

# Pastoral Council Charter

Petersburg Parishes

Immaculate Conception, Botkins – St. John, Fryburg – St. Joseph, Wapakoneta –  
St. Lawrence, Rhine

## Name

The name of this organization is the Regional Pastoral Council.

## Membership

The Pastoral Council will consist of twelve members, three from each parish. The members must:

- Be 19 years of age.
- Be a registered member of the parish which they are representing.
- Have received all three Sacraments of Initiation (Baptism, Confirmation, the Holy Eucharist).
- Be an active participant in their parish and ideally the entire region.
- Be willing to listen to parishioners.
- Be able to give time to prepare for and attend meetings.
- Be able to engage in fruitful discussion.
- Have the ability to discuss the big picture which consists of the mission, vision, goals, and strategy of the entire pastoral region.
- Most of all, they must be open to the promptings of the Holy Spirit and through prayer and discernment, seek divine guidance in decision-making, dialogue, and planning.

There are two types of membership for the Regional Pastoral Council.

1. Ex-Officio members: These are members who by the very office that they hold, are automatically members of the Regional Pastoral Council. They are non-voting members. They include the pastor, the parochial vicar, and any staff member who has been appointed by the pastor.
2. Elected members: There are twelve elected members, three from each parish. The members will serve a three year term with a new member beginning each year from each parish.
  - The third year pastoral council member from each parish will be known as the “Senior Council Member.” They are responsible for working with the Pastor to develop the agenda and calling a meeting for an individual parish pastoral council.
  - The second year member from each parish will represent the pastoral council at the quarterly Finance Committee Meetings.
  - The first year member from each parish will represent the pastoral council at the quarterly Buildings and Grounds Committee Meeting.

Each individual Parish Pastoral Council will coordinate the nomination and election process for their parish. The Senior Pastoral Council member is responsible for ensuring that an adequate process is followed. The nomination process will begin during the March pastoral council meeting. Nominations should be made with an eye toward gender equality. After the meeting, the three members will submit the names to the Regional Secretary who will ensure that a letter from the pastor will be sent. Then

council members will contact potential nominees to see if they are willing to represent the parish. The names and brief biographies will be communicated to the parish in late April or early May. The election for pastoral council will take place before Sunday Masses on the third Sunday of May.

## Role of the Regional Pastoral Council

The Regional Pastoral Council has a number of roles which include, but are not limited to:

- Prayerfully discerning the direction which the Holy Spirit is leading the pastoral region.
- Acting as the voice of the people to the pastor. They present the parishioners' concerns to him.
- The council represents the pastor to the people. When necessary they convey the pastor's thoughts and heart to the people.
- Gathering feedback from parishioners.
- Assisting the pastor and his staff in pastoral planning which includes the vision, goals, actions, and priorities.
- Regularly evaluating the Parish Pastoral Plan and the Goals for the upcoming year(s).
- Evaluate the necessary personnel, buildings, and finances needed to fulfill the vision.
- Mediates conflict in the parishes.
- Serves as a liaison between committees and commissions in the region.
- Serves as a sounding board where the pastor and the staff can test ideas.
- Annual review of this charter.

## Meetings

Regional Pastoral Council Meetings will take place quarterly. The pastor himself or at the suggestion of the senior pastoral council members can call other meetings as needed. The regular meeting time is the first Thursday of March, June, September, and December.

The agenda for the meeting will be compiled by the Parish Secretary. All necessary agendas, reports, and minutes will be sent out a week before the pastoral council meeting.

## Individual Parish Pastoral Council

Immaculate Conception, St. John, St. Joseph, and St. Lawrence Parishes have an individual Parish Pastoral Council. This council will consist of five members: the three Regional Pastoral Council Members, the chair of the Parish Finance Committee and the chair of the Parish Buildings and Grounds Committee. The Individual Parish Pastoral Council will meet as needed. The Senior Pastoral Council member is responsible for calling such a meeting. The group will focus on individual parish matters, especially the Archdiocesan Policy which asks the Pastoral Council to approve expenditures over \$25,000.