initiative.
- 7) Promoting unity within the Parish community.
- 8) Work within the parish organization structure.

Section D: Membership - Vacancies and Removal

- 1) Members may be removed from the General Pastoral Council or its Core by the pastor with or without cause at any time at his discretion. Reasons for removal may include but are not limited to the following:
 - a) Missing 3 consecutive meetings of their respecting tables or from the Pastoral Council Core
 - b) The Pastor, after careful investigation by the Pastoral Council Chair and the lay members of the Board of Directors, finds allegations of dishonorable conduct or criminal behavior credible.
 - c) If the Pastor finds the person no longer suitable for the position.
 - d) The Pastor removes a member of the council in writing or via rescript.
- 2) The Pastoral Council Chair or, in his/her absence, the Vice-Chair may submit a letter to the Pastor suggesting the removal of a member of the council.
 - a) The removal does not take effect until the Pastor has made a decision on the matter.
- 3) Members may present their resignation to the Pastor in writing for consideration.
- 4) All vacancies will be filled through the annual selection process.
 - a) The position will remain open until then.
 - b) The Pastor may fill the vacancy at his discretion.
- 5) In the event of change of pastor, all members of the council become interim members until the new pastor has confirmed their memberships.



Article III: Officers (Chairperson, Co-Chairperson, Secretary, Treasurer)

Section A: Eligibility – Must be a committed Catholic, in full communion with the Catholic Church (with no canonical impediment to receive the Eucharist) and be obedient to the Church’s theological and moral mission and teachings.

- 1) Must be a member of the parish
- 2) Must be at least 18 years old
- 3) Must be active and good stewards in the parish.

Section B: Election:

- 1) **Pastoral Council Chairperson:** This position is elected by the Pastoral Council and confirmed by the Pastor.
- 2) **Pastoral Council Co-Chairperson:** This position is elected by the Pastoral Council and confirmed by the Pastor.
- 3) **Pastoral Council Secretary:** This position is elected by the Pastoral Council and confirmed by the Pastor.
- 4) **Director of Growth and Development:** This position is by appointment from the Pastor.
- 5) **Finance Council Chair.** This position is elected by the Finance Council and confirmed by the Pastor. (See Finance Council Charter)

Section C: Term – Officers shall serve for two years or as designated by the Pastor.

Section D: Vacancy - If a vacancy occurs in the office of Chairperson, a replacement will be elected at the subsequent pastoral council meeting.

Article IV Duties of Officers

Section A: Chairperson

- 1) Schedule and preside at Pastoral Council meetings.
- 2) In collaboration with the Director of Parish Life & Ministries, and the respective representatives from each of the 3 Discerning Tables develop a meeting agenda.
- 3) Facilitate and ensure communications amongst Council members.
- 4) Assure that schedules are developed and published in a timely manner.
- 5) Assure the parish comply with the requirements defined in this document and with Parish procedures and policies.



Section B: Vice-Chairperson

- 1) Preside in the absence of the Chairperson.
- 2) Assist Chairperson with duties.

Section C: Secretary

- 1) Prepare and Publish Meeting Minutes (Outline of topics discussed, decisions, & action items)
- 2) Prepare printed materials.

Section D: Finance Council Chair

- 1) Report on activities of the Finance Council and the financial state of the parish as governed by the Finance Council Charter.

Section E: Director of Growth and Development

- 1) Assists the Pastor regarding growth and development activities/issues in collaboration with the Board of Directors.
- 2) Acts as a liaison and point of contact and organization between the parish, the Diocese of Tucson, the Town of Sahuarita, local leaders and developers to help the parish address population growth and future infrastructural developments.
- 3) Reports to the pastor and updates the Pastoral Council on any challenges and progress.

Article V: Parish Group Representatives on Pastoral Council

Section A: Eligibility – Must be a committed Catholic, in full communion with the Catholic Church (with no canonical impediment to receive the Eucharist), and be obedient to the Catholic Church's theological and moral mission and teachings.

- 1) Must be a member of the parish
- 2) Must be at least 18 years old
- 3) Must be active in the parish and be good stewards within the parish community
- 4) Must be in compliance with the charter for the parish group that they are representing.

Section B: Election – Representatives are recommended by the Pastoral Council and approved or appointed by the Pastor. Refer to article II of this document.

