

St. Ignatius Loyola Parish Pastoral Council Part 1

St. Ignatius Loyola Parish Vision:

A Jesuit parish uniting hearts and minds in the spirit of Jesus Christ

St. Ignatius Loyola Parish Mission:

Called by Jesus Christ, guided by the Holy Spirit, and grounded in Ignatian spiritual tradition, we seek to:

- Worship God in joyous celebration of the Mass and sacraments
- Proclaim the Good News to all people
- Bear witness in daily life to the love of Christ and the gospel values of justice and peace
- Serve those in need in both Church and society with special commitment to the poor and vulnerable

Goals:

To be defined by the new council as a 3-5 year plan

Part 2

Pastoral Council

Purpose:

The Parish Pastoral Council “strives to discern the movement of the Holy Spirit among God’s people in the parish. The council’s purpose is to enhance pastoral planning and programs, to improve pastoral services, and to evaluate the pastoral effectiveness of various programs and services” (1) with an emphasis on Ignatian tradition and Jesuit spirituality.

The council should shape long-term pastoral plans and ask, are we fulfilling our mission as a parish? Do our existing activities and ministries meet our goals?

From the Diocese of Sacramento (1):

Following are some of the pastoral activities which could constitute agenda items for the Parish Pastoral Council: • Instruction in the full range of the faith and catechetical formation • Programs promoting gospel values, including issues of social justice • Responsibilities to people with special needs • Catholic education of children and young adults • Outreach to alienated Catholics • Multi-cultural/multi-ethnic issues • Ecumenism and evangelization • Programs of sacramental life and preparation • Promotion of Eucharistic devotion • Enhancement of programs for the sacraments of penance and Eucharist • Inculcation of prayer life, especially within families • Effective participation in the liturgy • Methods of acquaintance with parishioners • The welcoming of newcomers • Home visiting • Efforts at building community • Motivation of the spiritual and corporal works of mercy • Efforts of special care for the sick and dying • Tangible concern for the poor, the afflicted, the lonely, the exiled • Fostering of solid Christian family life • Promotion of the lay apostolate • Strengthening of extra-parochial relations with the bishop, diocesan-pastoral efforts and a worldwide Catholic identity • Special role with parish stewardship activities • Outreach to and inclusion of youth and young adults in the life of the parish

1. Source: Diocese of Sacramento Parish Pastoral Council Guidelines
<https://www.scd.org/sites/default/files/2017-07/pastoral-council-guidelines.pdf>

Membership:

1. Chair (previous year's vice-chair, or appointed by the pastor)
2. Vice-chair, appointed by the pastor
3. Last year's chair
4. Elected member at-large
5. Elected member at-large
6. Elected member at-large
7. A representative of Finance Council
8. A representative of CSAC (school advisory council)
9. A representative of Events Committee
10. A representative of Communications Committee
11. A representative of Catechetical Ministry (religious education)
12. A representative of Mission and Outreach
13. A representative of parish music or liturgy
14. Young Adult Coordinator or representative of young adult ministry
15. Parish Director of Advancement
16. Pastor

Chair, vice-chair, and all members-at-large must be registered parishioners and must not be full-time staff of the parish or school.

Pastor has the authority to:

- Add one extra member-at-large after the election if he feels it is important to create balance
- Remove any person from the council at his discretion.

Ex-officio members (#7-15) may serve as long as they hold their other position in the parish.

Leadership roles

Council chair

- Term is second year of a three-year commitment
- Year 1: vice-chair; year 2: chair; year 3: past chair / advisor
- Chair shall provide leadership and direction to the council's discussion
- Chair shall prepare an agenda and email it to all members at least three days before each meeting
- Chair shall preside at meetings, deferring to Vice-Chair for timekeeping as described below
- Chair shall represent the council to the community and diocese as needed (e.g., attend diocesan workshop)

Vice-Chair

- Vice-chair (incoming chair) shall be chosen by the pastor

- Term is first year of a three-year commitment
 - Year 1: vice-chair; year 2: chair; year 3: past chair / advisor
- Council Vice-Chair shall be responsible for scheduling meetings, reserving a room, and emailing meeting reminders to council members. In consultation with Chair, Vice-Chair shall distribute a calendar with dates for August-December meetings by August 1; and a calendar with dates for January-May by December 1.
- At meetings, Vice-Chair shall act as timekeeping facilitator with a responsibility to assure that meetings do not exceed an agreed-upon duration.
- In the absence of the Chair, Vice-Chair shall fulfill Chair's duties at meetings
- Vice-Chair will represent St. Ignatius at American River Deanery meetings

Secretary

- Term is one year
- Any member of the council is eligible
- Secretary to be chosen by chair or by general assent of the council at first meeting
- Secretary shall maintain an accurate roster of council members with contact information and their period of service
- Secretary shall take minutes and write a summary with clear statement of action items and provide to all members within one week of meeting
- Secretary shall keep a digital file of all minutes and other council documents (current and past, as available) and shall transfer this digital record to incoming secretary at end of term

Meetings

- Full council shall meet every other month (September, November, January, March, May) with additional meetings as called by the chair
- Executive Committee shall meet monthly
- Meetings are closed except by invitation
- Minutes and meeting agendas shall be posted to the Parish website

At-large members: Nomination and Selection

- The nomination process shall be advertised to the community starting about twelve weeks prior to election weekend. Parishioners may nominate themselves or others. All nominations must be received by four weeks prior.
- Criteria for candidates (per Sacramento Diocese):
 - Registered parishioner
 - Of proven faith; with sound morals; demonstrating wisdom and prudence
 - Willing to commit time, talent, and wisdom in a consultative and collaborative manner

- Have ability to study and reflect prayerfully, and to recognize and respect the viewpoints of others
- Nominating committee decides which candidates are qualified, through application or interview. All candidates on the ballot must also be approved by the pastor.
- Two weeks before election, names, photos, and brief personal statements of approved candidates will be emailed to all parishioners, posted on website, and printed in bulletin.
- If possible, one week before election host an opportunity to meet the candidates at coffee & donuts (Sunday after 9:30 Mass)
- Paper ballots shall be handed out to all adults and collected at all Masses on a designated weekend in March or April.
- New council members shall be announced within seven days.
- In case of vacancies in the council, the pastor shall choose a replacement

Term:

- At-large members shall serve a 3-year term (except at outset as noted below), staggered so one of three elected members turn over each year

Names, photos, and years of term for each member shall be posted on the parish website.

