

CHURCH OF THE RESURRECTION OF OUR LORD OUR WAY OF PROCEEDING

As Amended, February 17, 2016

ARTICLE I

NAME AND AUTHORITY

This organization shall be known as the Parish Pastoral Council (the “**Council**” or “**PPC**”) of the Church of the Resurrection of our Lord Jesus Christ (the “**Parish**”). Our parish mission is that we are a Eucharistic community committed to living the teachings of Jesus. Founded in the spirit of the Second Vatican Council, we share the responsibility to build the Reign of God.

In accordance with Vatican II (1983 Decree on the Apostolate of Lay People) and the Cleveland Diocese Parish Pastoral Council Policy (1990), “the Parish Pastoral Council is a mission-motivated leadership body who, with the Pastor and in broad consultation with the community, create long and short range goals and objectives by which the pastoral work of the church is to be accomplished.”

ARTICLE II

PURPOSE AND DUTIES

The Council is a consultative body that deliberates and makes recommendations to the Pastoral Staff and, as appropriate, the Parish community. The Pastoral Staff seeks: informed opinions, reflection and analysis, and inspiration, on significant, relevant, topics, affecting The Church, our Parish community, and society.

The Council is not a policy-making, decree-issuing, statute-formulating body. It does not interview, hire, or fire church personnel, neither does it have any direct responsibility for the day to day operations of the Parish. The Council is not administrative in nature and does not assume any management functions.

In performing its consultative function, Council members should actively participate in gathering facts, serious reflection, making and voicing informed opinions, listening to other opinions, weighing options and as necessary, making recommendations.

The Pastor and Council Chairperson co-preside over the Council. The Pastoral Staff associates serve as members of the Council and fully participate in its deliberations and planning. The Pastor has veto power over, final approval of, and is responsible for the implementation of Council recommendations.

The Council is to be consulted when major pastoral concerns arise in any area of Parish life. Major pastoral concerns:

- 1) relate to the overall direction and focus of the Parish; or
- 2) have a relatively broad impact on the life of the Parish; or
- 3) involve a significant change from past practice; and
- 4) are separate from administrative concerns, which deal with the details and daily operation of Parish programming, school curriculum, budgeting, personnel matters and scheduling.

The specific duties of the Council are:

- To create, inspire, and demonstrate leadership and enthusiasm in and for all matters relating to the spiritual and temporal affairs of the Parish;
- To provide channels of effective communication between clergy, religious, and laity on every level in the Parish, and between the Parish community, other religious communities, and the secular community;
- To promote the best interests of the Parish, and to make decisions relative to its good management and proper development;
- To be a visionary, brainstorming body that strives to insure the vibrancy of the Parish;
- To receive, examine, and comment upon all drawings, plans, specifications, and proposed contracts in respect of any change, alteration, or addition to the property or buildings of the Parish;
- To recommend representatives as delegates to the Regional and/or Diocesan Council if so requested by the Diocese;
- To know and live our Parish's Core Values, and keep our programs faithful to them;
- To remain involved in the work of at least one on-going commission, committee or ministry;
- To attend as many Parish Council meetings as possible, and fully participate in the meeting discussions; and
- To conduct any other activities whatsoever, apart from or incidental to the foregoing, which would be in the best interests of the Parish and would enhance the attainment of its goals, subject to any limitations that might be imposed by Canon or Diocesan law. This will include the formation of ad-hoc committees whose life span ends when the goal or task given it by the Council is deemed attained or abandoned.
- The Council, in consultation with the Pastoral Staff, may call a Parish Assembly to address major pastoral concerns.

ARTICLE III

COUNCIL MEMBERSHIP ELIGIBILITY AND TERMS

All of the Church of the Resurrection's registered parishioners who are fully initiated in the Church and who have participated in the parish at least one year.

The Council members shall serve for a two (2) year term. Members of the Council may serve only two (2) consecutive terms, or, in conjunction with serving an unexpired term, no more than five (5) consecutive years.

To encourage broad participation by the Parish community in the Council, Council membership shall be staggered so that several new Council candidates may be discerned each year to replace expiring memberships.

From this body, a discernment process shall result in the selection of twelve (12) to sixteen (16) voting Council lay members. In any given year, the Council may operate with fewer than 12 members, but no more than 16, at its discretion.

Candidates for the Council who do not have a minimum of one (1) year service on a commission, committee or ministry, or have not served on Council within three (3) years preceding the final discernment must attend at least one Council meeting before the final discernment to ensure that they fully comprehend the responsibilities of a PPC member.

