

**Church of St. Michael the Archangel  
Overlea, Maryland  
Archdiocese of Baltimore**

**Pastoral Council Constitution and By-Laws**

**Preamble**

Recognizing that in the sacraments of Baptism and Confirmation we are all called to fulfill our responsibility to participate fully in the life and mission of the Church, the Roman Catholic Christian community of St. Michael the Archangel, Overlea, adopts the following as the Constitution and Bylaws of our Pastoral Council.

**Article I. Name**

The name of the body shall be the St. Michael the Archangel, Overlea, Pastoral Council, hereinafter referred to as "the Pastoral Council."

**Article II. Purpose**

**Section 1.** As the collaborative, discerning and consultative body, representing the whole community of St. Michael the Archangel Church, the purposes of this Pastoral Council shall be:

- (a) To share responsibility with the Pastor for the life, mission, and ministries of the parish;
- (b) To provide insight and prudent advice concerning the policies, procedures and programs which would assist in the implementation of the parish vision statement and parish pastoral plan;
- (c) To provide an open, honest and respectful forum of communication and dialogue regarding parish affairs among the pastor, associate pastors, permanent deacons, religious, parish staff, and laity;
- (d) To actively encourage by all available means the use of the gifts and talents of all parish members in the life and ministries of the parish;
- (e) To discern the needs and concerns of the parish as a whole and provide recommendations to the Pastor as to the manner in which they may best be addressed;
- (f) To continue to develop, maintain and review the vision statement of the Parish and to evaluate the manner in which it is being effectuated in the Parish;
- (g) To participate, through active cooperation in regional and archdiocesan collegial bodies and events, in the total life and mission of the Church of the Archdiocese of Baltimore;
- (h) To collaborate with other religious and civic groups in working for the common good of the broader Overlea community and surrounding neighborhoods.

**Section 2.** In order to effectuate the Vision Statement of the parish and the purposes set forth in Section I of this Article, the Pastoral Council shall perform the following functions:

- (a) Review and reflect upon the parish vision statement and the mission priorities of the parish;
- (b) Collaborate with the pastor and staff to review and update the parish pastoral plan, including a statement of the needs and goals of the parish, priorities among such needs and goals, and allocation of personnel, material, and financial resources for implementation;
- (c) Review and recommend, with emendations at its discretion, the proposed annual budget prepared by the Finance Committee including proposed budgets from all ministries;
- (d) Review and recommend, with emendations at its discretion, the proposed annual development goals and strategies prepared by the Development Committee, identifying ways and means of increasing parish income and containing expenditures as well as necessary steps to provide for their practical implementation;
- (e) Review and recommend, with emendations at its discretion, the proposed annual budget of St. Michael the Archangel School as prepared and submitted by the School Board;
- (f) Review the maintenance and upkeep of parish property and recommend any improvements or expansions to the property that may be deemed necessary, except where the decision in such matters is reserved to the Archbishop;
- (g) Ensure that, from time to time, a detailed and comprehensive report on the parish's spiritual, material, and financial condition is rendered to all parishioners;
- (h) Ensure that a detailed and comprehensive report on the parish's spiritual, material and financial condition is rendered to the parish corporation;
- (i) Provide for the dignified and reverent celebration of the Sacred Liturgy in such a manner and at such times as to enhance the spiritual welfare of all the faithful of the parish, in collaboration with the Pastor and Liturgical Commission
- (j) Encourage a common vision for parish education ministries and integrate within that vision the diverse programs of the schools and the parish in the vital ministry of formation in the Catholic faith, in collaboration with the Pastor and the advisory boards of the elementary school and religious education department;
- (k) Provide for all appropriate and necessary orientation and instruction to new and existing members of the Pastoral Council so that all members shall have sufficient knowledge and training to successfully carry out the duties of the Pastoral Council.

