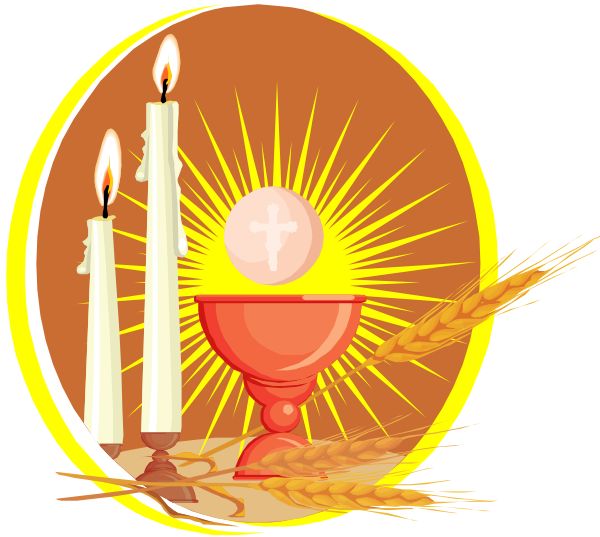


Article 6 - Meetings

The Pastoral Council shall meet August, October, January, March, May, and June. The dates of the meetings shall be determined at the May meeting. A special meeting of the Pastoral Council may be called by the Pastor, or the Pastoral Council Chairperson, or at the request of the majority of the Council.



Catholic Community of Manistee

***254 Sixth Street
Manistee, MI 49660***

***231-723-2619
(Revised 8-19-2011)***

Catholic Community of Manistee

Pastoral Council Handbook

**The Pastoral Council
is the primary consultative body
to the pastor
in matters concerning
the pastoral and spiritual
well-being of the
Catholic Community of Manistee**

The Pastoral Council is the primary consultative body to the pastor concerning the pastoral and spiritual well being of the Catholic Community of Manistee. The Pastoral Council's responsibilities include calling ALL members of the Catholic Community of Manistee to ministry, pastoral planning, and stewardship as well as any other pastoral concerns that are designated by the pastor. The Pastoral Council is comprised of the fifteen (15) at-large members representing the demographics of the Catholic Community - i.e. married/single, male/female, active/retired, etc., as well as the chairperson of the Worship, Faith Formation, and Christian Service Commissions.

Time Commitment: Council members serve for a three year period. The Pastoral Council meets in August, October, January, March, May, and June.

Skills Required: Council members are called to be people of prayer and reflection open to the work of the Holy Spirit within the Church. They must have an openness to learn and grow in knowledge of the faith and teachings of the Church. They must be willing to listen and share ideas. Council members represent the interests of the whole Catholic Community of Manistee, rather than personal opinions or special group interests.

Training Required: Council members must be committed to on-going formation in faith and the teachings of the Church.

Role of Members: The primary goal of the Pastoral Council is on-going pastoral planning to maintain the integrity of the mission of the Catholic Community of Manistee, and goals and objectives related to it. Calling all members of the Catholic Community to participation in ministry and good stewardship of time, talent, and treasure is related to the primary goal.

Membership - The Pastor Parochial Vicar, and the Lay Ministry Coordinator shall be an ex-officio members of the Christian Service Commission. The Christian Service Commission shall be composed of 15-18 members, who have an interest and passion to outreach ministry. One member of the Commission will be chosen to serve as chairperson and representative to the Pastoral Council.

Faith Formation Commission

Purpose - The Faith Formation Commission shall be concerned with the total education and religious formation of the members of the Catholic Community of Manistee.

Membership - The Pastor, Parochial Vicar, MCC School Principal, Director of Faith Formation, and the CYC Director, shall be ex-officio members of the Faith Formation Commission. The Faith Formation Commission shall be composed of 15-18 members, who have an interest in and are committed to life-long faith formation. One member of the Commission will be chosen to serve as chairperson and representative to the Pastoral Council.

Committees of the Faith Formation Commission include:

- 1) School Advisory Committee
- 2) K-5 Faith Formation Committee
- 3) Youth Ministry Committee
- 4) RCIA Committee
- 5) Adult Faith Formation Committee

The Pastoral Council, with the approval of the Pastor, may establish other Commissions as are deemed necessary. The Commissions themselves may establish committees as may be helpful and necessary to carry out their mission.