The Pastor shall be an ex-officio voting member of the Council. The remaining members of the Pastoral Staff, whose main assignment is to full-time service of the Parish, shall also be ex-officio member of the Council with voting powers not to exceed three (3) in total.

ARTICLE IV

NOMINATION AND DISCERNMENT OF COUNCIL MEMBERS

The Council shall use a discernment process to choose new Council members each year.

In March of each year, the Council shall appoint a Discernment Organizing Committee which shall be responsible for establishing and carrying out the discernment process subject to review by the Council. The entire Council shall encourage members of the Parish to consider participation in the discernment process.

The Discernment Organizing Committee shall accept nominations for discernment from the entire Parish and shall submit the names of the candidates equal in number to two (2) times, and a maximum of four (4) times, the number of Council seats to be filled at the discernment. This ensures that a sufficient number of candidates are available following discernment to fill open Council positions.

The annual discernment shall be (with the exception of extenuating circumstances):

Month	Activity
March	<ol style="list-style-type: none"> 1. PPC reviews "New Member Discernment" Process 2. PPC evaluates "Role of Council Members" 3. PPC Selects Discernment Committee Chairperson 4. Initial Discernment notice is published in bulletin and discernment invitation is announced at all masses by a PPC member on the 2nd Sunday of the month.
April	<ol style="list-style-type: none"> 1. Candidate identification begins, including personal solicitation by current PPC members 2. Discernment introduction meeting held in late April for candidates (@ April

	PPC meeting) (Candidates should attend one Council meeting to ensure that they fully comprehend the responsibilities of a PPC member.)
May	1. Discernment meeting - new members accepted
June	1. Establish tentative date for August retreat, at which new members shall begin their terms
August	1. PPC retreat, including discernment of officers

A process to guide the Discernment Meeting for the Parish Council Discernment is attached in Addendum II. Candidates should be encouraged to attend the Council meeting prior to the Discernment Meeting as guests to expose them to the Council meeting process.

ARTICLE V

MEETINGS OF THE COUNCIL

Meetings of the Council shall be held at the principal office of the Parish.

There shall be ten (10) monthly Council meetings held each year, beginning in August. Regular monthly meetings of the Council shall be held the third (3rd) Wednesday of each month, except in July and December. The commencement time for Council meetings shall be determined by the Council at the first meeting of each new Council; typical starting times have been 7:00 or 7:30 PM.

Exceptions to this schedule shall be limited to extraordinary circumstances and shall be agreed to by a majority of Council. All regular meetings of the Council shall be open to all members of the Parish, and notice of such meetings shall be published in the Parish bulletin on the prior Sunday.

Special meetings of the Council may be called by the Chairperson or upon written request of three (3) Council members. Notification of the special meeting must be given personally or by mail, telephone, text, app notification, or email to each Council member at least three (3) days prior to the meeting date. This notification shall specify the time, place, and purpose of the meeting. At these special Council meetings, only the issues that caused the special meeting to be called may be discussed. If the reason for the special meeting is related to specific person or group in the Parish, then whenever possible, notification to that Parish member or group shall be made on the Sunday prior to the special meeting.

A majority of the Council shall constitute a quorum for regular meetings, except that a quorum of 80% shall be required for deliberation of Major Pastoral Concerns. A quorum of 80% also shall be required for special meetings.

During the first meeting each Council year, the Council will establish its procedures for Council meetings. As a resource for such procedures, Council may refer to the "Guidelines for Procedures of Resurrection Council" attached as Addendum I. For a given term of Council, the Chairperson, or Vice Chairperson if the Chairperson is not in attendance, shall have sole authority to resolve disagreement over procedural points which develop among Council members, using procedures agreed to by the Council.

A. Setting the Agenda for Council:

By looking at which issues emerged as most supported by the passion of the Council members, a calendar of Council agendas for the year may be created.

The Chairperson, Vice Chairperson and Secretary shall meet with the Pastor no later than 14 days before the regular monthly meeting to set the Agenda.

B. The typical order of business for Council meetings shall be:

1. The Council Chairperson will call the meeting to order and the Secretary will take attendance and review minutes from previous meeting. If there are no changes, then the meeting minutes will be approved as read.
2. An Opening Prayer will be offered with discussion to follow.
3. Next, any pending or received correspondence, or commission reports, may be reviewed and discussed at this time.
4. The Council will proceed through each Agenda item. Guest presenters are welcome to participate in the discussion
5. The Pastoral Staff will offer comments.
6. Council members will offer comments in a Roundtable.
7. The meeting will end with a brief prayer.