### **Article III. Operation**

**Section 1.** The Pastoral Council shall submit its recommendations to the Pastor in the form of conclusions resulting from prayerful reflection and considered discussion by the council. Ordinarily, the Pastor's determination regarding any recommendations by the council is final.

**Section 2.** The Pastor shall communicate to the Council by the next regularly scheduled meeting, a response to its recommendations(s). If the Pastor, for grave reasons of fidelity to the Gospel, obedience to church or civil law, other serious financial or administrative considerations, or religious/spiritual reasons, feels that he cannot in good conscience accept or carry out the recommendation(s) of the Pastoral Council, he shall fully and frankly communicate such reservations to the assembled Pastoral Council.

**Section 3.** If, notwithstanding the reservations expressed by the Pastor, the Pastoral Council determines, by two-thirds vote, to sustain its original recommendation(s), and all other means available at the parish level are exhausted and inadequate to resolve the situation, either the Pastor or the Pastoral Council through its chair may petition the matter at issue to the Vicar Bishop for such action as he may deem fitting. In such instances then, the decision of the Vicar Bishop shall be final.

**Section 4.** After a proposed resolution becomes final the Secretary shall provide a copy of the resolution to the Committee Chairperson or other person responsible for acting upon the resolution.

**Section 5.** The Secretary will number all resolutions by a numerical prefix and the fiscal year (e.g., 01-91).

#### **Article IV. Membership**

**Section 1.** The Pastoral Council shall consist of no more than twelve (12) voting members and no fewer than nine (9). Membership shall be in three (3) types: *ex officio*, elective, and appointive.

**Section 2.** *Ex officio* members of the Pastoral Council shall include the chairpersons of each of the Commissions. These members shall be selected by the Pastor with consent of the Pastoral Council, considering suggestions from each committee / group / organization, to serve on the Council for a two year term of office. *Ex officio* members shall have full voice in Pastoral Council sessions.

**Section 3.** *Elective* members of the Pastoral Council are elected by the membership of the Pastoral Council. Members of the parish at large shall be elected to serve on the Pastoral Council according to the regulations specified in Article V, "ELECTIONS", Section 3. Elective members shall have full voice and vote in Pastoral Council sessions.

**Section 4.** *Appointive* members of the Pastoral Council are appointed by the Pastor. The Pastor shall name no more than three laypersons to the Council for a two year term of office. Such appointments shall endeavor to maintain a proper balance among sexes, ethnic groups, age groups, and areas of knowledge and competence desired on the Pastoral Council. Appointive members shall have full voice and vote in council sessions.

**Section 5.** All members shall serve until their successors are duly appointed, or elected and qualified. No member shall be eligible to serve more than two consecutive full terms. However, they can be elected, or appointed again after at least one year from the date on which they last served as a member of the Pastoral Council. In the event a member cannot serve the full term the Pastor may appoint a replacement to serve the remainder

of their term. This appointment does not affect eligibility to serve future elected terms.

**Section 6.** Pastoral Council members with unexcused absences from three consecutive regular meetings shall forfeit membership on the Council. The delinquent member will be notified in writing by the council chair prior to forfeiture of membership.

**Section 7.** Each voting member of the Pastoral Council will hold membership on at least one of the Commissions.

## **Article V. Elections**

**Section 1.** The following persons are deemed eligible to serve as Pastoral Council members:

- (a) Persons who are baptized, confirmed, and registered members of the parish in good standing;
- (b) have attained the age of sixteen years by the date of elections;
- (c) maintain a public posture not inconsistent with church teaching; and
- (d) are contributing members of the parish.

**Section 2.** The Nominating Committee shall be selected in March of each year and shall consist of the Pastor, the Pastoral Council Chair, and two members selected together by them. Committee members need not be members of the Pastoral Council. The committee shall actively seek and identify qualified parishioners and obtain their consent to stand as candidates for the Pastoral Council. Each person who agrees to stand for election to the Pastoral Council shall complete a candidate profile sheet in the form set forth in appendix E. Every effort should be made to assure that the number of candidates exceeds the number of open positions. *An exception to this timeline will be made for the first election following the adoption of this Constitution.*

**Section 3.** Three (3) new members shall be elected annually to the Council for a three year term of office. Elections shall be held annually in May following a public announcement. The Secretary shall maintain a record of the status of each member's tenure on the Pastoral Council and provide that information to the Nominating Committee so that the committee members are aware of which seats on the council are the subject of the election. (See Appendix F).

