

ARTICLE I - Introduction

Section 1 - Name and Location

The name of this organization is the Pastoral Council of the Good Shepherd Catholic Church, Tallahassee, Florida, of the Diocese of Pensacola-Tallahassee.

Section 2 - Purpose

It shall be the purpose of the Pastoral Council of Good Shepherd Catholic Church “to examine and consider all that relates to pastoral work and to offer practical conclusions on these matters, so that the life and activity of the People of God may be brought into greater conformity with the Gospel.” (Pope Paul VI, *Ecclessiae Sanctae* I)

This shall include:

- examine pastoral matters;
- consider and reflect upon pastoral matters;
- offer practical actions to address pastoral matters;
- overall, to plan its pastoral program systematically and to fulfill it effectively;

In doing so, the Pastoral Council shall conduct itself as a small Christian community and work cooperatively and collaboratively with the Pastor of Good Shepherd Parish as reflected in this Charter, for it is in his hands that the Bishop of the Diocese of Pensacola-Tallahassee has entrusted the well-being of the members of this community. (Canon 536, *Code of Canon Law*, 1983)

Section 3 – Functions

The functions of the Pastoral Council shall be:

- consult and advise the Pastor;
- examine pastoral needs;
- prioritize needs;
- develop and propose strategies to address those needs, including the identification of parish resources to implement those strategies;
- provide a model of a small Christian community.

Section 4 - Authority

The Pastoral Council derives its authority for its establishment from Canon 536, Code of Canon Law, 1983, as authorized and implemented by the Bishop of the Diocese of Pensacola-Tallahassee. As such, the Pastoral Council is

under the authority of the pastor of Good Shepherd Parish, who has ultimate responsibility and authority within the parish, and is accountable to the Bishop and the wider church body. The Pastoral Council shares responsibility with the Good Shepherd pastoral staff (clergy and support staff) and the Coordinating Community in providing leadership and guidance to the parish.

ARTICLE II - Membership

Section 1 - General Qualifications

Membership of the Pastoral Council will be open to all of Christ's faithful who are registered members of the Good Shepherd Parish community. Candidates for membership on the Pastoral Council should prayerfully consider the following questions:

- Are they willing to listen and respond to the call of the Holy Spirit?
- Are they willing and open to work for the benefit of the parish community?
- Are they fully supportive of a decision-making process that relies on the Holy Spirit and reaches decisions through discernment and consensus-building?
- Are they in good-standing with the Catholic Church and eligible to participate in the full sacramental life of the church?
- Do their lives express an ever-increasing devotion to prayer and desire to become closer to God?
- Are they willing to be an active participant in the Pastoral Council as a small Christian community?

Section 2 – Size and Composition

The Pastoral Council, shall consist of 12 to 17 members. One of the positions shall be filled by pastoral staff and one shall represent the Coordinating Community. No further composition criteria shall be required. Pastoral Council members represent the entire Good Shepherd parish community.

Section 3 - Selection of Pastoral Council Members

The shared-wisdom model for the selection of members of the Good Shepherd Pastoral Council shall be based on the principles of discernment, self-nomination, and confirmation. The selection process shall follow these general stages and as implemented through the pastoral planning year, (see Sections 1-2, Article VI). The following are the general stages in that selection process.

- Information - Information is disseminated regarding the pastoral council, its duties and responsibilities, and a call for pastoral council membership.
- Discernment - Meetings are conducted to educate interested parishioners with what service on the Pastoral Council entails. Parishioners are encouraged to match their own gifts and talents with the needs of the Council.
- Self-nomination and affirmation - Individual parishioners who feel called and ready for the Pastoral Council ministry are asked to test that insight. The parishioner should consult with the pastor or a pastoral staff member.
- Selection - The Pastor, in cooperation with the Selection Committee, shall make the final selection of new Pastoral Council members.

Section 4 – Officers

There shall be four officers on the Pastoral Council: a Pastoral Coordinator, an Assistant Pastoral Coordinator; a Communications Coordinator; and an Assistant Communications Coordinator. Selection of those individuals who will be officers will occur through a council discernment process, which will occur annually in August or as soon thereafter as is possible. Officers will serve for a term of one year.

Section 5 - Duties of Officers

A. The Pastoral Coordinator shall chair all regular and special meetings of the Pastoral Council and Executive Committee. The Pastoral Coordinator shall coordinate and facilitate all Pastoral Council meetings; assist the Pastor in ministering to pastoral needs of Council members through listening, challenging, prayer, forgiveness and humility.

The Pastoral Coordinator shall also appoint members of the Council to subcommittees as needed and create special committees when deemed necessary.