C. Reporting of Council activities:

1. Minutes from the Council meeting will be made available on the Parish website and distributed to Council members. Discussions related to significant issues may also be presented in the Parish bulletin.
2. The Council shall communicate its projected goals and objectives to the Parish community, and solicit suggestions and recommendations from parishioners, establishing a process for this feedback to be collected, when necessary.
3. At the end of each Council year, the Council shall report to the parishioners regarding the accomplishments of the Council.

ARTICLE VI

VACANCIES OF THE COUNCIL

Membership of lay members of the Council may be terminated by:

- Written resignation to the Chairperson of Council when the individual feels unable to fulfill Council duties and responsibilities;
- Ceasing to be a registered member of the Parish;
- Missing three (3) regular meetings during a twelve (12) month period, unless the Executive Board grants special dispensation.

ARTICLE VII

OFFICERS AND DUTIES

The members of the Council shall discern among themselves to choose a Chairperson, a Vice-Chairperson, and a Secretary of the Council. These three officers, plus the Pastor or his representative, shall form the Executive Board of the Council.

The discernment of officers will take place at the first meeting of the new Council year. During the discernment process, candidates for the officers of the Council may put themselves forward or be nominated by the other Council members. Candidates shall be given an opportunity to state why they would be inspired to serve in the officer's role under discussion. If more than one candidate discerns for an office, a secret ballot election shall be held to choose between them. Upon completion of the discernment process, the Council will acknowledge its chosen officers and those officers will immediately begin to fulfill their responsibilities.

The term of officers shall be for one (1) year. No officer may hold the same office for more than two (2) consecutive years. In the event of a vacancy in any Council office, the Council shall discern to fill the vacancy.

The duties of the officers shall be as follows:

1. Chairperson:
 - a. Preside at all Council meetings and any Parish Assembly;
 - b. Explain the Guidelines for Procedures when necessary;
 - c. Insure meetings are conducted according to Our Way of Proceeding.
 - d. Encourage all Council Member to participate actively and express ideas freely.
 - e. Make certain everyone has input into the consensus process.
 - f. Encourage and support communications between the Parish Pastoral Council and the parishioners.
 - g. Assign members to carry out the objectives of any project or activity agreed upon by the Council.
2. Vice-Chairperson:
 - a. Perform the duties of the Chairperson in his or her absence;
 - b. Directly assist the Chairperson, under his or her direction;

- c. Plan any Parish Assembly.
3. Secretary:
- a. Keep a faithful and true record of the minutes of the meetings of the Council, including attendance;
 - b. Notify members of the Council of all meetings and provide the agenda;
 - c. Maintain a list of the names, phone numbers, and email addresses of Members of the Council;
 - d. Prepare all correspondence for the Council;
 - e. The Secretary will work in conjunction with the Parish secretary in accomplishing the above duties.

ARTICLE VIII

OUR WAY OF PROCEEDING AMENDMENTS

Our Way of Proceeding amendments may be initiated by action of the Council, or upon petition of fifty (50) or more members of the Parish.

A proposed amendment must be submitted to the Secretary of the Council in writing, read at one (1) regular Council meeting and then voted on at the next regular Council meeting.

The proposed amendment shall be published in the Parish bulletin for two (2) consecutive Sundays immediately preceding the Council meeting at which the vote will be held. Such proposed amendment shall be submitted to the members of the Council and to the Parish in the form in which it would be incorporated in Our Way of Proceeding, and, by secret ballot lot, the Council members shall vote for or against the amendment.

When 80% of the Council members cast affirmative votes for the amendment, the Council shall adopt an amendment.

Every three (3) years, at the direction of the Chairperson, the Council or a committee appointed by Council shall review Our Way of Proceeding. Results of said review shall be reflected in a revision to Our Way of Proceeding that shall be presented to the Council.

ARTICLE IX

COMMISSIONS

The program and goals undertaken by the Council shall be carried out through the Parish's commissions. These commissions shall be concerned with the spiritual and temporal development

of the Parish. They are to act in accordance with the decrees of Vatican II and supplementary directives.

Commissions may be established, dissolved, or combined with the majority approval of the Council. It is a responsibility of the Council to maintain awareness of commissions, committees and ministries, and their plans and activities.

Membership on these commissions shall consist of volunteers, as well as others appointed by the Pastor. Any registered member or paid employee of Resurrection Parish may become a member of any commission by registering with the secretary of that commission. A member of the Pastoral Staff shall serve as a liaison to each commission.

The chairperson of each commission shall present a roster containing the name, address and telephone number of all members and subcommittee members to the Council's Secretary as a matter of record. No Council member may serve as chairperson of a commission.

Each commission shall establish its operating procedures, and discern its chairperson and other positions that it decides are necessary. The commission chairperson shall act as a liaison between the commission and Council.

