

**ST. ANNE PARISH**

**of**

**DIXON, ILLINOIS**

**PARISH PASTORAL COUNCIL**

***C O N S T I T U T I O N***

Adopted January 2015

Revised May 2018

PASTORAL COUNCIL CONSTITUTION – ORIGINALLY ADOPTED JANUARY, 2015  
REVISED MARCH 2018

**PARISH PASTORAL COUNCIL**  
**OF THE CHURCH OF ST. ANNE, DIXON ILLINOIS**  
**C O N S T I T U T I O N**

**Our Parish Mission**

*“St. Anne’s is a Catholic family rooted in the Lord. We are nurtured through the Sacraments and the Word by Faith, Hope and Love; committed to one another to deepen our relationship with Christ through prayer, service and worship.”*

**Our Shared Mission and Purpose**

The Parish Pastoral Council of the Church of St. Anne, Dixon, Illinois (Pastoral Council) serves as an advisory body to the pastor, to the parish Finance Council, and to the school Education Council. Its mission is to develop, monitor and evaluate the parish’s pastoral plan in order to foster parish and school vitality and promote the mission of the Diocese of Rockford. The Parish Pastoral Council is a visionary body, with the following mandate:

- ❖ To listen to parishioners and discern the needs of the parish
- ❖ To build relationships
- ❖ To increase participation in parish life
- ❖ To provide structure, guidance and support to the various parish ministries
- ❖ To assure the parish has an active Finance Council which meets regularly and advises the pastor
- ❖ To assure the parish has an active Education Council which meets regularly and advises the pastor
- ❖ To reflect on the mission of the Church
- ❖ To support the mission of the Diocese
- ❖ To assist the pastor in addressing the needs of the parish and school

## Functions and Roles of the Pastoral Council

Most of the oversight, input and support provided by the Pastoral Council will be accomplished by three (3) Commissions. These Commissions will provide the essential leadership, guidance and structure for the many ministries of our parish. Each Commission is guided by a defined Charter which will outline its role and function. The pastor will select/appoint a Chairman to lead each Commission. Commissions may be further supported by members appointed by leaders of associated parish ministries (recruited from outside the Pastoral Council).

As an integral part of our parish self-evaluation, the Pastoral Council will regularly reflect on the health and vitality of all aspects of our parish and school ministries, including how we Worship, our St. Anne Parish Community, and our effectiveness at Service.

### St. Anne Worship Commission

This Commission provides oversight for all parish ministries and activities associated with the Celebration of the Liturgy, the Celebration of the Sacraments, and other Prayer Ministries (see the “St. Anne Worship Commission Charter” for complete details).

### St. Anne Service Commission

This Commission provides oversight for all parish ministries and activities associated with St. Anne Parish service, Community service, and Outreach (beyond local community) service Ministries (see the “St. Anne Service Commission Charter” for complete details).

### Pastoral Plan

The Pastoral Council will also be responsible for **assisting the Pastor with** developing, monitoring and evaluating a Pastoral Plan. This plan will outline the strategic and/or tactical direction of the parish, establish a limited number of priorities for the parish, and allocate our limited financial and human resources.

## Pastoral Council Composition

### Fiscal Year

The Pastoral Council fiscal year is July 1- June 30.

### Group Size

The Pastoral Council will consist of at least 9 but not more than 12 members. When vacancies occur, a new member (s) will be appointed to the Council to fill the remaining term of the outgoing member.

### Member Guidelines

Pastoral Council members will be appointed by the pastor, and recruited from among the active members of St. Anne Parish. Council members should be practicing Catholics who demonstrate an active commitment to the Church (weekly Mass attendance, participates in the Sacraments, contributes time, treasure and talents), and the School (attendance of children or grandchildren, teaching, volunteering). The Council desires to achieve a level of diversity among its members (age, gender, length of parish affiliation, etc.). Pastoral Council members, during the term of their office, may not be members of the Finance Council, the Education Council, the parish administrative staff, or the school administrative staff.

