

Appendix C. Neighborhood Parish Pastoral Council Operation Procedures

MISSION STATEMENT:

The Neighborhood Parish Pastoral Council (NPPC) is a body rooted in prayer and the mission of Christ, existing to provide and foster leadership in the parish community. The mission of the council shall be to assist the Pastor in fostering pastoral activity.

These operational procedures guide the Neighborhood Parish Pastoral Council for the parish community of St. Anthony Catholic Church, Lakeland, Florida.

PURPOSE AND RESPONSIBILITIES OF THE NEIGHBORHOOD PARISH PASTORAL COUNCIL:

The purpose of the Neighborhood Parish Pastoral Council is to provide a structure which will enable:

- The people of St. Anthony Parish, in accordance with the directives of the Second Vatican Council and the proposals of the Diocesan Synod and Parish Neighborhood Listening Sessions, to assume their individual and collective responsibilities for the formation of a Christian community.
- The People of God of this community to reveal their temporal and spiritual needs, express their opinions, define their goals and implement their decisions.
- All within their Parish Neighborhood community to enter into frequent and meaningful communication with each other in order that community objectives may be brought to successful fruition for the ultimate good of the Parish and of the larger Church community.

The responsibilities of the Neighborhood Parish Pastoral Council are to:

- Formulate Parish Neighborhood goals in the light of the Parish Neighborhood Mission Statement.
- Prioritize and approve the objectives developed by the Commissions so that the Parish neighborhood can utilize properly all its resources - human as well as monetary.
- Provide channels for effective two-way communication between the:
 - Parish Pastoral Council and its Commissions,
 - Neighborhood Pastoral Council and its Commissions,
 - Commissions themselves
 - Parish Community
 - Deanery
 - Diocese
- Serve as a consultative body making recommendations to the Pastor about the faith life of the Parish and its pastoral ministry.
- Provide ongoing formation for the members of the Neighborhood Parish Pastoral Council.

STRUCTURE OF THE NEIGHBORHOOD PARISH PASTORAL COUNCIL

Eligibility:

All registered members of St. Anthony Parish, sixteen years of age and older, who are not lay employees of the parish are eligible for membership on the Parish Pastoral Council.

Before persons are selected for the Neighborhood Parish Pastoral Council they must experience an orientation to the role of the Council, have an understanding of the Parish Mission Statement, and be open to ongoing formation.

Prior to serving on the Neighborhood Parish Pastoral Council, the selected member must attend an orientation session that will be offered by the Council.

Members of the Neighborhood Parish Pastoral Council are:

The Priests assigned to the Parish

A representative from each of the four Commissions. Each Commission shall assign an alternate to represent the designated representative in the event of an absence.

Four (4) special Representatives at-large, one of whom must be under 20 years of age, one between 20 and 39 years of age, one between 40 and 59 and one of whom must be over 59 years of age. To ensure that at least one person is under 20 years of age, one between 20 and 39 years of age, one between 40 and 59 and one is over 59 years of age, there will be a separate slate for each category.

Terms of Membership on the Neighborhood Parish Pastoral Council:

The Priest(s) will serve for the duration of their diocesan appointment(s).
The length of terms on the Neighborhood Parish Pastoral Council will be one year.

Terms of newly-selected members shall commence on the first day of July following their selection and continue until the last day of June of the appropriate year.

Council members may not serve for more than two consecutive terms in the same position.

Selection of Neighborhood Parish Pastoral Council Members

Those willing to hold these positions may submit their own name or be nominated by another member of their neighborhood.. After acceptance of the nominations a private ballot will take place.

Removal:

Every effort should be made to resolve conflicts in a manner that shows respect and consideration for all concerned. In the unlikely event that such efforts meet with failure, consensus from the Parish Pastoral Council is required to remove any member or officer of the Parish Pastoral Council, any Commission or Committee. The person shall be given an opportunity to be heard if they so desire.

Leadership of the Neighborhood Parish Pastoral Council:

The Neighborhood Parish Pastoral Council shall select from among its members the following:

- Chairperson
- Vice-Chairperson
- Secretary

The selection of officers will take place at the first regular meeting of the new Neighborhood Parish Pastoral Council following July 1. If the expiration of terms would result in there being no Chairperson, the outgoing Neighborhood Parish Pastoral Council shall designate a Chairperson to function until the election of officers takes place.

