

**ST. PATRICK CATHOLIC CHURCH
PARISH PASTORAL COUNCIL
BYLAWS**

Ratified: January 16, 2023

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ARTICLE I
THEOLOGICAL AND CANONICAL CONTEXT

1.1 Parish

The parish is a community of believers sharing in the mission and ministry of Jesus Christ. The 1983 revised Code of Canon Law emphasizes two principles for guiding a parish:

- the authority entrusted to the hierarchy
- the call for shared responsibility

Canon 519 states: “The pastor... exercises pastoral care over the community entrusted to him under the authority of the diocesan bishop, in whose ministry of Christ he has been called to share. In accord with the norm of law, he therefore carries out for his community the duties of teaching, sanctifying and governing with the cooperation of other priests or deacons and the assistance of lay members of the Christian faithful.”

Canon 204 states: “The Christian faithful are those who, inasmuch as they have been incorporated in Christ through baptism, have been constituted as the people of God... and have become sharers in Christ’s priestly, prophetic, and royal office...” The documents of Vatican II emphasize further: “According to their particular gifts, their state of life, and their office in the Church, Christ’s faithful worship God in Spirit and truth, proclaim the gospel and care for the needs of their brothers in charity. Within this context, the laity are called to assist the pastor in the pastoral care of God’s people and in the administration of the temporal goods of the Church.” (Decree on the Apostolate of the Laity).

These principles, then, call for both clergy and laity to work with the church community so that the mission of Jesus Christ will continue in the world today.

1.2 Shared Responsibility and Consultation

Shared responsibility is the term used to designate this cooperation between the laity and the clergy, although the pastor is the ecclesial authority for the parish. Both share responsibility for guiding the mission to which God calls the Church. In order for the Church to have the fullness of vision, the laity should be involved in decision making through the process of consultation.

Consultation, in the context of Church, requires a structure whereby the Church – clergy and lay – attempt to listen to the Spirit who is leading the Church and speaking to it through gifts and experience, as well as through office and ordination.

From this perspective, then, the Bishop of the Diocese of Dallas encourages every parish to establish a Parish Pastoral Council (henceforth called PPC or Council), according to these guidelines, through which the pastor can consult regarding pastoral issues.

1.3 **Consultative Bodies**

The revised Code of Canon Law speaks of two principal consultative bodies for the Parish: Parish Pastoral Council and Finance Council. Other parish consultative structures exist and will be referred to throughout this document.

- a. PPC - The parish pastoral council is a consultative body regulated by canon law and governed by norms determined by the diocesan bishop. The pastor presides over the pastoral council, although the pastor need not serve as chair.
- b. Finance Council - The finance council is regulated by canon law and governed by norms determined by the diocesan bishop to help the pastor faithfully administer parish goods.

ARTICLE II **PASTORAL PLANNING**

Pastoral planning work of the PPC is called to support and nurture the spiritual growth of its members and enable their full participation in the mission of the Church locally and in the world. This work focuses on how ministries, activities and programs foster the spiritual development of the parish and enable its outward mission to the world. Their work represents the interests and pastoral needs of the entire parish.

2.1 **Steps**

Pastoral planning involves the following steps:

- a. Listening to and observing the needs of the people and conducting on-going assessment of parish life.
- b. Developing broad directions and priorities: 1) near term and future; 2) as expressed by the Pastor; 3) in light of identified needs; and 4) which support the overall mission statement of the parish:
 “Rooted in the love of the Eucharist, Adoration, Prayer, and Study, we are a diverse and welcoming Roman Catholic community seeking to know, love, and serve God and our neighbor.”
- c. Designing flexible strategies to accomplish the priorities.
- d. Ensuring implementation of the strategies.
- e. Evaluating progress and reporting informal and structured results in achieving the priorities.

As decisions are made in pastoral planning, multi-channel communication (print, digital, in person, and in English and Spanish if possible) to parishioners is crucial to making them aware of the priorities of the parish.

