

Ave Maria Parish Pastoral Council Statutes
Croswell, Lexington, Port Sanilac, Michigan
Updated: May 3, 2017

MEMBERSHIP

- 1.1 The Council shall have twelve members.
- 1.2 The Council shall have the following *ex officio* members: Pastor/Pastoral Administrator and Sacramental Priest.
- 1.3 The Council shall include liaisons to the Worship Committee, the Education/Formation Committee, the Christian Service Committee, and the Finance Committee. Other at-large representatives from the membership of the parish shall be selected as needed.
- 1.4 The Council shall have youth representatives selected by the youth members of the parish as warranted.
- 1.5 Each Council member may serve a 3-year term, renewable two times. Acceptance of an incomplete term does not count toward the 9-year maximum in continuous Council service. Following completion of 3 terms, a member may not be appointed to another term for at least 1 year, but may be of service in other parish councils and commissions. The terms are to be staggered to avoid unnecessary turnover in Council membership, with new terms beginning July 1 each year.

NOMINATION AND SELECTION OF NEW MEMBERS

- 2 The Council shall follow the nomination and selection process as outlined:
 - a. **Education of Parishioners.** Parishioners will be educated on the requisite qualifications, role and responsibilities of the Pastoral Council through bulletin inserts and announcements at Mass. Those individuals who are discerning whether to serve on the Pastoral Council will be encouraged to attend a meeting as an observer.
 - b. **Nomination.** During the month of March, the pastor shall appoint a nominating committee of three council members who shall solicit candidates by placing a notice in the parish bulletin and by personal invitation. The process to obtain names includes asking for volunteers from the parish at large, from all parish groups and the pastor. Any member of the parish may nominate individuals of the parish who are in good standing with the Church, for membership on the Pastoral Council. Nominations will be taken four weeks prior to Pentecost Sunday.
 - c. **Notification of Nominees.** Nominees will be sent a letter announcing their nomination. This letter will state a time by which they should notify the nominating committee if they are willing to serve on the council.
 - d. **Slate of Nominees.** The nominating committee will collect the names of those nominees who are willing to serve on the council.

e. **Facilitation of the Selection Process.** On Pentecost Sunday new members of the council will be chosen by lot. Selected members will be notified by phone or letter. Those names not chosen will be held for one year, to be randomly selected if the need arises to replace a member.

f. **Orientation.** New members will be invited to attend the next council meeting as an orientation.

OFFICERS

3 The vice-chair assumes the office of chair in the event of vacancy.

MEETINGS

4 Council meetings shall be held quarterly on the third Tuesday of January, April, July, and October (emergency meetings as required). The nature of the work on the council calls for faithful attendance at meetings. If a member cannot attend a meeting, notification must be made to the chairperson or vice chairperson prior to the meeting. Unexcused absences from three (3) meetings in any twelve month period, terminates that person's position on the council.

COMMISSIONS

5.1 The following Standing Commissions of the Council shall be known as:

a. **Worship**

b. **Education/Formation**

c. **Christian Service**

d. **Finance**

5.2 The Council selects liaisons to each standing commission to attend their meetings, report back to the Council, and schedules each commission to meet at least annually with the Council to discuss their area of mission and ministry.

COMMISSION GUIDELINES

6.1 **Membership.** The recommended number of commission members is 3-6 members.

b. Members serve two-year terms.

6.2 **Officers.** Each commission shall have a chair and a secretary.

AMENDMENTS

7 The Council Statutes may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.

SUBMISSION OF STATUTES COPY TO THE DIOCESE

- 8** A copy of the Statutes should be submitted to the Planning Coordinator whenever changes are approved. The copy is placed in the parish file. The Statutes should be reviewed on a regular basis usually in conjunction with the development of a new pastoral plan for the parish or parishes.