The officers of the Neighborhood Parish Pastoral Council are to be elected for terms of one year. The officer cannot serve in the same position for more than two consecutive years.

An Agenda Committee consisting of the Council Chairperson, Vice-Chairperson and Secretary prepares the Council agenda, plans the meeting and preparation processes to accomplish this agenda then submits the agenda to the Pastor one week before the meeting.

Responsibilities of the Neighborhood Parish Pastoral Council Leadership:

Chairperson:

- The Chairperson shall chair all Neighborhood Parish Pastoral Council meetings.
- The Council Chairperson serves the Council by ensuring 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.

Vice-Chairperson:

- The Vice-Chairperson chairs meetings in the Chairperson's absence.
- The Vice-Chairperson attends to other responsibilities designated by the Council.
- The Vice-Chairperson shall succeed to the office of Chairperson should the Chairperson become unable to continue in office or if the office becomes vacant. In the event the Vice-Chairperson becomes the Chairperson of the Council, a new Vice-Chairperson shall be selected for the remainder of the term.

Secretary:

- The Secretary is responsible for the general secretarial duties of the Council. These duties include:
- Coordinating communication of the Council.
- Keeping minutes of all regular and special meetings and seeing that minutes are distributed and published. The Secretary may secure the services of a recording secretary if needed.
- Assuring the records of the activities of the Council are kept.
- Maintaining an official list of members of the Neighborhood Parish Pastoral Council.
- Keeping a current attendance record of all the Neighborhood Parish Pastoral Council members.
- Contacting any member absent from two consecutive meetings without prior notification to the Chairperson of the Neighborhood Parish Pastoral Council or the Pastor, to determine the member's intent.
- Making necessary arrangements for all meetings of the Neighborhood Parish Pastoral Council.
- Being responsible for the advance notification of the Neighborhood Parish Pastoral Council meetings and providing agendas in advance to all the Neighborhood Parish Pastoral Council members and those whose presence is required because of special agenda topics.
- Providing summaries of the Neighborhood Parish Pastoral Council meetings for presentation to the neighborhood membership.
- Maintaining a permanent record of all proposals presented to the Neighborhood Parish Pastoral Council and recording the ultimate disposal of such proposals.
- Being responsible for maintaining a current copy of the Neighborhood Parish Pastoral Council Operational Procedures.

Meetings of the Neighborhood Parish Pastoral Council:

- Neighborhood Parish Pastoral Council meetings are held once a month from Sept. thru May.
- A thoughtfully prepared agenda should facilitate the ongoing formation of the Neighborhood Parish Pastoral Council through prayer, study/reflection/sharing, business and evaluation.
- Meetings should not normally exceed two hours.
- Special meetings of the Neighborhood Parish Pastoral Council may be called by the Pastor, the Chairperson, or by request of three members of the Neighborhood Parish Pastoral Council, on two days notice to each council member. The notice shall include the time, place and purpose of the meeting.
- Meetings of the Neighborhood Parish Pastoral Council shall be open to all parishioners within their respective neighborhoods. A period at each Council meeting will be designated by the Chairperson for participation by parishioners. In an instance where particularly sensitive issues (e.g. personnel matters) will be discussed, the Council may choose to meet in a closed session. A majority of the Council members present, with the agreement of the Pastor, may decide to move in closed session.
- The agenda for all meetings shall be prepared in advance by the Agenda Committee. Any member of the Parish Community may request the Agenda Committee to consider an item for placement on the agenda. Items to be considered for the agenda shall be given in writing to the Agenda Committee at least two weeks prior to the Neighborhood Parish Pastoral Council meeting.
- To assure adequate study, in-depth consideration or discussion, a decision should not normally be made at the same meeting at which the matter was presented. However, a majority of the council members present may decide to make an immediate decision on any matter.
- A simple majority of the members of the Neighborhood Parish Pastoral Council, in office at the same time, shall constitute a quorum for all meetings of the Neighborhood Council. No decisions shall be made without a quorum present.
- The Neighborhood Parish Pastoral Council should discern by way of consensus. Members strive to reach substantial, though not necessarily unanimous agreement on all matters of direction and policy. A consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it have had their chance to influence the discussion.
- The Pastor must ratify the decisions of the Neighborhood Parish Pastoral Council before the decisions become final. He will not do so when Church Law, the theology of the Church, or known policy of our Bishop is violated.