## **Article VI. Officers**

**Section 1.** The chairing and facilitation of Pastoral Council meetings is delegated to duly selected officer. The Officers of the Pastoral Council shall be Chair, Vice-Chair, and Secretary.

**Section 2.** The members of the Pastoral Council shall have an annual Retreat Day to reflect on the upcoming election of officers. Voting will take place at that Retreat to determine from among their number the three officers specified in Section 1. The current officers shall remain in office until the new officers have been selected. Following nominations, voting shall be by secret ballot, and in the event of a tie, balloting shall continue until a candidate receives a majority. Each office shall be taken individually,

thus permitting candidates not elected to one office to be nominated for the next subsequent office. If only one person accepts the nomination then the election can be made by voice vote.

- Section 3.** The Chair shall facilitate meetings of the Council and, in consultation with the Pastor, shall call such special meetings as may be necessary. The Chair shall appoint the chairs of all special committees. The Chair shall be an *ex officio* member of all Pastoral Council Commissions and parish committees except the Nominating Committee. The Chair of the Council shall render periodic reports to the Pastor and the parishioners on the completed and projected work of the Pastoral Council and shall perform all other duties that customarily devolve upon the office of Chair, not specifically mentioned herein.
- Section 4.** The Vice-Chair, in the absence of the Chair or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the Chair. The Vice-Chair shall perform such other duties as may be delegated to it by the Chair.
- Section 5.** The Secretary shall be responsible for maintaining minutes of all regular and special meetings of the Pastoral Council, preserving them in a permanent record and distributing copies of such minutes, along with the agenda for that meeting, to all members of the Pastoral Council at least one week prior to the next regularly scheduled meeting. The Secretary shall ensure that copies of the minutes are made available for all parishioners. The Secretary shall forward in writing to the Pastor all Council resolutions and recommendations. The Secretary shall prepare and send out all correspondence necessitated by the work of the Council and shall maintain permanent files of such correspondence. The Secretary shall also prepare notes to appear in the Parish bulletin pertaining to the work of the Council, as well as any other publicity material that is desired for use in various media. The Secretary shall be assured of support and assistance from the Parish staff in carrying out these duties.
- Section 6.** In addition to the officers named above, two members of the Pastoral Council shall be designated by the Chair and Pastor as liaisons from the parish to the Regional Council. These representatives shall maintain regular communication between the Parish and Regional Council. Should a Council member hold office on the Regional Council when the Parish Pastoral Council term expires, that member shall continue representing the Council on the Regional Council until the next regional council election. At that time, the member shall be replaced by a newly designated representative.
- Section 7.** In the event of a vacancy in any office except that of the Chair, the Pastoral Council shall elect someone from among its own membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of the Chair, the Vice-Chair shall automatically succeed and fill the remaining portion of the term.
- Section 8.** Within ten days of the expiration of an officer's term of office, that person shall turn over to his or her successor all books, papers, and other records and property pertaining to the office.

## **Article VII. Executive Committee**

**Section 1.** The Executive Committee shall be comprised of the officers of the Pastoral Council and the Pastor.

**Section 2.** It shall be the responsibility of the Executive Committee to coordinate and prepare the agenda for all regular meetings of the Council and to make such agenda available to the Secretary for delivery prior to the meeting.

## **Article VIII. Commissions of the Pastoral Council**

**Section 1.** The standing Commissions of the Pastoral Council and their corresponding parish organizations, groups or committees shall have such powers as may be delegated to them by the Pastoral Council and Pastor. Because of its canonical importance, the Finance Council shall be named in consultation with the Pastor or may be appointed in full by the Pastor.