Exception to timeline for this year (2018):

- At-large members: Nominations in June/July; election weekend August 25-26, 2018
- This year only, three elected members-at-large and two chosen by the pastor (to serve as chair and vice-chair)
- One newly elected member-at-large shall serve a 3-year term; one shall serve 2 years; and one shall serve 1 year. Those with abbreviated terms may nominate themselves to run again. Pastor shall designate which members have initially shortened terms.

Part 3: Organizational structure and Committees

The Pastoral Council shall be the primary lay leadership body of the parish, cooperating with all other lay councils in order to have a comprehensive view of our collective labor toward accomplishing our mission and goals.

Relationship of Pastoral Council to Finance Council and CSAC (School Advisory Council): Finance Council and CSAC shall continue to operate in current fashion but shall dialog more thoroughly with the Pastoral Council. Representatives of these groups shall serve on the Council and/or inform the Council of the groups' activities and deliberations on an ongoing basis.

Committees: To advance the goals and mission of St. Ignatius Loyola Parish, the Pastoral Council may create and oversee various committees. Pastoral Council shall be responsible for finding people to serve on committees. Committee membership is open to all parishioners including pastoral council members. Any committees without an ex-officio member on the Council shall report to the Council on a regular basis.

The following permanent committees shall be established:

Executive Committee

- Shall consist of Pastor, Council chair, vice-chair, and one additional member chosen by the council
- Shall meet in months when full council does not
- Shall periodically attend Finance Council meetings

Nominating Committee

Each year, chair and vice-chair shall determine the composition of this committee. Responsibility: To run annual elections for Pastoral Council. This includes choosing a date for elections that does not conflict with Holy Week or other liturgical concerns; approving the nomination form; publicizing the nomination process; interviewing candidates; preparing bulletin posting and email blast of approved candidates; running the election; tallying results; and announcing chosen members by the following weekend.

Events Committee

Responsibility: Together with the full Pastoral Council, the Events Committee shall select and schedule parish-wide events in order to meet fundraising goals and/or to build community. Together with the full Pastoral Council, this committee will identify chairpeople for events. Events should be planned and event chairs named as far in advance as possible (minimum six months for fundraising events).

Events will be implemented by this committee and the chairs/co-chairs of major fundraiser events. This group will develop a familiarity with how to run events at

the Parish, and how to operate relevant software. Not all events need to be formal fundraisers (e.g., International Potluck; Seder meal). Ideally, Events Committee will consist of a pool of people willing to work on events, as many hands make light work.

Events Committee leadership:

- Chair or co-chairs (but each event shall also have its own chair/co-chairs). A position on Pastoral Council is reserved for Events Committee chair or their representative.
 - Chair must be approved by the pastor or Pastoral Council
 - Shall enlist chairs for fundraiser events
 - Major fundraiser events should also have a co-chair who will lead the next year
 - Shall keep the Parish guidelines for event chairs document up to date.
 - Shall support and supervise event chairs, help them connect with resources especially communications
- Treasurer who manages collection & deposits, expense pre-approvals and reimbursements for all events according to parish procedures
 - Treasurer must be approved by the pastor or Pastoral Council
 - Sends tax deduction letters to donors, or works with Parish staff to get them sent
 - Prepare final financial report for events in a timely fashion
- Publicity person who plans a schedule for event communications; writes letters, event announcements, and bulletin blurbs for approval by pastor/staff; and works with the Communications Committee to publicize events and solicit volunteers
 - For fundraising events, oversee sponsorships and solicitations: coordinate across all major fundraiser events so potential donors are solicited in the most effective way
 - Write template sponsorship letters
- Membership person
 - Keep a contact list of all committee volunteers
 - Add volunteer requests from event chairs to the online Signup.com
 - Maintain a list of chairs/major volunteers for previous events
 - Maintain a list/database of donors/donations from recent events
 - Write thank yous to donors/sponsors

Communications Committee

Responsibility: Design and implement communications to support the parish priest, his staff, and volunteers; to improve communications effectiveness and collaboration among the many ministries of the parish including the school. At this time, this group includes a paid, part-time staff member whose jobs include website and Facebook page.

- Conduct regular reviews of parish communication tools including bulletin and email list

- 3x per year, design two-sided flyer summarizing parish activities
 - to be updated and handed out at Christmas Masses, Ash Wednesday, and school's Grandparents Mass
- Provide graphic design of invitations, flyers, other written correspondence for parish and events
- Work with Events Committee on timing and coordination of promotion / advertising for parish events
- Facilitate coordination and communication between parish and school events to involve students in parish activities, and clergy and parishioners in school activities
- Develop an annual communications plan for the parish to include short, mid-range, and long-term communications goals and objectives with identifiable and measurable results

Leadership/Expertise:

- Chair (if possible, someone with experience in communications)
 - Chair must be approved by the pastor or Parish Council
 - Chair is NOT the staff member
- Graphic designers