

## **St. Edward Parish Pastoral Council Guidelines Athens, Texas**

### **VISION**

The objective of the St. Edward Parish Pastoral Council (Council) is to represent the parish body and function in concert with the Pastor in the operation of parish facilities and development of parish programs, while promoting unity among parish groups.

### **INTRODUCTION**

St. Edward Catholic Parish, Athens, Texas, endeavors to formalize and enhance the manner in which it functions. An essential element in this undertaking is a viable and active pastoral council following the guidelines set forth by the Diocese of Tyler. For purposes of consistency, this document establishes procedural elements the Council will follow and defines its relationship to the Pastor and the parishioners.

### **PURPOSE**

The Council will serve in an advisory or consultative capacity to the Pastor in his role as the assigned titular leader of St. Edward Parish. The Council will seek consensus in discussions of items or issues presented to the Council, or raised by The Council. The Council will serve as a communication bridge between all groups within the parish and the Pastor.

The type of items the Council will act upon include, but are not limited to, the following:

- Events on parish premises
- Programs affecting the Parish
- Parish involvement in external activities
- Property management

FUNDING OF ALL EXPENDITURES FOR ANY INITIATIVE, CHANGE, OR MODIFICATION WILL BE DEFERRED TO THE PARISH FINANCE COUNCIL.

## **MEMBERSHIP**

In January 2016, the Pastor chose eight members to serve based on nominations from parishioners and individual skill sets. The initial term is two years, during which time any replacement members will be similarly selected. For purposes of continuity, the Council will develop and recommend a process for member selection and term of service thereafter.

## **ROLES AND RESPONSIBILITIES**

The Pastor assigned to St. Edward Parish is the titular head at Council meetings. He may delegate to the Council specific areas for deliberation, or appoint a committee to pursue such select items or issues without his presence.

Any Vicar, Associate Pastor, or Deacon assigned to the Parish will be an “ex officio” member.

A Facilitator will be chosen to act in a leadership role along with the Pastor. This person will assist in preparation of the agenda for regularly scheduled meetings and conduct meetings procedurally. In the absence of this individual, the Pastor will choose another member to fulfill this role.

A Recorder will be chosen to document attendance and significant proceedings by maintaining a record of minutes. These minutes will also be maintained in church files.

All members have the responsibility to conduct business in a focused manner, while adhering to Christian principles. Participation is encouraged from all members. The Council will be vigilant in listening to parishioners' concerns and to address them in the Council forum. If the Council deems an issue as sensitive, members are expected to adhere to confidentiality.

The Council will be an active working group. Members are expected to devote time between meetings to do requested work, (i.e. analyses, contacts, research, review agenda) in preparation for the next meeting.

### **TRANSPARENCY**

The Council will be transparent in an effort to optimize its effectiveness. Pertinent information will be communicated to parishioners. Meeting minutes will be open to parishioner review. The Council views feedback as essential to effective communication.

### **MEETINGS AND ATTENDANCE**

Full and active participation is encouraged for all council members. Inability to attend three consecutive, regularly scheduled monthly meetings, or to attend at least half of meetings in a 12 month period, will be considered as less than an active member.

The Council Meeting Schedule will be provided in parish communications. Special meetings may be called, as necessary.

Three members are required for a quorum at all scheduled or special meetings. One of the three must be The Pastor or The Facilitator. Otherwise, it will be an informal gathering only.

### **CONSISTENCY**

This document will be updated as needed to stay current. The Recorder Is designated as the keeper of said document and is responsible to

bring It before the Council twice each year for review and changes, if warranted. The months of January and July are designated for document review.

## **APPENDICES**

Appendix I, Proposal to St. Edward Parish Pastoral Council

## **REFERENCES**

Diocese of Tyler Parish Pastoral Council, Section A

Diocese of Dallas, Parish Pastoral Council Guidelines,  
December 2014, pages 1-20.

Adopted on April 26, 2016 by Pastor, Nolan Lowry and council members: Jim E. Streifel, Facilitator, Laurie Hannan, Recorder, Carmen Delgado, Florentine Guererro, Rich Lynd, Carletta Morris, Harvey Osio.

Revision history

**APPENDIX I**  
**PROPOSAL TO ST EDWARD PARISH PASTORAL COUNCIL**

From \_\_\_\_\_  
(individual, group, committee, organization)

Date \_\_\_\_\_

Describe what you are proposing (include details):

Provide your reasons why St Edward Parish should institute this proposal:

Discuss need, alternatives and implementation plan:

Submitted by: \_\_\_\_\_ (name)

\_\_\_\_\_ (council member)

Pastoral Council Action:

Remarks

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

\_\_\_\_\_ Amended

\_\_\_\_\_ Referred

\_\_\_\_\_ Tabled

Date:

\_\_\_\_\_ (Pastor's Signature)