Standing Commissions of the Pastoral Council shall be: Liturgical Commission, Service Commission, Catholic Faith Formation Commission, Stewardship Commission, Hispanic Leadership Commission and Community Life Commission. (The Commissions and the committees, groups, and organizations within their purview are listed in Appendix A. These arrangements may be re-designated at any time by the Pastor in consultation with the Pastoral Council.)

**Section 2.** The Chairs of the Commissions, in consultation with the Pastor and Chair of the Pastoral Council, shall be free to name to their respective groups, parishioners who are not members of the Pastoral Council, in order to provide for breadth and depth in the work required. Such members shall have the right to attend all regular and special meetings of the Pastoral Council and to have full voice therein but shall have no vote. With the approval of the Pastor the Chairs of each Commission shall appoint a member of that Commission to serve as Vice-Chair. The Vice-Chair will attend all regular and special meetings if the Chair is unable.

**Section 3.** The Commission chairs shall convene meetings of their Commissions and shall be prepared to render a report to the Council of concerns, issues, activities, and actions taken at Commission meetings. The Commission Chairs or the Vice-Chair shall be prepared as well to address any questions or issues arising from the Pastoral Council regarding all parish entities reporting to them. The Commission chairs shall assure that their groups are represented at all council meetings.

**Section 4.** The Pastoral Council Chair, in consultation with the Executive Committee, may create any special or ad hoc committees, which may from time to time be necessary, and to designate the members thereof.

**Section 5.** The Commission Chairs shall act as liaison and coordinators for all subordinate committees / groups / organizations of their respective Commissions.

## **Article IX. Commission and Committee Duties**

- Section 1.** Each Commission shall have its chairperson, appointed by the Pastor with the consent of the Council from one of its committees / organizations / groups, to serve on the Pastoral Council as an ex-officio member.
- Section 2.** A representative of each committee shall present written reports to the Commission Chair no less frequently than once each quarter. The Commission Chair, in turn, will present a copy to the Council at the next scheduled Council meeting. Each committee shall meet regularly to implement its work and shall report the progress or limitations of such work to the Commission Chair as required during the course of the year.
- Section 3.** Each committee shall be responsible for submitting to the Chair of its designated Commission, a budget estimating its overall annual expenses as well as estimates of any annual income derived from fund raising activities, fees, or other means. The Commission Chairs shall present the annual budgets of their respective Commissions and committees to the Finance Committee in February.
- Section 4.** The Chair or head of each committee/organization/group shall submit the names of all its members to the Chair of the designated Commission, who will then present this to the Council for review and publication, if deemed appropriate. This shall be done no later than the scheduled meeting following their appointment.
- Section 5.** The Chair or head of each committee/organization/group shall see that said committee is given a written vision statement outlining its function in cooperation with any staff persons associated with them.
- Section 6.** The Chair or head of each committee/organization/group shall initiate an annual evaluation of its work in conjunction with the Council's annual pastoral planning effort and shall present through the designated Commission Chair any proposals or initiatives for the Council to consider in its planning.

## **Article X. Meetings**

- Section 1.** The regular meetings of the Pastoral Council shall be held on the first Tuesday of each month (except July and August) unless another day is selected with advance notice and agreement from a Majority of the members. The agenda for the meeting shall be mailed or otherwise delivered to the members of the council at least one week prior to the meeting. The form of the agenda shall be as set forth in Appendix D. Each Commission shall be represented by the Chair or Vice-Chair at the Pastoral Council meeting.
- Section 2.** The meeting held in the month of June shall be known as the Annual Meeting, conducted for the purpose of review of the annual budgets of the Parish and School, for receiving reports, and for any other business that may arise. Any such matters left unfinished at the adjournment of the Annual Meeting shall constitute the first order of business at the next regular meeting.

