

# St. Simon Parish Pastoral Council Charter

## Objective

The primary objective of the Pastoral Council is to advise the Pastor on Parish issues and to direct Parish long-term planning activities. Guided by the Parish Pastoral Plan, the council collaborates with staff members, parishioners, other parish councils and committees, and ministries, to carry out this vision. All matters voted on by the council represent a recommendation to the Pastor

## Membership

The Pastoral Council should consist of a variety of parishioners to ensure all perspectives are considered in council recommendations. Council members are to serve a three-year term concurrent with the parish's fiscal year except for the Parish staff representative who will serve for one-year rotation. Member terms should be staggered to provide for continuity of membership. In addition, council members should not currently sit on any other Parish leadership group during their tenure to mitigate any potential conflict of interest. Ideally, each member should have a previous background in a Parish council. The Pastor or a Parish staff member is prohibited from holding either the chair or vice chair role. The term of the chairperson is one year. Ideally, the composition of the council membership should strive for gender balance and include:

Pastor

Parish Staff (one year rotating assignment)

At least one member representing:

Long time parishioners (over 20 years)

New parishioners (less than 5 years)

Parishioner with children currently enrolled at St. Simon school

Parishioner with children currently enrolled in St. Simon CCM or Middle School Youth Ministry.

Excluding the Pastor and Parish staff representative total council membership should be uneven in number and should not be less than seven or exceed nine.

	Responsible Party
<p><b>Chair Person</b></p> <ul style="list-style-type: none"> <li>• Complete the actions of the Council Chairperson Annual Planning Checklist.</li> <li>• Prepare and send out meeting reminders and agenda with pertinent pre-meeting information.</li> <li>• Run the Pastoral Council meetings.</li> <li>• Annual review and update of the council charter and council member assignments.</li> <li>• Work with the Council on update of annual work plan and meeting dates.</li> <li>• Provide a semi-annual report to the Parishioners summarizing council activities and Pastoral Plan progress.</li> <li>• Liaise with San Jose Dioceses as appropriate</li> </ul>	
<p><b>Vice Chair</b></p> <ul style="list-style-type: none"> <li>• Maintenance of Pastoral Council minutes for review by members of the Parish</li> <li>• Be available to run Council meetings in the absence of the Chair.</li> </ul>	

<b>Communicatons</b>	<b>Responsible Party</b>
Ensure that our Parish's mission and vision are established and communicated.	
Coordinate with Parish leadership groups and Parish administration to ensure consistency of communications.	
Organize an annual parish general meeting that incorporates the leadership of the various councils, committees and ministries.	

<b>Pastoral Plan</b>	<b>Responsible Party</b>
Plan update: Coordinate with other Parish ministries including the Finance Council on the development, implementation and monitoring of the Pastoral Plan.	
Plan update: Coordinate with the councils to provide an update for the Annual Report. This report provides the Parish Leadership the opportunity to update the parish at-large regarding the progress of their Pastoral plan goals as well as other accomplishments.	
Plan Renewal: Assure St. Simon Pastoral Plan includes the three critical issues of the Bishop's Pastoral Plan	
Plan Renewal: Recommend the Pastoral Plan to the Pastor	

<b>Operations</b>	<b>Responsible Party</b>
Review Parish issues raised by the Pastor or the council as they arise and make recommendations to the Pastor as appropriate.	
Oversee implementation of recommendations made to the Pastor.	
Coordinate with Parish group leadership to ensure that the Annual Planning Checklist is completed and acted upon each year.	
Coordinate Pastoral council membership selection in accordance with the workplan timeline and make recommendations to the Pastor each year.	

<b>Stewardship</b>	<b>Responsible Party</b>
Ensure stewardship is prominent in the Pastoral Plan and is an active goal for all St. Simon councils and ministries.	
Coordinate with Parish councils and ministries to ensure stewardship is an integral part of their ministry with the goal of integrating stewardship into parishioner's daily lives.	
Evaluate stewardship efforts of the parish. Identify opportunities to highten awareness and address council wide issues to engage the parish.	

<b>Special Projects</b>	<b>Responsible Party</b>