B. The Assistant Pastoral Coordinator, in the absence of the Pastoral Coordinator, shall fulfill all of those responsibilities listed above for the Pastoral Coordinator. The Assistant Pastoral Coordinator shall serve as a member of the Executive Committee, act as an apprentice to the Pastoral Coordinator, and shall perform other duties as assigned by the Pastoral Coordinator.

C. The Communications Coordinator shall be responsible for the general area of communicating the business and activities of the council to the greater Good Shepherd community. These responsibilities shall include: taking minutes and preparing a typewritten agenda for each Pastoral Council meeting. The minutes of all Council meetings shall be made available to the Good Shepherd

parish community. The Communications Coordinator shall also prepare a "minutes summary" that lists the specific items addressed at the Pastoral Council meeting. This minutes summary shall be prepared and posted within 14 days in a prominent location proximate to the location for the posting of the Good Shepherd Pastoral Plan.

The Communications Coordinator shall also be responsible for Sunday bulletin and pulpit announcements for the Pastoral Council. The Communications Coordinator shall serve as a member of the Executive Committee and shall perform other duties as assigned by the Pastoral Coordinator.

D. Assistant Communications Coordinator will assist the Communications Coordinator and assume responsibilities as mutually agreed upon. The Assistant Communications Coordinator shall serve as a member of the Executive Committee, and shall act as an apprentice for the position of Communications Coordinator. The Assistant Communications Coordinator shall serve in the absence of the Communications Coordinator and carry out the appropriate duties thereof.

Section 6 - Terms of Office

Commencing with the discernment of Council members for the 2001-2002 Council year, the term for all members of the Pastoral Council shall be three years; provided, however, that terms for council members shall be staggered such that approximately one-third of the council members will be replaced or re-discerned each Council year. A member may serve up to two consecutive terms on the council, including service in the same position.

Section 7 - Resignations, Removal and Vacancies

A Pastoral Council member may resign from his/her position on the Council. In addition, the Pastor may, at his discretion and in consultation with the Pastoral Coordinator, remove a Pastoral Council member. Such removals shall be based upon the determination that the council member is unable to fulfill his/her duties and responsibilities. Vacancies on the Pastoral Council by termination of office, resignation or removal, shall be filled by appointment by the Pastor in consultation with the Pastoral Council Coordinator for the remaining term; provided, however, that if less than one year of a term remains for a vacancy, the Pastor may, at his discretion, choose to not fill the vacancy for the remainder of the term.

ARTICLE III- Commissions

The parish shall be organized through the work of six commissions and each shall oversee a specific area of parish ministry. Ministries and apostolates operating within the Good Shepherd Parish shall be assigned by the Pastoral Council for purposes of organization, communication and coordination to a specific commission. While each ministry shall be first and foremost accountable to the organization sponsoring the ministry (e.g., Cursillo, Engaged Encounter, etc.), ministries should be conducted, where appropriate, to further the goals of the Parish Vision and Parish Plan.

The Pastoral Council shall ensure that the work of each Commission and the work of the ministries of each Commission shall be considered in the deliberations and planning of the Council. To facilitate this, the Pastoral Council may appoint liaisons to the Commissions from the current Pastoral Council membership.

The following describes the general outlines and topical areas for each commission.

Section 1. Worship

The Worship Commission shall be concerned with overseeing and facilitating the liturgical worship experiences of the parish for "it is the liturgy through which, especially in the divine sacrifice of the Eucharist, (that) 'the work of our redemption is accomplished'" (Vatican II, Constitution on the Sacred Liturgy, Paragraph 1). These experiences shall include all celebrations of the Mass, the other sacraments, and other liturgical events. It shall further act in a manner to ensure that communal worship activities be tailored to meet the specific needs of parishioners and visitors of all ages and ethnic backgrounds in order that "all the faithful be led to that full, conscious, and active participation in liturgical celebrations which is demanded by the very nature of the liturgy."(Constitution on the Sacred Liturgy, Paragraph 14) It shall also promote ways to involve parishioners to actively participate in these worship activities. It shall do so, ever-mindful that:

"... it is through the liturgy, especially, that the faithful are enabled to express in their lives and manifest to others the mystery of Christ and the real nature of the true Church. The Church is essentially both human and divine, visible but endowed with invisible realities, zealous in action and dedicated to contemplation, present in the world, but as a pilgrim, so constituted that in her the human is directed toward and subordinated to the divine, the visible to the invisible, action to contemplation, and this present world to that city yet to come, the object of our quest."(Vatican II, Constitution on the Sacred Liturgy, Paragraph 1)

Liturgical celebration should be based on an assembly-centered liturgy and should manifest a diversity of liturgical ministries resulting in a liturgy as the

celebration of the entire community, while being mindful of the nature of the Church as an ordered community.