**Section 3.** Special meetings may be called by the Pastor, the Chair, the Executive Committee, or at the written request of the simple majority of the members of the Pastoral Council, the purpose of which shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.

**Section 4.** Regular meetings of the Pastoral Council shall be open to all parishioners as observers. It shall be left to the discretion of the Executive Committee as to whether any special meetings shall be open. Parishioners who wish to speak at an open meeting shall make arrangements with the Executive Committee, sufficiently in advance of the scheduled meeting so that their item of business may be placed on the agenda for that meeting.

**Section 5.** A simple majority of the voting members of the Pastoral Council shall constitute a quorum.

## **Article XI. Authority and Decision Making**

**Section 1.** In matters of serious consequence to the parish community, the Pastoral Council shall make every effort, in union with the Pastor, to arrive at a decision through consensus. Every member of the Pastoral Council must be involved in the consensus building process and is urged to speak to the assembled Council concerning his or her considered and reflective judgment regarding the matter under discussion. The discussion must continue, addressing any reservations, until every member is in favor of the decision (or is willing to support the decision even though it may not be the preference of the individual) or it becomes evident that consensus cannot be achieved despite the sincere, sustained and prayerful efforts of all members. If a consensus cannot be reached and a decision cannot be deferred, a two-thirds vote of the members present shall be required for a decision.

**Section 2.** In all other matters not requiring a consensus decision, the rules contained in the then current edition of Robert's Rules of Order shall govern the Pastoral Council in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Council may adopt.

**Section 3.** The Chair of the Pastoral Council may appoint a parliamentarian, who need not be a member of the Pastoral Council, to assist and advise in presiding at all meetings.

## **Article XII. Ratification and Amendments**

**Section 1.** The draft of this Constitution shall be made available to all parishioners. Its approval shall be by Pastor and ratified by the Pastoral Council upon taking office.

**Section 2.** This Constitution may be amended with the consent of the Pastor at any regular meeting of the Pastoral Council by a two-thirds vote of the membership of the Council.

(a) Proposed amendments to this Constitution shall be submitted in writing to the Pastoral Council at any regular meeting and voted on at the next regular meeting.

(b) The Chair shall appoint a committee to review the amendment. The committee shall mail a written report on its recommendations to all council members two weeks prior to the next regular meeting.



- (c) The Pastoral Council shall review the amendment and committee recommendations and shall approve or disapprove said amendment.
- (d) A copy of the final document shall be placed in a permanent file with the Pastor and all members of the Pastoral Council shall be given an updated copy of the final version as well.
- (e) Notification of changes should be published in the bulletin for two consecutive weeks.

**ADOPTED AND RATIFIED ON THIS FIFTH DAY OF FEBRUARY, 2002**

Rev. James D. Proffitt  
*Pastor*

Nancy Groves  
*Pastoral Council Chair*

Carolyn Bruder  
*Pastoral Council Secretary*

**REVISED AND APPROVED ON THIS SEVENTEENTH DAY OF APRIL, 2007**

Rev. James D. Proffitt  
*Pastor*

Joann Hacker  
*Pastoral Council Chair*

Susan Misiara  
*Pastoral Council Secretary*

**REVISED AND APPROVED ON THIS THIRD DAY OF MAY 3, 2011**

Rev. James L. Sorra  
*Pastor*

Anne Eder  
*Pastoral Council Chair*

Marie Macek  
*Pastoral Council Secretary*

## **APPENDIX A**

### **PASTORAL COUNCIL COMMISSIONS**

#### **LITURGICAL COMMISSION**

- *Altar Servers*
- *Children's Liturgy of the Word*
- *Eucharistic Ministers*
- *Lectors*
- *Liturgical Environment Committee*
- *Liturgical Planning Committee*
- *Music Ministry*
  - *Choir*
  - *Contemporary Music Ensemble*
  - *Children's Choirs*
  - *Cantors*
  - *Handbell Choirs*
  - *Instrumentalists*
  - *Spanish Schola*
- *Sacristans*
- *Special Liturgies*
- *Ushers & Greeters*