Terms of Office: Selected members will serve for a three-year term. In case of any vacancy on a Commission, the vacancy will be filled through appointment by the Pastor, based on recommendations of the Commission chairperson.

Worship Commission

Purpose - The Worship Commission is one of the commissions of the Pastoral Council. The Worship Commission shall be concerned with the liturgical and **prayer life** of the Catholic Community of Manistee.

Membership - The Pastor, Parochial Vicar, and the Director of Music shall be ex-officio members of the Worship Commission. The Worship Commission shall be composed of 15-18 members, who have an interest in liturgy and a willingness to learn more about how the Church wants us to celebrate the Sacraments. One member of the Commission will be chosen to serve as chairperson and representative to the Pastoral Council.

Committees of the Worship Commission include:

- 1) Liturgical Planning
- 2) Liturgical Ministries
- 3) Art and Environment
- 4) Liturgical Education

Christian Service Commission

Purpose - The Christian Service Commission is one of the commissions of the Pastoral Council. The Christian Service Commission shall be concerned with those ministries which assist those in need through programs and direct personal action.

CODE OF CANON LAW

After the diocesan bishop has listened to the presbyteral council and if he judges it opportune, a pastoral council is to be established in each parish; the pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity.
(Canon 536)

THE ESSENCE OF PARISH LIFE

Evangelization

Worship

Word

Community

Service

Stewardship

Leadership

Without a Vision the people perish!

WHAT IS PASTORAL PLANNING?

The primary responsibility of the pastoral council is *pastoral planning*. This involves assessing the seven essential elements of parish life (above) and proposing pastoral goals for the Catholic Community of Manistee. These goals give vision to the direction of the Catholic Community. They are always made in light of church teaching and the mission of both the diocese and the larger Church.

A pastoral plan grounds the Catholic Community of Manistee in the mission of Christ and directs the resources and gifts of the local community toward the fulfillment of that mission.

*Catholic Community of Manistee
Pastoral Council Charter*

Vision Statement

A Community of believers of one mind and heart.
(Acts 4:32)

Mission Statement

We, the Catholic Community of Manistee, are committed to knowing and proclaiming Christ, living as He calls us to live, and reaching out in love to all.

Article 1 - Name

This organization shall be known as the Catholic Community of Manistee Pastoral Council.

Article 2 - Purpose

The Pastoral Council is a community of servant leaders involved in advisory decision making through a process of spiritual formation, prayerful discernment, and consultative dialogue regarding matters of pastoral concern. The Pastoral Council shall consider how the mission of the Church can best be carried out by the Catholic Community and promote the essential ministries of the Community: proclaiming the Word, building up the body of Christ, serving those in need, and celebrating liturgy.

Article 3 - Membership

A. **Organization** - The Pastoral Council is comprised of the fifteen (15) at-large members representing the demographics of the Catholic Community - i.e. married/single, male/female, active/retired, etc., as well as the chairpersons of the Worship, Faith Formation, and Christian Service Commissions.

B. **Selection** - At-large members shall be chosen through a process of Biblical Selection. The chairperson for each commission will be selected by their respective commission members. The Pastor and Parochial Vicar are ex-officio members of the Pastoral Council.

C. **Terms of Office** - Selected members will serve for a three year term. In case of any vacancy on the Pastoral Council, the vacancy will be filled by the appointment of the Pastor based on recommendations from the Pastoral Council.

Article 4 - Officers

The officers of the Pastoral Council shall be the chairperson, vice-chairperson and secretary.

Chairperson - The chairperson shall be approved by the Pastor and not chair any other commission. He or she shall conduct the meetings and assist the Pastor in planning the meeting agenda.

Vice-chairperson - The vice-chairperson shall be approved by the Pastor and shall conduct meetings in the absence of the chairperson.

Secretary - A secretary to the Pastoral Council shall be appointed by the Pastor and take minutes of the council meetings. The secretary is not a member of the Pastoral Council.

Article 5 - Commissions

The Commissions of the Pastoral Council for the Catholic Community of Manistee shall include, but not be limited to, the following: Worship Commission, Christian Service Commission, and Faith Formation Commission.