

THE PASTORAL COUNCIL OF THE PARISH OF SAINTS JAMES AND
PATRICK IN DECATUR, ILLINOIS

ARTICLES OF AGREEMENT

1. NAME

The organization shall be known as the Pastoral Council of the Parish of Ss. James and Patrick in Decatur, Illinois (Parish Council).

2. PURPOSE

The Pastoral Council shall act as an advisory board for the Pastor/Administrator and assist in fostering pastoral activity.

3. SCOPE

By listening and responding to the needs of people in our parish, we will encourage involvement in the parish work that serves the spiritual and temporal needs of the community.

4. MEMBERSHIP

A. The Pastoral Council shall be comprised of the following members:

1. The Pastor/Administrator of the Parish
2. The Pastoral Associate(s)
3. Other Staff members as directed by the Pastor/Administrator
4. Any assigned deacons
5. The school principal or a representative of the school board
6. At least 8 at-large members of the parish selected, by a method determined by the pastor.

B. A candidate for the Council should be:

1. a practicing Catholic;
2. a registered member of the parish;
3. able to give a priority to the time and energy required for work on the Council;
4. at least 16 years of age at the time of their first meeting as a member

C. The term of office for Councilors shall be three (3) years. New councilors will be added each year as others rotate off the council. A person can serve a maximum of two consecutive terms.

D. A representative of any current committees may be asked to attend for the purpose of presenting a status of the committee.

- E. Any member of the parish may attend any meeting as an observer. Participation in the meeting will be at the discretion of the Chair.

5. LEADERSHIP TEAM

The Leadership Team of the Council shall consist of a Chair, a Vice Chair, and a Secretary. The Leadership Team shall be selected through discernment at the first meeting of the Council each year. Terms of office shall be one (1) year, with no more than two (2) consecutive terms.

6. RELATIONSHIP OF PASTOR/ADMINISTRATOR TO COUNCIL

A. The Pastor/Administrator:

1. seeks the counsel of all members and encourages an understanding hearing of each member;
2. fosters collaboration by actively participating in the Council's dialogue and the search for solutions to Pastoral questions;
3. maintains an openness to the guidance of the Holy Spirit at all meetings of the Council;
4. responds according to his/her Pastoral judgment to the expressed counsel of the Councilors;
5. facilitates the necessary communication between himself/herself, the Council, its committees, the Finance Council and other parish organizations.¹

7. MEETINGS AND QUORUM

A. Pastoral Council year will run from September 1 through August 31.

B. Regular meetings

1. Regular meetings of the Council are held on the second Thursday of each month from 7:00 p.m. to 8:30 p.m.
2. Agendas for regular meetings are formulated by the Chair and Pastor/Administrator.
3. Suggestions for topics of discussion should be presented to the Chair no later than two weeks prior to a regular Council meeting.
4. The agenda and study material for the meeting will be electronically mailed to Councilors no later than the first Thursday of each month.
5. Each meeting shall include time for prayer and reflection.

C. Special Meetings

1. Special meetings of the Council must be called by the Chair.
2. Notice of special meetings shall be sent to all Councilors within a reasonable time prior to the meeting and will state the time, place and purpose of the meeting. No other business than the stated purpose shall be conducted at the special meeting.

¹ Guidelines for Parish Pastoral Councils, Diocese of Springfield in Illinois, 1988, p. 10.

D. Operating Method

Both the regular and special meetings of the Council shall be conducted with an open discussion leading to a general consensus on all issues requiring a decision.

E. Quorum

No decision shall be made unless at least 8 members are present.

8. COMMITTEES

- A. The Council shall have the authority to create ad hoc committees as needed.
- B. Ad hoc committees may be formed as necessary for a time period determined by the Council. These committees must have at least one Pastoral Council member.
- C. Reports from these committees must be made on a timely basis to the Council.

9. EVALUATION AND AMENDMENTS

- A. During the first year, these Articles of Agreement will be posted as a complete document and available to the parish. The original of these Articles of Agreement shall be kept in the parish office. Parishioners shall be notified of any changes.
- B. A list of the current council members shall be published in the bulletin annually in October
- C. These Articles of Agreement may be amended by a majority of the council members.
- D. These Articles of Agreement are effective when ratified by the Pastoral Council and the Pastor/Administrator

12. RATIFICATION

- A. These Articles of Agreement were ratified by the Pastoral Council of the Parish of Saints James and Patrick in Decatur, Illinois on _____.

Pastoral Council President

Pastor/Administrator