Section 2. Fellowship

The Fellowship Commission shall be responsible for overseeing and coordinating activities of the parish that are specifically designed to create a caring fellowship within the parish. The commission shall enhance the sense of family among parishioners by welcoming new members and visitors, and offering a variety of opportunities for parishioners to come together to become better acquainted and form the bonds of community. The commission shall insure that all activities of fellowship are rooted in Christ (1Jn.1:3), though they need not be explicitly religious in nature.

Section 3. Evangelization

The Evangelization Commission shall be concerned with formation of leaders to serve at various levels of community life. Leadership formation begins in the family by strengthening and supporting marriage and family relationships, and establishing solid foundations for Christian family life. The commission shall also develop and support leaders to serve in parish and diocesan ministries of various kinds. The basis of effective Christian Leadership is founded in Spiritual renewal and formation in gospel principles (Matthew 5-7); thus this commission shall include all those parish activities that are designed to encourage prayer, faith-sharing, scripture reading, sacramental participation, and the promotion and strengthening of family life.

Section 4. Faith Formation

The Faith Formation Commission shall be concerned with overseeing and implementing all the activities of the parish that introduce and instruct parishioners in the Catholic Faith. This Commission shall serve all ages of the parish in total catechesis. The activities of this commission shall include preparation for the sacraments, forming children, youth, and adults through the scriptures and teachings of the church, and preparing all parishioners to be full and active disciples of Jesus Christ (Matthew 28:18-20).

Section 5. Finance and Facilities

The Finance and Facilities Commission shall be concerned with overseeing and managing, in consultation and agreement of the Pastor, the material resources of the parish. This is to include all physical facilities, fiscal responsibilities, and financial decision making. This commission shall be responsible to ensure that we, as a parish community, assume our manifold responsibilities as stewards of God's resources (Luke 16). This includes our individual time, talents and treasures. The commission shall look for ways to faithfully share our resources with others, and to encourage an active trust in

God's providential care for us as individuals and as community. Furthermore the commission shall monitor the use and maintenance of our existing facilities and oversee the planning of new ones as needed.

Section 6. Outreach

The Outreach Commission shall be concerned with our relationships of outreach and service to the friends and neighbors around us. This shall include both seasonal and ongoing ministries of outreach. The Commission shall seek to provide every parishioner with direction and support in carrying out the spiritual and corporal works of mercy. Parishioners will be enabled to become friends with the "lost", "hurting", "broken", "lonely", "forgotten", and "poor" within and beyond the parish boundaries. In so doing, we shall come to see Jesus in our brothers (Matthew 25:37-40), and ourselves as one with them.

ARTICLE IV – Pastoral Council Meetings

Section 1 - Regular Meetings

The Pastoral Council shall meet monthly. The executive committee shall determine the date and time of the meetings.

Section 2 - Executive Committee Meetings

The Executive Committee may meet to act on any emergency matters requiring consideration prior to the next scheduled meeting of the council or to work on special projects of the council.

Section 3 - Special Meetings

The Executive Committee may call for a special meeting of the Pastoral Council providing at least reasonable notice is given to all Council members.

Section 4 - Quorum

For regular meetings of the Pastoral Council, no quorum shall be necessary in order to conduct the meeting; provided, however, that at such meeting no change in officers nor amendment to the Pastoral Council charter may be considered. To elect officers and amend this charter shall require the presence of at least a majority of the Pastoral Council. The presence of the Pastor, or his designee, shall also be required to conduct a meeting, unless he gives specific approval to proceed without him.

Section 5 - Agenda of Meetings

The Executive Committee shall arrange for an agenda for the upcoming meeting and the minutes from the previous meeting be communicated to each Council member prior to the scheduled meeting. A copy of the agenda and the minutes shall also be posted for the parish community in a prominent and publicly accessible place. Each meeting shall have the following parts:

Part 1. Faith Sharing. Each meeting shall open with prayer, singing (optional), scripture reflection, and faith sharing. In this way, the Pastoral Council is encouraged to make its faith life foundational in its role as Pastoral Council as it models small Christian communities.

Part 2. Minutes & Reports. The council shall review and approve the minutes of the previous meeting of the Council. The council shall also consider reports from commissions or committees of the council. These shall be brief and may be accompanied by typewritten copies for all council members.

Part 3. Pastoral planning, sharing wisdom and decision making. In this part, the Council will consider the status of its pastoral planning efforts and address items requiring special deliberation. Included in this part of the meeting will be discernment of new officers, and deciding on the major actions brought before the council.

Part 4: Closing Procedures: The closing procedures shall include discussion of preliminary agenda for the following council meeting, assigning prayer and scripture sharing to specific council member, and pastors comments. The council meeting shall close with prayer for the Good Shepherd Parish community.