### Terms

Pastoral Council members will serve a three year term, with staggered dates of term expiration. Initially three (3) members will be appointed for a 1-year term, three (3) members will be appointed for a 2-year term, and three (3) members will be appointed for a 3-year term. Thereafter, all members will be appointed for 3-year terms.

### Tenure

There is no limit to the number of consecutive terms that a Pastoral Council member can serve.

### Communication

The Pastoral Council, the Finance Council, and the Education Council (Commission) are distinct consultative bodies within the parish; therefore, good communication among the councils is essential for the growth and well-being of the parish community. To facilitate this communication, the pastor will appoint a member of each council to attend the other councils' meetings in the role of Council Liaison.

## Pastoral Council Officers

The pastor will preside over all meetings of the Pastoral Council. The pastor will appoint, from among its members, the following officers of the Council:

**Presider:** It is important to emphasize that the pastor will preside over all meetings of the Pastoral Council. No meeting of the Pastoral Council should occur without the presence of the pastor. While the Pastoral Council is a valuable resource to the pastor for input and discernment, its role is purely advisory: all final decisions rest solely with the pastor. So that the pastor may more fully participate and engage with the members of the Pastoral Council during meetings, the pastor will appoint a Chairman, Vice Chairman, and Secretary to facilitate with planning and conducting the meetings.

**Chairman:** The Chairman term is for one year (may be appointed for additional terms), coinciding with the Council fiscal year. The essential role of the Chairman is to plan and organize the Council meeting calendar and attend to the basic business/housekeeping issues of the Council. The Chairman will assist the pastor with developing a meeting agenda, conduct meetings in parliamentary fashion accordance with Roberts Rules of Order guidelines, and strive to solicit input, collaboration and consensus from all members for all topics on the meeting agenda. The Chairman, along with the Parish Pastor, may wish to develop some overall goals and objectives to be achieved during the fiscal year.

**Vice-Chairman:** The Vice-Chairman term is for one year (may be appointed for additional terms), coinciding with the Council fiscal year. The essential role of the Vice-Chairman is to assist the Chairman in his or her role, and to perform the duties of Chairman in the Chairman's absence. The Vice-Chairman is generally assumed to succeed the Chairman at the completion of his/her term (s).

**Secretary:** The Secretary term is for one year (may be appointed for additional terms), coinciding with the Council fiscal year. The Secretary will maintain a phone and email listing of all Council members, and communicate meeting dates, agendas and other logistics requirements to all members in advance of all Pastoral Council meetings. The Secretary will also keep meeting notes for all meetings of the Council.

## Pastoral Council Meetings

### Number of Meetings

The Pastoral Council will generally meet on a quarterly basis (four meetings each fiscal year). Should the parish face an urgent or sudden crisis, the Council may be required to meet more frequently, or on an as-needed basis.

## Dates

Regularly scheduled quarterly Pastoral Council meetings will be scheduled by the Chairman for the entire year of his/her term. The meeting dates and times will be agreed to by “the Pastor”. As a general guideline, meetings will take place “in” March, June, September and December of each year.

## Venue

The meeting venue will be planned and communicated by the Chairman in advance of each meeting. Meetings will typically be conducted at the St. Anne parish rectory or school.

## Agenda

An agenda will be prepared by the Pastor/Chairman in advance of each meeting. The Chairman can use his/her own discretion for planning the meeting, but most meetings will typically consist of the following:

- Opening Prayer

- Review of Previous Meeting Notes

- Review of Previous Meeting Action Items

- Updates (can be routine updates provided by leaders of the Commissions, or by invited leaders of various ministries)

- Presentations (optional)

- Education or Faith/Spiritual Development Exercise (optional)

- Council Housekeeping

- Closing Prayer

## Member Participation

Members who give high priority to the Pastoral Council arrive on time, are fully attentive and respectful of other members, participate with vigor, and stay until the conclusion of the meeting.

## Committees of the Pastoral Council

### Pastoral Plan Development Committee

The pastor will appoint a Chairman for the Pastoral Plan Development Committee from among the members of the Pastoral Council. The Chairman term is for one year (may be appointed for additional terms), coinciding with the Council fiscal year. The essential role of the Committee is to “assist the Pastor in preparing/updating the Pastoral Plan for review” by the Pastoral Council.

