



## INSTRUCTIONS FOR COMPLETION OF PASTORAL COUNCIL APPENDIX

**Introduction:** Every parish in the Archdiocese will now follow a common set of norms approved by the Archbishop for Parish Finance and Pastoral Councils. The norms do provide for each parish or multi-parish community to determine specific aspects of operation. An implementation appendix to the norms will define the specific aspects of operation which the parish or multi-parish community has selected.

Every parish or multi-parish council will operate generally under the norms and specifically by the appendix. Only the identified areas of **MEMBERSHIP, NOMINATION AND SELECTION OF NEW MEMBERS, OFFICERS, MEETINGS, COMMISSIONS** and **COMMISSION GUIDELINES** may be determined by parishes or multi-parish communities. Multi-parish communities should consult each other on common terminology for each parish's appendix.

To complete the appendix, simply follow each step and fill in the appendix template. After the Council has approved the appendix, a copy with the approval date should be sent to the Office for Missionary Planning and Leadership for placement in the parish file.

### MEMBERSHIP

Step	Norm	Local Implementation
1	3.1	Determine the number of members on the Council. Add the number of <i>ex officio</i> members and at-large members. There must be at least twice as many at-large members as <i>ex officio</i> members. If there is a youth representative, include the number in the total. If the parishes are clustered and have chosen to have a single Pastoral Council to serve the multi-parish community, there should be no more than two thirds of <i>ex officio</i> members and one at-large representative from each parish.
2	3.4	List the positions which are <i>ex officio</i> on the Council – pastor/parish director/moderator of the team, associate pastor(s), and two trustees.
3	3.5	Determine the number of at-large members who will serve 3-year terms. The minimum number of at-large members is 6 and there is no maximum. The most common number is 9.
4	3.7	It is optional for the Council to have at least 1 youth representative.

### NOMINATION AND SELECTION OF NEW MEMBERS

Step	Norm	Local Implementation
5	4.1	Determine if at-large members will be selected annually or every three years.



6	4.3	Determine who will be responsible for the development and coordination of the nomination and selection process as well as a timeline. Many councils appoint an ad hoc committee for this purpose. The vice chair heads the committee.
7	4.3a	Parishioners are commonly educated through bulletin and pulpit announcements about the Council and the selection process. They should also be asked to give prayerful consideration to possible nominees.
8	4.3b	Nominations are commonly accepted during liturgies on a designated weekend. Parishioners are invited to self-nominate or to identify others who have the essential characteristics of a Council member.
9	4.3c	Nominees are commonly contacted and invited to attend a nominee orientation. Some provision may need to be made for nominees who are surfaced after the nomination weekend as well as the committee's ability to recruit additional nominees.
10	4.3d	A local nominee orientation is planned and conducted. Nominees should also be encouraged to participate in an Archdiocesan orientation available at the Archdiocesan website. At the conclusion of the orientation, nominees are provided with an opportunity to accept or decline the nomination.
11	4.3e	The nominees submit biographical information and a statement about why the nomination was accepted. Parishes commonly place this information in the bulletin or as an insert.
12	4.3f	The selection committee facilitates the selection and informs the parish of the results.
13	4.4	The parish may conduct the selection process by discernment or election. For discernment, refer to the Archdiocesan discernment manual "Called to Serve."

## OFFICERS

Step	Norm	Local Implementation
14	5.4	The parish may choose to have a vice-chair – who does not automatically succeed the chair – or a chair-elect – who succeeds the current chair in the next council year.
15	5.4b	If a vice-chair is chosen, only the first descriptor applies. If choosing a chair-elect, both descriptions apply.



## MEETINGS

Step	Norm	Local Implementation
16	6.1	The Council must meet at least 6 times each year. The parish may indicate any specific information about meeting dates. If the parish is clustered and the Council meets jointly several times each year, the meeting information should be entered here.

## COMMISSIONS OR COMMITTEES

Step	Norm	Local Implementation
17	Title	The parish must determine whether the standing groups under the Council will be called “commissions” or “committees.” One title should be used as the heading for this section and the other deleted.
18	11.1	If the parish shares commissions/committees with other parishes in any of the areas of mission, the other parish or parishes should be identified. This section can also be used if the parish chooses different names for the standing commissions/committees other than those used in the norms.
19	11.1a	Indicate a shared group or a name change.
20	11.1b	Indicate a shared group or a name change.
21	11.1c	Indicate a shared group or a name change.
22	11.1d	Indicate a shared group or a name change.
23	11.3e	Indicate a shared group or a name change or how the parish supports students and families who wish to enroll in Catholic elementary schools.
24	11.4	The Council may select the use of liaisons to the standing groups or schedule regular meetings with each group or both.
25	11.6	The Council should determine the titles for any ministerial groups which are established to report to a specific standing group. The possible titles are: committees, sub-committees or ministry teams.
26	11.6a	Indicate ministerial group(s).
27	11.6b	Indicate ministerial group(s).
28	11.6c	Indicate ministerial group(s).
29	11.6d	Indicate ministerial group(s).
30	11.6e	Indicate ministerial group(s).

## COMMISSION GUIDELINES

Step	Norm	Local Implementation
31	12.4	The Council may designate the number of recommended members for standing commissions/committees from 5 to 12.



32	12.4b	The Council may designate the length of term for commissions/committees. The term must be at least 3 years.
33	12.5	The Council determines whether commissions/committees have a vice-chair or a chair-elect.
34	12.5b	The Council determines which descriptor is used: the one for a vice-chair or a chair-elect.

### AMENDMENTS

Step	Norm	Local Implementation
35	13.1	Please note that the norms themselves can only be amended by the Archbishop. The parish appendix can be changed as needed.

### SUBMISSION OF APPENDIX COPY TO THE ARCHDIOCESE

Step	Norm	Local Implementation
36		Please note that the appendix does not need to be approved. The Archbishop requires that every parish must have a pastoral council and each Council must function under the norms which he has established. The norms provide for parishes to select certain procedures and terminology which best serve the local community. The appendix reflects the local implementation and should be submitted to the Archdiocese (attention: Office for Missionary Planning and Leadership) whenever a change is made.