Section 6 - Decision Making and Shared Wisdom

The Pastor shall preside over the process of decision making in the Pastoral Council meetings, with the Pastoral Coordinator serving as chairperson. An integral part of this process is the collaboration of all the council members, including the Pastor. The decisions of the council are recommendations to the pastor, which must be must approved by him before they can be implemented.

A "sharing wisdom" model of community discernment will guide decisions of the council. All members of the council will pray for wisdom over each decision and share their "piece of the wisdom" with other members.

ARTICLE V – Committees

Section 1 - Executive Committee

The Executive Committee of the Pastoral Council shall consist of the Pastor, officers of the Pastoral Council and the Pastoral Council liaison to the Coordinating Community. The Executive Committee shall report at the next Council meeting on any emergency actions they have taken.

Section 2 - Committees or Groups of the Parish

Groups or committees may be created within the Parish to meet specific needs; however, each group shall fall within the scope of a specific commission, Pastoral staff, or Coordinating Committee for purposes of coordination with and guidance from the Pastoral Council. As groups are formed, they shall report their existence to the Pastor or Pastoral Coordinator of the Council, and the Pastor in consultation with the Pastoral Coordinator shall assign them to a commission or appropriate area.

Section 3 - Selection Committee

The Selection Committee shall be comprised of members of the Pastoral Council. Members of the Selection Committee shall be designated by the Pastor in consultation with the Executive Committee.

Section 4 - Special Committees

The Executive Committee shall have discretionary authority to constitute and to appoint special committees on an ad hoc basis as needs arise.

ARTICLE VI - The Pastoral Council Year and Pastoral Planning

Section 1: The Pastoral Council Year

The Pastoral Council Year shall run from June through May.

Section 2: Sequence of the Pastoral Council Year

The following is the general sequence of the Pastoral Council Year:

1. June Retreat and Planning Session
2. July – August: Development of Pastoral Plan and adoption of “new plan”
3. September: Begin implementation of strategies
4. October – April: General pastoral planning work of the Council
5. March: Begin invitations for new Pastoral Council membership.
6. April: Continue invitations; interested parishioners invited to information meetings as deemed necessary.

7. May-June: Final selection of Pastoral Council membership by the Selection Committee.

Section 3 - Pastoral Planning - Introduction

As stated in Article I of this Charter, it is the purpose of the Pastoral Council of Good Shepherd Catholic Church “to examine and consider all that relates to pastoral work and to offer practical conclusions on these matters, so that the life and activity of the People of God may be brought into greater conformity with the Gospel.” (Pope Paul VI, *Ecclesiae Sanctae* I) The following presents a general outline for that pastoral planning process.

Section 4 - Definitions:

- A. *Objective* – an area of pastoral concern.
- B. *Needs statement* – A general statement about an objective that expresses a specific or general need.
- C. *Goal* - general statement about where the parish needs to be or become. It shall be written in the form of a desirable outcome statement in response to a need statement.
- D. *Strategy* – a specific action or set of actions formulated to address a need as expressed in a goal.
- E. Summary statement of objectives, needs, goals and strategies:
 - *Objectives tell us the area(s) that we are considering.*
 - *Needs statements tell us where we think we need improvement.*
 - *Goal statements tell us where we need to go or to become (to improve).*
 - *Strategies tell us the concrete steps we are going to take to get there.*

Section 5. Features of the Pastoral Planning Process

The Pastoral Planning process, including evaluations of the pastoral plan and its implementation, shall be conducted in accordance with the specifications of Appendix Two, The Pastoral Planning Year and the Pastoral Planning Process.

ARTICLE VII - General

Section 1 - Amendments to the Charter

This Charter may be amended at any regular or special meeting of the Pastoral Council by a vote of a majority of the Council, provided not less than fifteen days notice is given each member of the Council of such proposed action.

Section 2 - Amendments to the Preamble and Appendices

It is the intent of the preamble and the appendices to provide more detailed understanding and guidance for the Pastoral Council to effectively carry out their duties and responsibilities. The preamble and appendices may be amended from time to time by the Pastor or the Executive Committee and copies of such amendments shall be provided to Pastoral Council members.

Section 3- Ratification

This Charter of the Pastoral Council of the Good Shepherd Church was ratified by the Pastoral Council on March 31, 2001, and effective that date.

REVISION HISTORY

<u>Revision Date</u>	<u>Section Revised</u>	<u>Description of Revision</u>
9/13/05	Article 2: Section 4: Officers	Change discernment of officers to occur in August each year
3/10/06	Article 3, Section 4: Commissions	Change the name of the "Catechetical Commission" to "Faith Formation"