

OPERATIONAL PROCEDURES

ST. HUGO OF THE HILLS PARISH PASTORAL COUNCIL

(Replacement for the "St. Hugo of the Hills Parish Pastoral Council Constitution and By-Laws." Refer to "Parish Pastoral Council Handbook of the Archdiocese of Detroit," pp. 4-5)

ARTICLE I - NAME AND LOCATION

The legal name of the Parish is St. Hugo of the Hills, a Parish in the Roman Catholic Archdiocese of Detroit. St. Hugo of the Hills Parish is located at 2215 Opdyke Road, Bloomfield Hills, Michigan, 48304-2218. A Pastoral Council was established in accordance with Canon Law (#536). The Pastor presides over the Council and its members share in the pastoral care of the parish by giving their help in fostering pastoral activities.

ARTICLE II - MISSION STATEMENT AND GOALS (2003 - 2008):

Section 1 - Mission Statement:

We, the Christian Catholic Community of St. Hugo of the Hills Parish, proclaim the Good News that Jesus Christ is Lord. We go forth as a sacramental parish to serve the family of God. We join together to pray and work for peace.

Section 2 - Goals:

1. We encourage participation in stewardship and call all parishioners to share their time, talent and treasure.
2. We seek to improve greater awareness and participation in all educational programs.
3. We encourage young people to feel comfortable in learning about and participating in the life of Jesus Christ and the life of the church.

ARTICLE III - PURPOSE AND FUNCTIONS:

Section 1 - Purpose: The purpose of the Parish Pastoral Council is to assist in realizing the mission of the Parish and to advance its spiritual growth. The Parish Pastoral Council dedicates itself to be sensitive to the movement of the Spirit among God's people, to work for a unified vision or general consensus among its members, and to help the whole parish to meet the challenge of being a Church in the modern world.

Section 2 - Functions:

The present functions of the Parish Pastoral Council are:

1. To promote pastoral planning by a process of prayerful and reflective discernment of needs which then receive administrative attention.
2. To develop a Mission Statement, which articulates a vision and direction for the Parish.
3. To review its Mission Statement annually, revising it on a regular basis and at the time of a change of Pastor.
4. To use the Mission Statement as a basis for reflection, discussion and evaluation for all planning in the Parish.
5. To formulate Parish goals consistent with the Mission Statement, and to prioritize and approve the objectives developed by the Commissions so that the Parish can properly allocate all its resources - human as well as monetary.
6. To review the Parish goals and objectives regularly and at least annually.
7. To establish a process for acquiring appropriate members for the Parish Pastoral Council in the Spring of each year.
8. To establish Operational Procedures, which are to be reviewed and approved by the Auxiliary Bishop of the Region before being adopted by the Parish, and to review and revise them whenever necessary.
9. To collaborate with the Pastor who acts on behalf of the parish and who submits the annual Parish budget to the Archdiocesan Department of Finance/Administration.
10. To meet a minimum of eight times a year for approximately two hours each time.

ARTICLE IV - SCOPE:

The Parish Pastoral Council's role is clearly that of a consultative body to the Pastor. As the primary structure within the Parish, it coordinates and unifies the activities of the Parish. All groups, organizations, clubs and committees within the Parish relate directly, or indirectly, to the Parish' Pastoral Council because it serves as the coordinating and unifying body of the Parish. The Parish Pastoral Council's concern is always for the welfare of the whole Parish and for unifying the work of the Parish's Commissions. It is at the Commission level that the practical working out of the Council's decisions takes place.

Consultation with the Parish Pastoral Council is always assumed when the issues affect:

1. The mission of the Parish and its goals and objectives;
2. The proclamation of the Word, the building up of the communion, the celebration of the liturgy and the service given to God's people;
3. The development of Parish policies and recommendations.

ARTICLE V - MEMBERSHIP:

Section 1 -Membership and Term of Office:

The Parish Pastoral Council membership shall consist of a maximum of twenty persons as follows:

1. The Pastor
2. The Associate Pastor
3. The Pastoral Associate
4. The Chairperson from each of the four Commissions (Education, Service, Stewardship and Worship), who shall be appointed by the pastoral staff liaison, who is designated by the pastor.

Chairpersons of each Commission shall serve a term of three years.

5. Nine members-at-large who are involved and active in the life of the Parish.

Members-at-large shall serve a term of three years.

