

## **ST. JOHN - ST. PAUL COLLABORATIVE PASTORAL COUNCIL GUIDELINES**

### **PURPOSE AND MISSION**

The Collaborative Pastoral Council (the “CPC”) is a consultative body whose role is to offer advice and assistance to the Pastor through the promotion of active involvement and participation by parishioners. Specifically, the CPC shall assist the Pastor in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the evangelization, worship, religious education and service activities within the Collaborative and within each parish, particularly in the area of long-range, strategic planning. The CPC will be an important means by which the Pastor will hear the voice of each parish. The Pastor and CPC will discern the pastoral needs of the Collaborative and the individual parishes and seek ways in which those needs can be addressed.

The council members represent the entire Collaborative community and exercise their responsibility with a concern that includes all parishioners. The CPC functions as a unit and members do not have the authority to act, speak or enter into agreements on behalf of the Collaborative or either parish.

The name of this body shall be the Saint John-Saint Paul Collaborative Pastoral Council

### **OBJECTIVES**

Assist the Pastor in discerning the needs of the individual parishes and the collaborative.

Develop, implement and periodically update a pastoral plan which will promote the common good of the Collaborative and the individual parishes.

Foster unity and a sense of community in the Collaborative and coordinate all activities in a manner that will best serve the interests of the Collaborative.

Promote programs and activities recommended by the Pastor in consultation with the CPC, and encourage parishioner participation in programs and volunteer opportunities.

Ensure transparent communication with the staff, as well as parishioners of the Collaborative, utilizing existing and new channels for such communication.

Develop and implement strategic initiatives consistent with the above

## **RELATIONSHIPS WITH OTHER COLLABORATIVE GROUPS**

### **Collaborative Commissions and Committees**

The CPC needs to be aware of all parish activities and commission reports should be a standard part of the CPC's agenda so that the work of the commissions can be evaluated, supported and developed. It is not within the purview of the CPC to direct parish activities.

### **Parish Financial Council**

The responsibility of providing counsel to the pastor concerning the administration of the parish finances, budget and property is vested in the finance council.

The Parish Finance Councils should update the CPC concerning the finances of each individual parish semi-annually, at least once via the Annual Report, and once mid-way through the year.

At the Pastor's discretion, one member of the Finance Council from each parish may be appointed to the CPC.

## **MEMBERSHIP**

Ex officio members of the CPC shall include the Pastor and the Parochial Vicar.

The membership of the CPC shall consist of twelve (12) members, six (6) from each of the Collaborative parishes, to be elected or appointed as decided by the Pastor with input from the CPC.

Additionally, at the discretion of the Pastor, one member from each of the Parish Finance Councils may be appointed as a member. Staff members shall include pastoral associates, and permanent Deacon. Efforts will be made to ensure representation from the total Collaborative community.

At the discretion of the Pastor, members will be elected or appointed for three-year terms. CPC members may serve two (2) consecutive three (3) year terms, with said terms effective as of September 1 in the given calendar year. Beginning in September 2022, two (2) high school students, one from each parish, shall also serve in an advisory capacity to the CPC for the term of their senior year in high school.

In the event of a resignation from the CPC, or if an individual cannot, in the judgment of the Pastor, fulfill his or her duties as a member, then the Pastor may designate a substitute for such member for the duration of their term. The terms for individuals starting to serve in January 2022 will be considered as having begun their official term in September 22.

## OFFICERS

The Pastor shall serve as the Chairman of the CPC

The officers of the CPC shall consist of the Vice Chairperson, and the Secretary.

The Pastor shall preside at all regular and special meetings of the CPC. Along with the Pastor, the Vice Chairperson shall determine the agenda. With the Pastor's approval, the Vice Chairperson shall have the authority to preside over meetings and assign additional duties and responsibilities to individual members.

If requested by the Chairperson, it will also be the Vice-Chairperson's duty to notify members of the date and time of meetings and distribute the agenda, the minutes of the previous meeting and pertinent committee reports in advance of the meeting.

The Secretary shall maintain a written record of all meeting minutes and decisions of the CPC, conduct correspondence as directed, preserve all reports given to his/her care. The Secretary shall also ensure that meeting minutes are posted on the Collaborative website unless the Pastor decides otherwise.

## ELECTION OF OFFICERS

The officers are to be elected biennially by the CPC membership at the first regular meeting in September.

The election of officers may be by ballot or by voice vote, according to the wishes of the majority of the members present.

Election to one of the officer positions does not exclude a CPC member from also serving as a chairperson of a committee.

Election requires a simple majority vote.

## MEETINGS

The CPC shall meet monthly (with a minimum of 5) and in accordance with the schedule as determined by the Pastor and Vice Chairperson at the beginning of September each year. Special meetings may be called by the Pastor, or Vice Chairperson.

Upon a request by the Pastor or a majority vote of its members, the CPC shall be empowered to meet in executive session to discuss matters related to issues such as personnel, Collaborative finances or any matter deemed confidential in nature.

The agenda and non-confidential minutes from each meeting shall be stored electronically by the Collaborative and shall be available by request.

## STANDING, AD HOC AND SPECIAL COMMITTEE

The CPC acts as a committee in its consideration and recommendation of policies. The Pastor and the CPC may establish ad hoc or special committees to address or consider particular issues or matters related to the Collaborative. Ad hoc or special committees shall operate until their assigned duties are completed and then shall be dissolved.

## ATTENDANCE, VACANCY, AND SPECIAL APPOINTMENT

In the case of resignation or replacement, a new member may be recommended by the CPC or the Pastor, and appointed by the Pastor to serve the remainder of the unexpired term. The newly appointed person may still serve two (2), three (3) year terms after the completion of the appointed term.

## NOMINATIONS AND SELECTION

NB: This section is in the process of being amended and will be updated upon completion.

Note: The subcommittee at its meeting on March 5<sup>th</sup> opted for a nomination process which envisioned parishioners recommending either themselves or another member of the Collaborative for consideration. Then, after a discernment process and based on the number of slots to be filled in a given year, to ensure an equal representation on the CPC by each parish, the requisite number of candidates would be invited to join the CPC.