Council is available to serve as an advisory board for the commissions, committees & ministries; as such, Council may invite each organization to make an annual presentation to Council that reviews its activities and accomplishments, and proposed next actions.

ADDENDUM I

Guidelines for Procedures of Resurrection Council

I. Introduction

We are a Christian community embodying the principles of charity and justice. All of our deliberations presume the guidance of the Holy Spirit and through that same Spirit the good intentions of all of us.

Accordingly, most of the Council business is readily transacted by consensus.

There are times, however, that this same spirit of charity and justice dictates a coda to guide discussion of business and formal motions. This coda or order of procedures provides all members with the time and opportunity to fully discuss and question an issue, yet also provides a means to terminate discussion when it is completed, or when there is no further progress being made on an issue. Furthermore, it provides a means of completing business even when there may not be complete consensus.

II. Ordinary handling of main motion

- A. Principle: One motion only can be on the floor at one time.
- B. All main motions (and amendments) must be seconded and then debated.

III. Amendments

- A. Any motion on the floor may be amended, unless the contrary is determined. Any amendment must be by way of addition, subtraction, substitution or division. Any amendment must be germane to the motion. A proposed amendment requires a second.
- B. When an amendment has been moved and seconded, before there is discussion, the member making the motion shall be allowed to present his reasons for the amendment.

IV. Limiting Discussion

- A. Usually each member wishing to speak on an issue shall have the opportunity before allowing members to speak on the issue a second time. No member shall speak longer than three (3) minutes at one time.
- B. When any member feels that the discussion has gone on long enough, or that the various views have been sufficiently expressed, he may move to close debate. (This motion is variously termed: Close Discussion, Close Debate, and The Previous Question).

Such a motion, if seconded, shall be voted on immediately without any discussion. It requires a two-thirds majority to pass.

(While this motion should not be used to cut off the rights of others to present their view, still a frequent use of this measure is necessary to insure effective action by the assembly. It prevents a small minority from either holding up the assembly or from inhibiting the desire of the group as such.)

- C. When a discussion gets bogged down for any of several reasons and it seems apparent that there are too many doubts, difficulties, questions or divergences of view for the group to reach a consensus, then it is necessary that some other means be employed. e.g., Either one of the two following motions shall be invoked:
 - 1. "I move that we refer the matter to committee." This means is used both (1) when the difficulty facing the assembly is a rather minor one of procedure or terminology and (2) also when it is a more important problem involving further study and information. Both of these types of difficulties are handled more expeditiously in committee.
 - 2. "I move that we recess for one half hour (or one hour) and gather in small groups for information, discussion and/or prayer." The small discussion group is very helpful when there is a strong divergence of view in the assembly. In these small groups some of the misunderstandings can be clarified and reasons can be expressed more fully by each member.

Each group selects a representative to report on the consensus reached in his group.

Once the motion to refer to committee or recess has been accepted, all other discussion of business shall cease.

V. Decision Making

- A. Voting on issues shall be by simple show of hands or roll call unless any member requests a written ballot or the chair declares a written ballot.
- B. In Council meetings, the presiding officer retains the right to vote, but all ballots in which he chooses to vote will be written to preserve the other members from being unduly influenced.

ADDENDUM II

Discernment Meeting Process for Parish Council Candidates

This process is to guide the discernment of candidates in which the purpose and role of the pastoral council are discussed.

- 1) Opening Prayer
- 2) Faith-Sharing (Current Members: Reflect about PPC experience)
- 3) Introduction of All - Current PPC members (how long a member) & Candidates
- 4) Review of Role & Responsibilities of Parish Council & PPC Members: [Chairperson or facilitator]
 - Role of PPC per PPC Way of Proceeding
 - Role of PPC Members
 - Determine Candidates in the work of at least one on-going commission, committee or ministry
- 5) Review how PPC functions: [Vice-Chairperson]
 - Responsibilities of members
 - Meeting details (frequency & length of meetings, time & place)
 - Description of PPC decision making process
 - Provide a copy of this Way of Proceeding
- 6) Discussion of the Gifts and Qualities seen as important for council members to carry forth these responsibilities:
 - Review of concept of gifts

- Current members advise what gifts they contributed & qualities and experiences that the candidates may have in specific areas

8) Questions from Candidates

9) Response from Candidates: Acceptance of membership/second terms

Addendum III

Glossary of Terms

Discernment – to discriminate among gifts, their own and those of others, and make sound judgments about their suitability for council membership.

Fully Initiated into the Church – Someone who has received the sacraments on Baptism, Communion, and Confirmation.