One third of the members-at-large shall be selected each year in the interest of continuity.

(Year 1: 3 members, Year 2: 3 members, Year 3: 3 members)

Members-at-large may not serve more than two consecutive terms

6. The representative of the parish to the Vicariate, who shall be appointed by the Pastor.
7. Youth Representative (one year term, non-renewable)
8. Religious Representative, who shall be selected by the sisters.
9. The Parish Council Secretary, who shall be appointed by the Pastor.

Section 2 -Eligibility:

Registered members of the Parish are eligible to be selected for the Parish Pastoral Council. Members-at-large shall be at least 18 years of age. The Youth member shall be of high school age.

Section 3 -Selection Process:

On Pentecost Sunday, members-at-large shall be selected by lot. Any registered member of the Parish who wishes to serve on the Parish Pastoral Council shall submit his or her name or the name of another registered member to the Parish Office not later than the Friday prior to Pentecost Sunday. Calls to confirm the willingness of the individual to serve will be made by the Parish secretary.

Two alternates shall be drawn for members-at-large; one alternate shall be drawn for the youth member.

The alternates will be asked to serve in the event a regular member can no longer participate.

ARTICLE VI - CHAIRPERSON, VICE-CHAIRPERSON and SECRETARY:

Section 1 - Chairperson:

The Chairperson of The Parish Pastoral Council is normally the Vice-chairperson from the previous year to chair the meetings of the Parish Pastoral Council. If the Vice-chairperson is unable to serve in this new capacity, the Parish Council shall select another Chairperson from the members-at-large. Although responsible for the smooth functioning of the Parish Pastoral Council, the Chairperson is not an executive responsible for the implementation of all decisions. The person is selected to serve as Chairperson of the Parish Pastoral Council to ensure that meetings are conducted in a way that allows for the full consideration of the appropriate dimensions of the issues and for the maximum participation of all involved.

The Chairperson shall assume office at the September meeting of the Parish Pastoral Council and shall continue in office until the September meeting of the following year.

(Refer to "Parish Pastoral Council Handbook of the Archdiocese of Detroit," pp. 45-47 for specific responsibilities).

Section 2 -Vice-Chairperson:

The Vice-Chairperson chairs meetings in the Chairperson's absence and attends to other responsibilities designated by the Council.

The Vice-Chairperson shall assume the office of Chairperson after one year, at the September meeting of the Parish Pastoral Council.

If the Chairperson is unable to continue in office, the Vice-Chairperson shall assume the office of Chairperson.

The Vice-Chairperson of the Parish Pastoral Council shall be selected annually by lot at the September meeting.

The Vice Chairperson candidates shall be from the members-at-large, who have two or three years remaining in their term.

(Refer to "Parish Pastoral Council Handbook of the Archdiocese of Detroit," pp. 45-47 for specific responsibilities).

Section 3 -Secretary:

The Secretary is responsible for the general secretarial duties of the Parish Pastoral Council. These duties include coordinating communications and keeping records of the activities of the Parish Pastoral Council. The monthly minutes are to be sent to the Parish Pastoral Council one week following the meeting. The Secretary shall send due notice of meetings and notify members of appointment to committees.

The Parish Pastoral Council Secretary is appointed by the Pastor. *(Refer to "Parish pastoral Council Handbook of the Archdiocese of Detroit," pp. 45-47 for specific responsibilities).*

ARTICLE VII - RELATIONSHIP OF PASTOR TO COUNCIL:

By virtue of his office, the Pastor presides over the Parish Pastoral Council and fully participates in its deliberations, planning and policy development. While the Pastor collaborates with the Parish Pastoral Council in reaching decisions, it is fundamentally his responsibility to give or withhold final approval concerning the Council recommendations regarding plans and policies for the parish. It is also his responsibility to oversee their implementation by the pastoral Staff and other Parish groups.

The life of the Parish is guided by the work of the Parish Pastoral Council which neither makes binding decisions nor gives advice arbitrarily. The Parish Pastoral Council's recommendations are to be taken seriously and thoughtfully since the advice it gives is of consequence to the life of the Parish and is not to be disregarded easily. Since the process is a consensual one, it would be rare that the Pastor would not accept a Parish Pastoral Council's recommendation.