2.2 **The Work of the PPC**

The work of the PPC, in consultation with other parish structures (see Notes 1 and 2), concentrates its energies on a. and b. above. It focuses on:

- a. Ascertaining the needs of the community, and
- b. Setting broad directions, priorities, and policies which address the overall mission of the parish.

Note 1: The Pastor and Parish Finance Committee determine the level of commitment of parish resources: personnel, expenditures and operations. The parish annual budget should be established on the basis of these priorities.

Note 2: The PPC should avoid direct involvement in the details of administering 2.1. c, d, and e, unless requested.

2.3 **The Work of the Parish Staff**

The work of implementation, planning, logistics and evaluation (2.1.c, d, and e) are administrative and operational activities performed by parish staff and/or volunteers or task forces. Their focus is on day-to-day ministries and programs. Their responsibilities involve designing the details of the strategies (programs), implementing programs, recruiting personnel, drafting a budget, evaluating progress and reporting results.

ARTICLE III **CONSULTATIVE RELATIONSHIPS WITH OTHER PARISH STRUCTURES**

The PPC works with and supports existing groups and structures within the parish. The effectiveness of the Council depends greatly upon the vitality and viability of its collaborative relationships with these supporting structures, including but not limited to: ministries, programs, communities, organizations, St. Patrick School Board, parish staff, Long Range Planning Committee, Stewardship Committee, Finance Council and any other short-term or mission-driven groups designated by the Pastor.

3.1 **Ministries/Programs/Communities/Organizations**

These assist the Council by developing and sharing pastoral plans and priorities in specific areas of parish life. Typical groups which function in parishes are Education, Evangelization, Family Life, Liturgy, Outreach/Social Concerns, etc.

The PPC has organized itself in these subcommittees to reflect the parish's organization:

- a. **Life Stages Ministry (includes Evangelization):** Encompasses Christian education, conversion and faith formation for all ages. Especially focused on sacramental preparation and engaging the whole family in study, prayer and worship.
- b. **Liturgy and Worship:** Supports all faith-based Masses, devotionals and events surrounding the liturgical calendar, feasts and seasons, and worship experiences.
- c. **Christian Service:** Serves as the "hands and feet of Christ" in outreach and ministry to meet temporal and spiritual needs of the immediate and extended community.
- d. **Community Life:** Contributes to the spiritual wellbeing, unity and sense of community of the parish, though some clubs and groups may not reflect a liturgical event/service.

All St. Patrick Catholic Church parish-based and non-parish-based ministries/programs/communities/organizations are organized under these four, and PPC members are assigned to serve each subcommittee, typically on an annual basis. While the PPC subcommittees strive to

mirror the parish staff organization, sometimes more than one staff member or no staff member is responsible for ministries/programs/communities/organizations, making the PPC liaison role even more vital. See **APPENDIX 7**.

Subcommittee members should build a cooperative relationship with their groups and meet in furtherance of Article II at least on a semi-annual basis or as mutually decided for support, communications and reporting.

The online [St. Patrick Ministries Directory](#) (click to jump) identifies current ministries/programs/communities/organizations and should be updated at least annually or as often as necessary to ensure accuracy and St. Patrick's group, parish staff and PPC subcommittee alignment.

3.2 **St. Patrick School (SPS) Board**

The Council strives for a supportive and cooperative relationship with SPS through the School Board and principal. The SPS principal and/or the SPS president, as ex officio members of the PPC, should offer status reports, bring forth needs and concerns, provide evaluation/reporting and work in concert with the Council to build parish unity between SPS and the Church at PPC meetings.

3.3 **Parish Staff**

Parish staff (salaried or volunteer), under the direction of the pastor or his delegate, develop and oversee parish programs and ministries which flow from the directions and priorities set by the pastor and Council initiatives. Staff may also have responsibilities in financial and personnel administration. To foster direct communication between the Council and staff, PPC members assigned to subcommittees help develop and maintain liaison relationships between parish staff and parish groups.