Section C: Term – Representatives serve for a term of one year or as designated by the charter of the group or ministry they represent. They must be approved by the Pastoral Council and confirmed by the Pastor.

Section D: Vacancy - If a Representative vacancy occurs, the group will elect a new representative in accordance to that group's charter. The replacement must be confirmed by the Pastor.



Article VI: Meetings

Section A: Meetings – The Pastoral Council shall meet quarterly (4 times per year) Meetings will be scheduled for each calendar year and published on the church calendar. Notifications of Pastoral Council meetings will be sent out 2-4 weeks prior to the meeting. The notification will include the time and place of the meeting.

- 1) A meeting agenda must be published in the parish bulletin and website one week prior to the meeting with a time schedule. Meetings should never exceed 2 hours in length. The typical agenda should include:
 - a) Follow-up on action items from last meeting (Old Business)
 - b) Agenda Items
 - c) New Business/items
 - d) Summarize decisions & action items
 - e) Solicit feedback from participants regarding meeting process
- 2) Meeting attendance is mandatory for officers and Discerning Table representatives.
- 3) **Discerning tables meet on a monthly basis.** If a parish group does not have a representative at their Discerning Table for more than 3 meetings the ministry or group pastoral risks disfranchisement.

Section B: Meeting Guidelines

- 1) Core Group and Discerning Tables Meetings are considered a spiritual gathering of the faithful; begin with prayer or reflection on scripture.
- 2) The topics for discussion during meetings are limited to their agenda as previously presented by the chair (in the case of the Core Group) or by the 2 representatives in their respective Discerning Table.
- 3) Only those topics or issues as they appear in the agenda will be allowed during the meetings.
- 4) Non-Agenda items are subject to approval by the majority of members present, after a motion has been made and seconded.
- 5) For the interest of times, non-agenda items may be “tabled” for the next meeting, unless the Pastor or the Chair consider the matter of grave importance that discussion cannot wait.
- 6) Members of the Council are to submit to the Chair items and/or reports in writing for the agenda at least 7 days prior to the scheduled meeting.
- 7) Members of the Council may request a period of time (in intervals of 3 to 5 minutes) to present an issue or voice a concern for the meeting.
 - a) The Chair and the Pastor will allot the number of minutes and intervals given to the member



- 8) The Pastoral Council does not accept positions, viewpoints, criticisms or concerns of any kind from unnamed or vaguely described sources. Any position, viewpoint, criticism or concern that is expressed must be accompanied by the name(s) of the people who express them.
- 9) Members of the council need to provide names of parishioners and request their permission to speak on their behalf.
- 10) There are no exceptions to this rule. (e.g. “some people say” is considered anonymous).

Section C: Voting - A majority of the voting Pastoral Council membership constitutes a quorum.

- 1) The voting members of the Pastoral Council are the “Core Group” and two members from each of the Discernment Tables.
- 2) The Pastoral Council voting role is consultative, non-binding and has no authority to implement its voted-upon measures. The Pastor reserves the right to accept or reject at any time any proposal/recommendation of the Pastoral Council.
- 3) All measures passed by the Pastoral Council require the Pastor's final approval, and only the Pastor will determine if any such measure are to be implemented.
- 4) Implementation of any measures passed by the Pastoral Council is totally within the discretion of the Pastor.

Section D: Elections - Election and Appointments to the Council are staggered with a close to equal number of members elected in rotation each year.

- 1) Elected members are limited to two (2) consecutive terms and must wait 2 years before being considered for membership on the Pastoral Council again.
- 2) The process of electing new members begins in Q3 of each year and new members are selected prior to the Q4 installation meeting.
- 3) Ex-Officio Members of the Pastoral Council include the parochial vicar(s) parish staff and the lay members of the Parish Corporate Board of Directors and other members if designated by the Pastor.
- 4) Because they are closely connected with the Pastor’s Mission, Parish Staff and volunteers may be invited by the Pastor to become non-voting members of the Pastoral Council.
- 5) The pastor may appoint voting and nonvoting members of the council to serve under his discretion.



Article VII: Pastoral Council Officers

Section A: Responsibility – The Officers are responsible to the entire membership to uphold this charter.

Article VIII: Amendments

Section A: Selection - This charter may be amended by a majority vote of the Pastoral Council with final approval of the Pastor.