In those rare instances when a recommendation of the members of the Parish Pastoral Council would be contrary to Catholic teaching or universal or particular law, the Pastor must withhold final ratification. The Pastor must also withhold ratification of a recommendation which is contrary to the stated policy of the Archdiocese.

In addition to those situations where a recommendation of the Parish Pastoral Council may be contrary to Catholic teaching, universal or particular law, or even a stated policy of the Archdiocese, there may be other situations where the Pastor believes that he must make a decision that is contrary to a recommendation. While this would rarely happen, the Pastor does have the right to do so. Ideally, of course, the parish council should consider all aspects of the issue and an effort should be made to develop a consensus.

Whenever a Pastor withholds ratification of a recommendation on matters referred to above or on issues considered by the Parish Pastoral Council to be of significant importance to the Parish, he must present his reasons to the Council for doing so. The

Council should then reconsider all aspects of the issue. If the situation cannot be resolved in this way, the Parish Pastoral Council, after reaching a consensus, may ask the Pastor to request the Vicar to mediate. If the Pastor is the Vicar, the Pastor may ask for help from the Auxiliary Bishop of the Region.

At the transfer, resignation, incapacity, removal, or death of the Pastor, the Parish Pastoral Council continues to serve the Parish. The Parish Pastoral Council acts as a consultative body to the Parochial Administrator when the Pastorate is vacant. While it is good practice that no policy changes are made during this time, the role of the Parish Pastoral Council to the Parochial Administrator is the same as it would be to the Pastor.

ARTICLE VIII - MEETINGS:

Section 1 - Agenda:

At each meeting, the Parish Pastoral Council will be asked to contribute to the agenda for the next meeting. The Agenda Committee consists of the Pastor (or his delegate) and the Council Chairperson, Vice-Chairperson and Secretary. This Committee prepares the Council agenda, plans the meeting and preparation processes to accomplish this agenda. The agenda will be reviewed and approved at the beginning of each meeting.

Section 2 - Meetings:

The Parish Pastoral Council shall meet eight times a year (September through June), normally on the third Tuesday of the month, beginning at 7:00 pm and not to exceed two hours.

Section 3 - Consensus Method:

The Parish Pastoral Council seeks to discover how the Spirit is working in the Parish, to develop Parish unity and harmonious relationships, and to fulfill the mission of the Parish. With this in mind, the Parish Pastoral Council should make decisions by consensus. Members should strive to reach agreement on all matters of direction and policy. A consensus exists when there is a clear alternative to which all members can subscribe and when those who have opposed it feel they have had their chance to influence the discussion.

The Consensus process is based on:

1. Honest dialogue among Parish Pastoral Council members;
2. The sharing of all pertinent data with all Parish Pastoral Council members;
3. Each Parish Pastoral Council member being prepared for the discussion;

4. Enough time having been devoted to the discussion so that each Parish Pastoral Council member clearly understands (though not necessarily agrees with) the issues and feelings shared at the table;
5. Each Parish Pastoral Council member voicing his/her opinion/judgment on the issues using "I" statements;
6. each Parish Pastoral Council member being open to the possibility of the discussion's changing or modifying his/her opinions, feelings and position.

(Refer to "Parish Pastoral Council Handbook of the Archdiocese of Detroit," pp. 34-36)

Section 4 -Quorum:

Two-thirds of the Parish Pastoral Council membership shall constitute a quorum.

Section 5- Observers:

The Parish Pastoral Council meetings are to be open to the Parish for observation but not participation. A parishioner with an issue for discussion must go first to the proper Commission where it will be discussed and brought to the Parish Pastoral Council later if deemed advisable.

Section 6 -Attendance:

Members are expected to attend meetings regularly. A member is automatically removed from the Parish Pastoral Council with three consecutive un-excused absences.

ARTICLE IX -COMMISSIONS AND COMMITTEES:

Section 1 - Commissions:

The following four Commissions must be operative in every Parish: Education, Christian Service, Stewardship, and Worship.

The Chairperson of each commission will speak for the Commission as a member of the Parish Pastoral Council.

Each Commission shall have a staff liaison that is designated by the pastor. Commissions shall be involved in ongoing formation, including prayer, study, reflection, sharing, business, and evaluation.

Commissions shall include members from significant groups within the Parish, e.g.: persons with disabilities, youth, young adults, seniors, unemployed persons.