3.4 **Finance Council**

The Parish Finance Council, required by the Code of Canon Law, advises the Pastor and PPC about effective stewardship of the parish's financial resources. It is responsible for developing and overseeing a parish budget process, as well as conducting long range financial planning.

- a. Distinct Concerns - Canon 537 prescribes that the Parish Finance Council be distinct from the PPC.
- b. Mutual Concerns - The two councils are related in their mutual concern for the life and mission of the parish.

The Finance Council looks to the PPC for a statement of the mission of the parish, a pastoral plan, and parish priorities.

The PPC looks to the Finance Council for sound financial guidance and planning regarding the resources needed to develop and implement parish plans, programs and policies.

The Finance Council chair or representative should report to the PPC at least semiannually or as needs dictate (e.g. after the annual operating budget is set and mid-way through the fiscal

year). Long range planning, capital campaigns and unusual financial situations present other opportunities for meeting, working together and reporting.

ARTICLE IV **STRUCTURE AND OPERATIONS OF PARISH PASTORAL COUNCIL**

4.1 Membership

Members should be:

- a. Baptized and confirmed Roman Catholics.
- b. Registered and contributing members of the parish.
- c. Active participants in the parish life.
- d. Informed about and committed to the church in accord with the principles of Vatican II.
- e. Committed to prayer, listening, dialogue and using discernment as a basis for decision making.
- f. Committed to formation before joining the Council, as well as on-going formation.
- g. Committed to being prepared for meetings and giving the necessary time.
- h. Able to maintain a posture of Christian love and an openness to all perspectives, even during times of conflict.
- i. Able to maintain confidentiality when necessary.

Spouses and/or members of the same family may not serve simultaneously on the Council.

The Council should be representative of our parish community to the extent that it can. Ideally, it should reflect parish membership, taking into consideration demographics and diversity of the parish in terms of age, race, cultural background, family types, etc. Recruiting and supporting a representative Council is a priority.

Some members of the Council will serve by reason of their office as ex officio members and are encouraged to attend and participate in called meetings:

- a. SPS Board president
- b. SPS Principal
- c. Finance Council chair or representative
- d. Long Range Planning Committee chair or representative
- e. Ordained deacons and parochial vicar
- f. Seminarians or others training for vocations who are serving in the parish.

4.2 Size

The size of the Council shall be no less than nine and no more than fifteen members. The size should be small enough to promote a sense of community and large enough to reflect the diversity of the parish. All Council members have equal voice and privileges.

4.3 Term of Office

Terms of office shall be three years, normally beginning in July and ending in June. Council members shall serve no more than two consecutive terms, for a total of six consecutive years. In

the last year of his/her first term, any Council member may petition the pastor for renewal to another term, with the pastor having the right to accept or decline the petition.

Ideally, member terms are staggered across three years with one-third of the Council normally replaced annually in July when new members start their terms.

If a member vacates his/her office before the term is ended, that position should be filled as quickly as possible to ensure parish representation and the PPC's liaison relationships with the parish's ministries/programs/communities/organizations. Since that replacement member may begin mid-year, he or she starts his/her own three-year term the next July.

4.4 **Selection**

See **APPENDIX 1**.

4.5 **Steering Committee**

The steering committee of the Council is comprised of the Pastor, Chair, Vice-Chair and Secretary. The pastor may designate other members. All steering committee members are elected yearly in June and begin serving their roles in July. Steering committee members may be reelected for a second year. See **APPENDIX 2** for a description of steering committee responsibilities. On a regular basis, this group:

- a. Develops an overall plan for the year which identified the issues facing the Council and estimates when the Council will be dealing with the issue.
- b. Meets before each Council meeting to prepare the agenda and design processes for each meeting.
- c. Ensures that prayer and study are a significant part of the Council's deliberations.
- d. Develops methods of identifying and recruiting parishioners to receive training/formation for Council service. See **APPENDIX 1** and **APPENDIX 6**.
- e. Works with the Communications Director to share and promote Council actions and activities with the parish.