Commissions:

Names:

The following Commissions/Committees will be operative on the Neighborhood Parish Pastoral Council:

The Education Commission
The Christian Service Commission
The Worship Commission
The Stewardship Commission

Functions:

- The Parish accomplishes its work in an organized and systematic way through effective working groups or Commissions. The Commissions shall function within the guidelines prescribed by the Diocese of Orlando. The functions of these Commissions are:
- To investigate the needs of their own areas of concern in Parish life and make recommendations to the Neighborhood Parish Pastoral Council on meeting these needs.
- To develop objectives flowing from the Parish Mission Statement and Goals.
- To evaluate these objectives and the programs resulting from these objectives and report the evaluation to the Neighborhood Parish Pastoral Council each spring.
- To choose a Chairperson and hold regular meetings using the consensus process for discussion and agreement.
- To submit a roster to the Neighborhood Parish Pastoral Council at the beginning of each year.
- To propose policy for the Neighborhood Parish Pastoral Council's consideration.
- To oversee the work of its committees.
- To seek out and identify the Neighborhood Parish groups it represents.

Eligibility:

- All registered members of St. Anthony Parish sixteen years of age and older, are eligible for membership on the Commissions.
- After a person has attended two Commission meetings, has been informed concerning the role of the Commission, and has made a commitment to participate in the regular working of the Commission, that person may be offered a place on the Commission.

Membership of Commissions:

- The Pastor or his delegate.
- The appropriate staff person(s) pertaining to each Commission.
- Neighborhood Commission Chairpersons.
- Eligible parishioners who volunteer their interest, ability and experience.

Terms of Membership on the Commissions:

- The Priest(s) shall serve for the duration of their diocesan appointment(s).
- Full-time staff members shall serve for the duration of employment by the Parish.
- The length of terms on the Commissions shall be one (1) year.
- Terms of newly-selected members shall commence on the first day of July following their selection and continue until the last day of June of the appropriate year.

Leadership:

- Each Commission shall select a Chairperson and a Spokesperson to the Neighborhood Parish Pastoral Council from among its members annually.
- Normally, the Chairperson of the Commission and the Spokesperson to the Neighborhood Parish Pastoral Council shall be a person who has served more than one year on the Commission.
- Commission Chairperson and representative shall serve for a term of one year and may succeed themselves consecutively only once.
- The Chairperson shall appoint a Secretary to keep a record of the proceedings and prepare minutes for submission to the Parish Pastoral Council.

Meetings of the Commissions:

Commissions shall operate under the same operating norms as described for the Parish Pastoral Council.

SPECIAL COMMITTEES:

The Chairperson of the Neighborhood Parish Pastoral Council may appoint special committees to serve and advise the Neighborhood Parish Pastoral Council, subject to the approval of the Neighborhood Parish Pastoral Council. The membership of these committees is not restricted to those who are members of the Neighborhood Parish Pastoral Council. The Chairperson of a special committee, upon the discretion of the Neighborhood Parish Pastoral Council Chairperson and approval of the Neighborhood Parish Pastoral Council, may be any member of the parish.

AMENDMENTS:

Any portion of these Operational Procedures may be amended by way of consensus of Parish Pastoral Council members. Such action by the Council shall not take place at the same meeting at which the proposed amendment was presented. Adequate opportunity for members of the Parish to be heard pertaining to the proposed amendment shall be given them.

Any Neighborhood Parish Pastoral Council member may sponsor a proposed amendment to these Operational Procedures. The proposed amendment shall be submitted in writing to the Chairperson or Secretary of the Parish Pastoral Council at least two weeks prior to the regular Parish Pastoral Council meeting.

APPENDIX:

Council members serving at the time these Operational Procedures are adopted shall retain the terms that were already in place.

The Operational Procedures of St. Anthony's are available to all Parishioners upon request from the Parish Office.