The optimal number of members of a Commission is between eight and twelve persons. The appropriate Pastoral Staff persons are to be resources to the Commissions and, as necessary or helpful, its committees. The Pastoral Staff members do not function as Commission or Committee Chairpersons.

The Chairperson is the key individual in the effective functioning of a Commission. The main responsibility of the Chairperson is to move the meeting smoothly through the agenda and to represent the Commission at the Parish Council Meeting.

Commissions carry on their ministries by the formation of committees. Committees bear the responsibility of one specific area of the Commission's concern. Spokespersons from each committee are present at each Commission meeting so that the total needs of each particular Commission are met.

The Commissions are equal partners. No one of them has greater importance than another. The individual Commissions are not intended to function independently nor in a state of isolation from one another. Instead, they relate to each other on a regular basis through the Parish Pastoral Council. The Commissions shall be subsidiary to the Parish Pastoral Council

The membership and duties of the Commissions shall be in keeping with the *"Archdiocese of Detroit Parish Pastoral Council Guidelines & Handbook."* (pp. 19-37)

Section 2 - Education Commission:

The Education Commission helps all parishioners understand that the entire Parish has responsibility for promoting the teaching mission of the Church.

The Education Commission has the responsibility of developing, promoting, and evaluating programs in cooperation with the Archdiocesan and Parish staffs.

The committees of the Education Commission are:

1. Adult Faith Formation
2. Catechetics / Religious Education
3. Catholic Schools / PTG
4. Family Life
5. Vocations
6. Youth Ministry
7. Evangelization
8. Young Adults
9. Sacramental Formation

(Refer to "Parish Pastoral Council Guidelines of the Archdiocese of Detroit," pp. 19-37)

Section 3 – Christian Service Commission:

The Christian Service Commission exists as a model and resource of Catholic Social Teaching to enable the entire parish communion to put the social teaching of the Church into action. The Christian Service Commission empowers the members of the Parish to fulfill the Church's mission of love, justice, freedom and peace by responding communally, in an organized way, to societal and individual human needs. The Christian Service Commission creates and/or promotes, at the Parish level, programs which strive to address human needs and achieve justice whether locally or in the broader communities of Vicariate, Archdiocese, state, nation and world.

The committees of the Christian Service Commission are:

1. Altar Guild
2. Disability Concerns
3. Health Advocacy
4. Justice and Peace
5. Legislative Concerns
6. Life Issues (pro-life spectrum)
7. Parish Service (home and hospital, funeral lunch, Ladies of Charity, etc.)
8. Scouts (Boys & Girls, Cubs & Brownies)

(Refer to "Parish Pastoral Council Guidelines of the Archdiocese of Detroit," pp. 19-37)

Section 4 - Stewardship Commission:

The Stewardship Commission is a service group for the Parish Pastoral Council and for the other Commissions of the Parish Pastoral Council. It plans, recommends, with Parish Pastoral Council approval, implements actions on Parish financial support and the effective management and use of Parish resources. These resources include parishioners' time, skill and talent and monies that are raised or offered.

The Stewardship Commission is concerned with the following three broad areas: the effective utilization of Parish resources, the budget, and Church support.

The committees of the Stewardship Commission are:

1. Communication
2. Budget
3. Church Support
4. Utilization of Resources
5. Maintenance
6. Personnel/Salary Review Committee.

(Refer to "Parish Pastoral Council Guidelines of the Archdiocese of Detroit," pp. 19-37)

Section 5 - Worship Commission:

The Worship (Liturgy) Commission promotes and strengthens the program of continuing liturgical renewal. Serving the Parish in the areas of liturgy and ecumenism, the Worship Commission also promotes and provides for programs of education, planning and evaluation. It is also involved with liturgical celebrations and is the liaison for relations with other Christian and non-Christian churches and religious bodies.

The committees of the Worship Commission are:

1. Ecumenical Awareness
2. Initiation
3. Leaders of Prayer
4. Liturgical Ministers
5. Liturgy Preparation

(Refer to "Parish Pastoral Council Guidelines of the Archdiocese of Detroit," pp. 19-37)

ARTICLE X - AMENDMENTS TO THE OPERATIONAL PROCEDURES:

The Operational Procedures may be amended by a two-thirds vote of the Parish Pastoral Council, provided that notice of such proposed amendment has been given at the previous meeting.