#### **COMMUNITY LIFE COMMISSION**

- *Welcome Committee*
- *Returning Catholics*
- *Evangelization Programs*
- *Knights of Columbus*
- *Sodality of the B.V.M.*
- *Holy Name Society*
- *Social Functions*

#### **SERVICE COMMISSION**

- *St. Vincent de Paul Society*
- *Respect Life Committee (Tri-Parish)*
- *Beans and Bread*
- *Franciscan Center*
- *Pastoral Visitors to the Sick & Homebound*
- *Bereavement Outreach*
- *Giving Trees*
- *Peace and Justice Committee*
- *Ladies of Charity*

#### **STEWARDSHIP COMMISSION**

- *Parish Development Committee*
- *Fundraising*
- *Cardinal's Lenten Appeal*
- *Buildings and Properties Committee*
- *Maintenance Committee*
- *Martha Ministry*

#### **CATHOLIC FAITH FORMATION COMMISSION**

- *Sacramental Preparation*
- *Religious Education*
- *Youth Ministry / Athletic Association*
- *St. Michael School*
- *Adult Faith Committee*
- *Bible Studies*
- *RCIA*
- *Boy Scouts and Girl Scouts*
- *Cub Scouts and Brownies*
- *Young Adult Ministry*

#### **HISPANIC LEADERSHIP COMMISSION**

## **APPENDIX B**

### **RESPONSIBILITIES OF PASTORAL COUNCIL OFFICERS**

#### **THE CHAIR**

The Pastoral Council Chair works closely with the Pastor to ensure that the Pastoral Council works to fulfill the vision statement of the parish through active collaboration with staff, parishioners, other church and civic groups, and archdiocesan officials. The Chair is responsible for the organizational aspects of the Pastoral Council and chairs all meetings of the Pastoral Council. In light of these responsibilities, it is important that the Chair possesses a good understanding of group process and has the necessary facilitation skills to fulfill this role effectively. Duties of the Chair include:

1. Chair executive committee meetings;
2. Chair all regular and special meetings of the Pastoral Council;
3. Adhere to the agenda in terms of time and focus;
4. Encourage the full participation of all council members;
5. Ensure that all members have an opportunity to speak and that no one member exerts control over the agenda or its time frame;
6. Maintain an atmosphere of respect at all times;
7. Begin and end meetings on time;
8. Clarify Pastoral Council procedures;
9. Ensure the opportunity for periodic evaluation of council effectiveness;
10. Ensure good communication procedures;
11. Organize and conduct, in cooperation with the Executive Committee, any parish assemblies called by the Pastoral Council;
12. Oversee the physical setting of the meeting room to facilitate interaction and collaboration among members; and
13. Keep open the channels of communication between the Pastoral Council and parishioners.

#### **VICE-CHAIR**

The Vice-Chair performs the duties of the Chair in the latter's absence and assists the Chair in conducting the Pastoral Council's work.

#### **SECRETARY**

The secretary ensures that the following duties are performed, either by him/herself or by other members of the Pastoral Council or Parish Staff who may be solicited to assist:

1. Provide an accurate record of the minutes of all meetings;
2. Maintain a roster of membership and attendance;
3. Monitor terms of members;
4. Continually update Pastoral Council documents;
5. Forward to the Pastor, in writing, all Pastoral Council resolutions and recommendations;
6. Distribute information and correspondence to council members as directed;
7. Maintain a file of council correspondence;
8. Prepare parish bulletin announcements and other information pertaining to the work of the Pastoral Council;
9. Prepare publicity material for use in various media.

## APPENDIX C

### **PROCEDURES FOR THE ELECTION OF PASTORAL COUNCIL OFFICERS**

To "elect" is to choose or call forth. In electing persons to fulfill the duties and responsibilities of the offices of the Pastoral Council is important to cultivate a spirit of prayer conducive for discerning the persons who are best able to respond to God's call as spoken through the membership of the Pastoral Council. The election process should take place during the June meeting. All Pastoral Council members should be informed of the election and encouraged to attend and participate.