### Nominating Committee

The pastor will appoint a Chairman for the Nominating Committee from among the members of the Pastoral Council. The Chairman term is for one year (may be appointed for additional terms), coinciding with the Council fiscal year. The essential role of the Chairman is to maintain a running list of future potential Pastoral Council members with an aim to achieve the diversity goals of the Council. The Chairman will also help to recruit new members to the Council when the need arises.

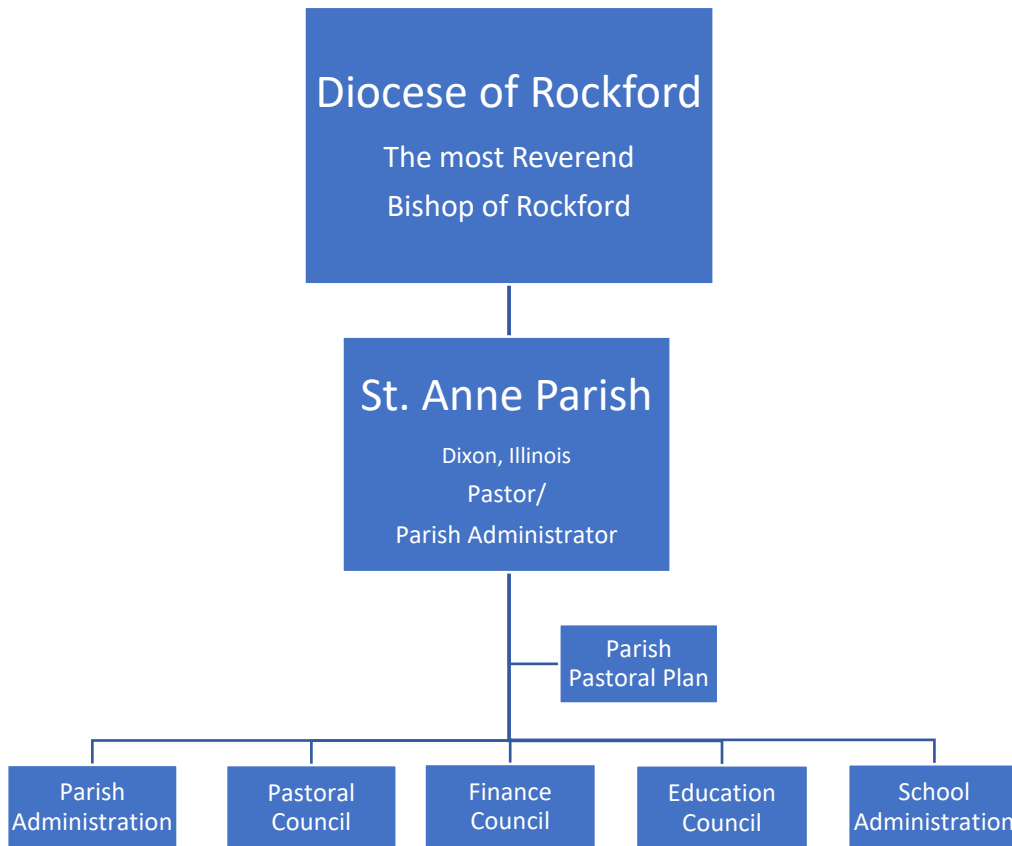
### Ad Hoc Committees

The pastor may elect to form a special “ad hoc” Committee for a specific purpose, from time to time, on an as-needed basis. A detailed Charter, complete with committee mission, purpose, functions and roles will be developed to provide guidance to the appointed members of any newly formed ad hoc committee.

## Revising the Pastoral Council Constitution

This Pastoral Council Constitution may be amended and revised at any time at the discretion of the pastor, or by a super majority (two-thirds) vote of the council members (with the approval of the pastor).

**ST. ANNE PARISH  
ORGANIZATIONAL CHART**



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