4.6 **Attendance**

PPC members should strive to attend all meetings. Excessive absences within a calendar year will result in re-evaluating the member's sincerity and value in serving on the Council.

4.7 **Decision Making**

Healthy and effective Church governance and effective pastoral planning are dependent upon sound decision making. Careful attention to decision making generates commitment and avoids conflict when a decision is finally reached. Oftentimes, this inclusiveness is far more important than the actual decision. Most decisions will be reached by Consensus. See **APPENDIX 4**.

Note: Some issues are excluded from diocesan or parish agenda due to:

- a. Church teaching, such as liturgical norms.
- b. Human resource management issues.
- c. Litigation or legal actions.

Steps in Decision Making and Planning:

- a. An idea or proposal is put forward (see **APPENDIX 3**).
- b. Depending on the complexity of the issue brought forward, research may be required by a committee or individual
- c. Implications to be considered:
 - i. What benefits will result from this action?
 - ii. What are the possible obstacles?
 - iii. What resources will be needed (personnel, financial, material) short-term and long-term?
 - iv. Who will coordinate the action?
 - v. What training will be required of those who implement the action?
 - vi. What is the timeline?
 - vii. What system of evaluation will be used?
- d. These research findings are presented to the PPC for prayer and discussion. The Council determines whether to recommend acceptance or rejection of the proposal to the pastor.
- e. If accepted, suggested strategies for implementation are generated by the Council and a lead agent/champion (clergy, staff or other invested person) is named who will coordinate the implementation of the action.
- f. Rules, regulations and detailed steps for implementation are developed by that lead agent/champion.
- g. Implementation is carried out.
- h. The action is monitored, evaluated and reported on periodically by the lead agent/champion to the PPC. The action and/or strategies may be modified based on feedback from the evaluation.

A quorum of two-thirds of the PPC members is required for decisions brought to or by the Council. A quorum may be established by physical or electronic attendance.

As decisions are made, communications to the parish are crucial. Parishioners should be aware of the planning and activities being done by the Council on their behalf.

4.8 **Amendment of Bylaws**

PPC members may amend the Council Bylaws by two-thirds approval of the Council.

A pending amendment must be submitted to the Pastor for any necessary alteration and/or approval.

APPENDICES

APPENDIX 1. SELECTION OF PARISH PASTORAL COUNCIL MEMBERS DISCERNMENT PROCESS

APPENDIX 2. RESPONSIBILITIES OF STEERING COMMITTEE

APPENDIX 3: CONSENSUS

APPENDIX 4. PROPOSAL TO PARISH PASTORAL COUNCIL

APPENDIX 5. RESOURCES FOR PARISH PASTORAL COUNCIL

APPENDIX 6. INITIAL AND ONGOING FORMATION OF PARISH PASTORAL COUNCIL

APPENDIX 7. PPC SUBCOMMITTEES AND ST PATRICK CHURCH MINISTRIES/PROGRAMS/
COMMUNITIES/ORGANIZATION (10/1/22)*

APPENDIX 1
SELECTION OF PARISH PASTORAL COUNCIL MEMBERS DISCERNMENT PROCESS

Orientation: The PPC chair, in consultation with the steering committee and other Council members, will set up a Selection Committee annually. The committee will:

- a. Constitute by March 1 each year, charged with the task of filling vacant PPC positions by June 1 of that year.
- b. Establish a schedule, tasks and assignments for the annual selection process.
- c. Educate parishioners about the role of the PPC to generate interest in serving and to ask for their prayerful consideration of service on the Council.
- d. Emphasize the diverse demographics of the parish and the representation needed.
- e. Work with the Communications Director to create materials about the PPC and its open positions across multi-channels, including but not limited to, weekend bulletins, Mass announcements, website, personal contact, ambo talks, etc.
- f. Utilize **APPENDIX 4: PROPOSAL TO PARISH PASTORAL COUNCIL** to receive and process applications/nominations.
- g. Pastor and Council members may submit names of potential members for service.
- h. Once interested parishioners' names are received, the Selection Committee will host an informal meeting to provide an overview of:
 - i. Council By-Laws
 - ii. Mission
 - iii. Training and Formation
 - iv. Current Issues
 - v. Meeting Schedule
 - vi. Other relevant information
 - vii. Opportunities for answering questions/concerns
- i. Following this orientation meeting, potential members should submit a short written statement attached to APPENDIX 4 that provides the following information:
 - i. Name and contact information (phone and email)
 - ii. That they meet the membership requirements found in Article 4.1
 - iii. Number of years as a St. Patrick's parishioner
 - iv. Involvement in parish activities/ministries/programs and leadership roles with those (may include other parishes/churches)
 - v. Gifts/skills they could bring to the Council
 - vi. Why they want to serve on the PPC
- j. Upon receipt of application(s), the Selection Committee reviews the materials and performs necessary follow up.
- k. The Selection Committee meets to discern new membership.
- l. The Selection Committee presents a slate of new members to the Pastor for approval and then the PPC for their approval at the May meeting.

Discernment: Discernment means to come to full knowledge. A process of prayerful discernment is one in which we come to knowledge of the will of God for the parish.

- Discernment of PPC membership is the process of prayer, formation and the deepening of people's relationship with the Lord as individuals and as a community of believers.
- The process involves calling upon the Spirit to be present and providing the opportunity for prayer and reflection in each step of the process.
- The selection of parish leaders is not a race or a contest, but a CALL – the traditional meaning of election in the Church.
- Discernment gathers the community in prayer, lifting its needs to God, asking for an openness to God's will for us, and God's presence in our midst and ministry. This can be done through Prayers of the Faithful during Sunday Masses.
- Discernment of the PPC members involves prayer, the naming of the gifts that an individual brings to the parish community and a sense of the parish's needs in the context of the issues gathered.
- Final selection of new members is made during the PPC's May meeting or by special session of the Council.

APPENDIX 2
RESPONSIBILITIES OF PPC STEERING COMMITTEE

Pastor: While he normally does not chair the meeting, the pastor:

- Presides at all PPC meetings.
- Assists in setting the agenda.
- Actively listens to the Council's deliberations.
- May assist the Council in developing a consensus around a particular issue by sharing information, providing his own perspectives or identifying common elements or areas of agreement.
- As minister of governance in the parish, he is the final authorizer of any course of action.
- Pastor should set the context for the Council's discussion by sharing Church teaching and/or setting the parameters for acceptable alternatives.

Chair: The chair is elected by the Council to:

- Organize and coordinate the agenda and processes of the PPC.
- Chair and facilitate Council meetings.
- Encourage members and committees of the PPC to fulfill their specific responsibilities and delegations.
- Establish an ongoing process of evaluation of the PPC's effectiveness.
- Be the servant of the group, enabler and facilitator, promoting inclusion and participation, being sensitive to conflict and helping to resolve conflicts.

Vice-Chair: The vice-chair is elected by the Council to:

- Assist the chair and assume the duties of the chair in his/her absence.
- Maintain Council membership terms of service and rotation requirements so that the Council membership is refreshed on a regular basis.
- The Council may choose to have two or more vice-chairs depending on the size of the Council and the complexity of programs and agendas.