#### Election Procedure

1. The Chair reads a Scripture passage that focuses on the call to leadership.
2. The pastor reads the duties of the offices and the election of each office is conducted individually, beginning with the office of Chair.
3. The members of the Pastoral Council then name the persons they wish to nominate for each office with a brief explanation of their qualifications for this office.
4. At this point there is a call for silence (1 - 3 minutes) while the nominees reflect on their call. (No nominee may accept or reject at this point.) At the end of the silent time the nominees inform the Chair in writing if they will accept or reject the nomination.
5. The nominees are then asked to explain how they will serve if elected to the office. The explanation should be brief and include the qualities they will bring to the office as well as the time per month they can devote to these duties.
6. After all nominees have spoken there may be questions from other council members. After the discussion is finished someone may call for a vote. A moment of silence should precede the vote.
7. The vote is conducted by secret ballot in writing.
8. When voting for all offices is completed the names of the elected officers are announced by the Pastor, the individuals are called forth, and a prayer of blessing is offered for them and for the entire Council.

## **APPENDIX D**

### **ORDER OF BUSINESS**

The order of business for all regular meetings of the Pastoral Council shall be as follows:

- A. Call to order
- B. Opening Prayer
- C. Approval and/or amendment of the minutes of the previous meeting.
- D. Information
- E. Action
- F. Discussion/Discernment
- G. Open Forum
- H. Adjournment/Closing

**Appendix E**

ST. MICHAEL THE ARCHANGEL PARISH PASTORAL COUNCIL  
NOMINATION FORM

Please read the **Qualifications of a Pastoral Council Candidate** on the reverse before completing this form.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Marital Status \_\_\_\_\_ Age \_\_\_\_\_

Occupation \_\_\_\_\_ Years in the Parish \_\_\_\_\_

Parish Involvement / Community Activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in serving as a member of the Council? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by (name) \_\_\_\_\_ or Self \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

You may place this form in the Sunday collection or return it to the Parish Office. Thank you.

*DEADLINE: April 15*

Please read these qualifications carefully before nominating yourself or another parishioner for service on the Pastoral Council.

### **WHAT QUALIFICATIONS SHOULD A PASTORAL COUNCIL MEMBER HAVE?**

*A Pastoral Council member should be **prayerful**.*

- ◆ *Demonstrates by actions that s/he takes our faith seriously and provides leadership through service.*
- ◆ *Person of prayer.*

*A Pastoral Council member should be **pastoral**.*

- ◆ *Demonstrates by actions that s/he helps to meet the needs of the community.*
- ◆ *Listens carefully and patiently to others.*

*A Pastoral Council member should be **representative**.*

- ◆ Able to act on the best interests of the whole parish.
- ◆ Is accountable to church teachings, gospel values, and the people who make up the parish.

*A Pastoral Council member should be **discerning**.*

- ◆ Is comfortable in asking, “Where is God in all of this?”
- ◆ Listens prayerfully to the Holy Spirit when decisions are to be made.

*A Pastoral Council member should be **prophetic**.*

- ◆ Has a vision of what we, as a people of God, are called to be.
- ◆ Questions how the parish is fulfilling its mission and the building of God’s Kingdom on earth.

*A Pastoral Council member should be **enabling**.*

- ◆ Can work comfortably with others to enable them to grow as adult members of faith.
- ◆ Can call others to take part in building the church.

*A Pastoral Council member should be **collaborative**.*

- ◆ Promotes harmony and cooperation for the good of the parish and community, putting aside personal preferences or personal agendas, if necessary.
- ◆ Pursues common goals and values that arise out of the gospel.

A Pastoral Council member must be a baptized and confirmed contributing member of our parish, 16 years of age or older, and a practicing Catholic living in accord with the teachings of the Catholic Church.