

MODEL FOR DEVELOPING A

PARISH PASTORAL COUNCIL CHARTER

In accord with canon 536 of the Code of Canon Law, and as directed by the Bishop of San Diego, this Pastoral Council Charter is hereby established for:

(Parish)

(City)

Article I – Purpose

The purpose of the Parish Pastoral Council is to assist the pastor or administrator in the pastoral aspects of parish life, including all ministries and parish activities and events.

Article II – Authority and Areas of Concern

The Parish Pastoral Council is consultative. Its areas of concern include:

1. Education — Parochial School and/or Religious Education
2. Liturgy
3. Social Action and Charitable Outreach
4. Youth and Young Adults
5. Marriage and Family Life
6. Priestly and Religious Vocations
7. Ecumenical and Interreligious Cooperation
8. Parish Activities and Events

Article III – Responsibilities

Responsibilities of the Parish Pastoral Council include:

1. Engaging parishioners in the spiritual and pastoral life of the parish;
2. Collaborating with the pastor or administrator in providing direction and oversight for all pastoral aspects of parish life;
3. Reviewing the pastoral policies of the diocese for parish implementation;
4. Establishing pastoral priorities with goals and objectives.

Article IV — Membership and Officers

Membership on the Parish Pastoral Council includes the pastor or administrator, who is ex-officio the president of the council, and no less than six (6), nor more than (20) others who are parishioners and staff persons. Parishioners on the council should have been registered in the parish for at least three years; staff persons need not be members of the parish.

The Parish Pastoral Council may include:

1. *ex-officio members as determined by the pastor or administrator* such as staff persons, the directors of various ministries and the heads of parish activities or events;
2. *members appointed by the pastor or administrator* reflecting various elements of the parish population such as age, gender, cultural and economic differences;
3. *elected members*, only if the candidates are known by their constituency and a fair process of election is possible.

While there is no specified term of office, council membership shall be reviewed every three years.

In addition to the pastor or administrator, who serves as council president, there should be a secretary who records the minutes of meetings which should be kept as a permanent record. There may be other officers such as a chairperson and vice-chairperson either appointed by the president or selected by members of the council.

Article V — Committees

The Parish Pastoral Council may establish committees, either standing or ad hoc, to assist in carrying out its responsibilities.

Article VI — Voting

When voting is necessary for the pastor or administrator to get the sense of the council, council members enjoy a consultative vote.

Article VII — Meetings and Agenda

The Parish Pastoral Council shall have a minimum of four (4) regular meetings annually. The president may call special meetings. He sets the agenda for all meetings and presides at them.

Insofar as possible, the agenda and appropriate materials should be communicated to council members before their meetings.

Article VIII — Charter Review and Change

This charter is to be reviewed annually and adjusted as may be beneficial to the pastoral good of the parish. It is subject to review and change following the appointment of a new pastor or administrator.

Signed: _____
Pastor

Date: _____