Secretary: The secretary is elected by the Council to:

- Prepare and distribute summaries (minutes) of the meetings, receiving and integrating edits as appropriate.
- Provide approved minutes to the Communications Director for filing.
- Maintain the membership roster, updating it as changes/additions/deletions are made.
- Be responsible for Council correspondence.
- Assure the preparation and dissemination of materials for Council meetings.
- Coordinate with the Communications Director on various initiatives, decisions, etc.
- A non-voting volunteer may serve in this capacity to allow all PPC members to participate fully in Council proceedings.

APPENDIX 3 **CONSENSUS**

Consensus is a group decision-making process which involves reflection, dialogue and consideration of options to seek a solution which is acceptable to the group. Consensus is a learned skill which involves openness, patience and time. This method of decision-making provides for open dialogue in which all participants are invited to offer their thoughts on the specific topic under consideration. Participants channel their efforts towards problem-solving within the context of discerning the will of God in the community.

The development of parish unity and harmonious relationships is one of the pastoral council's primary purposes. For this reason, parish pastoral councils make decisions through consensus rather than voting. Consensus is most authentically Christian when used in the context of prayerful communal discernment seeking God's will in a decision to be made. This process requires adaptability, a spirit of compromise, and openness to changing one's mind on the part of the participants.

In the consensus process, members of the group work to reach substantial, though not necessarily unanimous, agreement on matters of policy and setting a direction for the parish. The group strives to reach a decision that can be supported by all members of the decision-making group. The group involved in using consensus must look upon itself as friends seeking the truth together. This type of decision-making process lends itself to researching options, viewing different perspectives and compromise. The process leads to win-win decisions and therein lays its value.

The idea of consensus frequently runs contrary to our culture which places such a high value on winning in competition. This same attitude normally accepts decisions by democratic vote because the 'the people have spoken'. But just as competition produces winners, it also produces losers who may resent and strongly resist the implementation of 'voted' results. The whole concept of putting something to a vote can in itself create division within an organization. If you think about it, the win-lose scenario is inappropriate for the Church. Although we need to make decisions, we must be concerned that our decision-making process reflects a Christian lifestyle.

While it would be valuable to have as many decisions as possible arrived at by consensus, it is particularly important with strategic or sensitive issues. The more the process is used, the more comfortable participants become with it. At first consensus may take longer than other decision-making methods. However, consensus decisions lead to group ownership, firm support, better implementation and positive community impact.

Before the meeting:

Each major proposal is submitted in writing (see Appendix IV 6.A) at least a week before the meeting at which it will be discussed, so that the materials can be distributed to the decision-makers who can then read and formulate an opinion before the meeting. Background

material, data and other information should accompany the proposal. Alternatives can be included as part of the original proposal. Participants can also think of alternatives or options to present to the group.

At the meeting:

Members come to the meeting prepared to state their position on the issue. Each member briefly states his or her opinion with supporting reasons. The chair/facilitator needs to elicit clear responses during this **listening phase**, which is a testing for agreement. During this listening process no discussion or questions are allowed. Members of the group may note questions or points to be raised, additional options or possible obstacles, which can be brought up later in discussion.

After all opinions are initially expressed, the chair/facilitator may sense that there is agreement. In that case the following question is posed: “Do we have consensus that...*restate the proposal*...? If the group concurs, then a decision has been reached. If not, it would be appropriate to call a brief prayer/reflection period for members to spiritually ready themselves before moving to the **discussion phase**.

An atmosphere of openness, honesty and trust is essential. The appropriate attitude for decision-makers during the consensus process is a desire to reach a common conclusion and a willingness to find alternative solutions which everyone can support. In that cooperative spirit, conflict leads to a greater sharing of ideas and increased creativity. **Problem-solving** is a group effort as members seek common ground rather than compete with each other’s opinions. The group’s task becomes taking what appears to be conflict and turning it into an advantage. The chair/facilitator’s responsibility is to ‘manage’ the process so all members are heard and an atmosphere of cooperation prevails.

Following the prayer/reflection period, the chair/facilitator identified points of agreement or disagreement as members share insights, pros, and cons, problems, obstacles and options. Each member’s question, clarification or comment should move the group toward a decision. Debate or repetition of already-stated positions is discouraged. Differences of opinion are natural and expected. They need to be dealt with creatively and constructively in a Christian spirit. In exploring those differences, the best course of action will become apparent.

When a majority trend has developed, those in the minority will often present alternatives or alternative components. Those sharing the majority opinion should give careful consideration to such alternatives since they desire the ultimate support of the entire group. The group’s efforts should be directed towards **finding a common ground or solution**.

All members are expected to disagree on occasion, but that does not give them the right to become disagreeable, argumentative or unkind. On the other hand, open and honest communication is necessary in developing consensus and members should not ‘agree’ with the majority simply to avoid conflict. The group may again enter into prayer to remain in touch with the Holy Spirit.

After people have had a fair opportunity to express opinions and options, the desired outcome is a common conclusion which can be **supported** by all members of the group. It is important that all members understand the nature of this support. Consensus strives toward a conclusion that can be supported by all, **even when some may personally disagree** with the conclusion. Consensus **does not mean** there is unanimous agreement. When the conclusion is reached, every member should be able to say, "I had every opportunity to freely express my opinions and to influence the decision. So that, now I am able to support the conclusion of the group because I believe the power of the Spirit was at work in the group's decision-making process."

When the chair/facilitator feels the group has reached the optimal level of support, he or she articulates the consensus that is present, stating the decision as it has been shaped and re-shaped by the group. The chair/facilitator indicates that this will now be submitted to the pastor for his approval.

At times consensus may not be reached, especially if the group has been in dialogue on the issue for more than an hour. In such cases, the following options are available to the group:

1. Postpone the decision until the next regularly scheduled meeting.
2. Refer the issue, its discussion and possible alternatives back to the committee, group or individual who submitted it. Request further information, options, or revisions.
3. Refer the matter to an ad hoc committee to work out a solution.
4. Call a special meeting to deal only with that issue.
5. Try a different decision-making process.

Other decision-making methods may result in quicker solutions but also may foster competition, bad feelings and lack of support. Trust, understanding and group support are the by-products of consensus. These qualities are worthy of a little extra time and effort.

For this command which I am giving you today is not too wondrous or remote for you. It is not in the heavens, that you should say, "Who will go up to the heavens to get it for us and tell us of it, that we may do it?" Nor is it across the sea, that you should say, "Who will cross the sea to get it for us and tell us of it, that we may do it?" No, it is something very near to you, in your mouth and in your heart, to do it. Deuteronomy 30:11-14

APPENDIX 4
PROPOSAL TO PARISH PASTORAL COUNCIL

From: _____
(committee, parishioner, group, organization, etc.)

Date: _____

Topic: _____

Proposal:

Rationale: PLEASE ATTACH ALL PERTINENT MATERIALS
(statement of need, presentation of alternatives, implementation plan, recommendations)

Submitted by: _____
(Name, email address, phone number)

Council Member: _____

Pastoral Council Action: Remarks:

- _____ Approved
- _____ Rejected
- _____ Amended
- _____ Referred
- _____ Tabled

Date:

Pastor's Signature: _____

APPENDIX 5
RESOURCES FOR PARISH PASTORAL COUNCIL

1. "Handbook for Ministry Leads – August 2022," by Erin Evans, Dir of Life Stages Ministries, St Patrick Catholic Church, Dallas, TX
2. www.stpatrickdallas.org
3. [Ministries Directory](#)
4. [PPC Roster](#)
5. St. Patrick Catholic Church Org Chart
6. *Divine Renovation: Bringing Your Parish from Maintenance to Mission* by Fr. James Mallon
7. Other resources suggested by the Pastor

APPENDIX 6
INITIAL AND ONGOING FORMATION OF THE PARISH PASTORAL COUNCIL

APPENDIX 6 will be developed during 2022-23 for implementation with the next new PPC members in June 2023. It will be reviewed and approved in accordance with Amendment of Bylaws, 4.8.

Historically, new members starting their Parish Advisory Council terms were coached by veteran members. These orientation/training efforts met with mixed results. To keep momentum going forward and to ensure consistency and a smooth transition between members ending and starting their terms, APPENDIX 6 establishes a more structured and comprehensive formation process and curricula. It ensures both new and veteran members are well-acquainted with:

1. Available aides like www.stpatrickdallas.org, books like *Divine Renovation* by Fr. James Mallon, and St. Patrick Catholic Parish and diocesan ministry/program/organization guidelines, policies and manuals;
2. Contact information (e.g. email address, phone numbers, work days/hours) for staff and parish resources;
3. Initial and ongoing S.A.F.E. Environment training requirements;
4. Current parish status and planned initiatives;
5. History, lessons learned and appropriate context to understand and appreciate the why and the what of specific Parish-based and Non Parish-based programs, ministries and organizations; and
6. Others as identified.

APPENDIX 7
**PPC SUBCOMMITTEES AND ST PATRICK CHURCH MINISTRIES/PROGRAMS/COMMUNITIES/
 ORGANIZATIONS (10/1/22)***

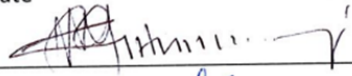
Subcommittee	# of PPC assigned	Ministries/Programs/Communities/Organizations*	
Life Stage Ministries	2	ACTS for Men ACTS for Women FOCCUS Marriage Prep Baptism RCIA Confirmation Formation Grades K-5	Formation Grades 6-8 EDGE LifeTeen Vacation Bible School Walking with Purpose Bible Study Women of Grace Bible Study
Liturgy & Worship	2	Adoration Altar Servers Music Guadalupanos Ushers Eucharistic Ministers Vocations Awareness Rosary	Homebound Ministries Lectors/Proclaimers Weddings Eucharist Funerals Anointing of the Sick Liturgy of the Hours (morning, evening and night)
Christian Service	2	Rachel's Vineyard Project Joseph Feed the Fathers Refugee Outreach Prayer Warriors St. Vincent de Paul Society	Kolbe Women's Prison Ministry Kolbe Men's Prison Ministry Respect Life Grief Support Program Catholic Charities Mobile Pantry
Community Life	1	African Community Burmese Community Council of Catholic Women (includes altar cleaning) Knights of Columbus #799 Junior Catholic Daughters of America Catholic Daughters of America St. Patrick's Community Spring Festival	Knitting & Crocheting Ministry Boy Scouts Cub Scouts Girl Scouts Venturing BSA Mothers Club Ladies Bowling Fifty Plus Club Sunday Night Men's and Women's Basketball

*Subject to change, addition or deletion on an ongoing basis.

**ACCEPTANCE OF THE
ST. PATRICK PARISH PASTORAL COUNCIL BYLAWS**

1. These Bylaws have been reviewed by all voting members of the incumbent Council and are ratified as the governing document for the Council. The Bylaws will be included in the minutes of the Council meeting at which they are approved.
2. A complete and updated set of the Bylaws shall be kept by the Council Secretary and the Communications Director.

3. Approved: January 16, 2023
Date

Rev. Charles Githinji, Pastor	<u></u>
Janet Grabinski, Chair	<u>Janet Grabinski</u>
Bill Russell, Vice Chair	<u>Bill Russell</u>
Renee Magnant, Secretary	<u>Renee Magnant</u>
Joan Colgin	<u>Joan Colgin</u>
Phillip Curtis	<u>Phillip Curtis</u>
Barb Gordon	<u>Barb Gordon</u>
Karla Orihuela	<u>Karla Orihuela</u>
Rachele Piazza	<u>Rachele Piazza</u>
Chris Rebeck	<u>Chris Rebeck</u>