

TRI-PARISH CLUSTER ORGANIZATIONAL CHART

Article 3

PASTORAL COUNCILS

Each of our three parishes has for many years had a parish or pastoral council. These councils are essential for a pastor to know and serve the needs of the parish. Personally, I depend on the help of the pastoral councils to make the necessary decisions to keep the parish running smoothly. So the three pastoral councils of our cluster will continue to advise me as pastor and assist in the practical care of their respective parishes.

A change I am seeking to make is to return to parish congregation elections for choosing members to the Pastoral Council. Each Council will have six (6) members nominated from and elected by their fellow parishioners. I am hoping this will create opportunities for more and new parishioners to get involved in helping our parishes move forward and make the best of our resources. If more people become involved, then a greater variety of insight and vision will be available with the opportunity to keep our parishes vibrant.

To make sure that the Councils know what is happening in the other parishes and can share and support each other, each Pastoral Council will have the opportunity to appoint three members to the Administration Commission, (mentioned in the first article). At least one of those three appointees must be a Council member as well.

FACILITIES COMMITTEES and FINANCE COUNCILS

The Pastoral Councils will also have a hand in establishing and appointing two other bodies necessary for the proper running of each parish, namely the parish Facilities Committee and the parish Finance Council.

Everyone recognizes that a tremendous amount of planning and oversight as well as hands-on work goes into taking care of each parish facility, buildings and grounds. No one person can do this. Therefore, an active Facilities Committee to oversee and take care of getting things done is necessary to make the improvements parishioners desire. Two Pastoral Council members will sit on this Committee, and with the Pastor will name three other parishioners skilled in the tasks the Facilities Committee will perform. The Committee will not necessarily do the maintenance work, but make sure that we get done what needs to be done as efficiently as possible.

Similarly, as much as we wish we did not need to be concerned about money, just as with homes and families, our parishes need money to function and need to watch how that money is handled. The Finance Council is concerned about setting and maintaining the parish budget and decisions about all fiscal matters. Two Pastoral Council members (different than those on Facilities) will sit on the Finance Council, and with the Pastor will name three other parishioners skilled in financial matters to work on this Council.

I see a need for both of these bodies, like the Pastoral Council to meet fairly regularly, so I intend to have the Pastoral Councils meet every other month, and the Facilities and Finance to meet bi-monthly as well, just prior to the Pastoral Council meetings.

On the back of this sheet is a verbal summary of the new Organizational Chart for the Cluster.

God bless you all,

Fr. Vincent

Commission / 2 co-chairs assist in setting agenda and running meetings
Council leadership: 1 secretary (actual recorder at meetings may be non-member) keeps minutes, records, files, and communicates to connected Commissions & Councils, as well as Pastor and Pastoral Staff. Prepares Cluster bulletin articles as needed. These three positions rotate annually, with a 2 year maximum tenure.

Administration Commission

- 9 members, 3 appointed by each Pastoral Council (*not by Pastor*),
(at least 1 from each Pastoral Council)
(rotates 3 members annually (1 each parish) – 3 year max. tenure)
+ 3 representatives for St. Peter Chanel School (School Board/CHASA)
- advises the Pastor on issues in overseeing the Tri-Parish Cluster
 - assists in administrative goal-setting for the Cluster
 - meets bi-monthly, opposite the Pastoral Councils

Pastoral Councils

- 6 members total, elected by respective parishioners
(3 members elected every other year – 4 year max. tenure, *no re-election*)
- advises the Pastor on issues for their particular parish
 - assists in the practical care for their particular parish
 - meets bi-monthly, opposite the Administration Commission
 - 2 members sit on Facilities Committee
 - 2 members sit on Finance Council
 - 2 members become Parish Trustees (rotates with Council membership)

Facilities Committees

- 5 members total, 2 from Pastoral Council
& 3 appointed jointly by Pastoral Council & Pastor
- advises the Pastor on plant maintenance for their particular parish
 - assists in the practical care of the facilities of their particular parish
 - meets bi-monthly, (or more frequently as needed),
2 weeks prior to the Pastoral Council

Finance Councils

- 5 members total, 2 from Pastoral Council
& 3 appointed jointly by Pastoral Council & Pastor
- advises the Pastor on fiscal matters for their particular parish
 - assists in establishing and maintaining the budget for their particular parish
 - meets bi-monthly, (or more frequently as needed),
2 weeks prior to the Pastoral Council

Cluster Council

- 12 members, (4 from each parish), 3 appointed by each assoc. Commission
(rotates 4 members annually (1 each Commission) – 3 year max. tenure)
- advises the Pastor on issues in overseeing the Tri-Parish Cluster
 - assists in pastoral goal-setting for the Cluster
 - channels information/communication between Commissions, Parishes, etc.
 - meets quarterly, following the Commissions

Tri-Parish Commissions

- (1) Community Life; (2) Faith Formation; (3) Social Outreach;
(4) Spiritual Life & Worship
- 9 members, 3 from each parish, chosen from committees/organizations
under each Commission
(rotates 3 members annually (1 each parish) – 3 year max. tenure)
- assists and advises committees/organizations under respective Commission
 - directs goal-setting and implementation by Commission for
committees/organizations
 - fosters communication and collaboration between committees and
organizations and parishes
 - meets quarterly, (or more frequently as needed) just prior to Cluster Council
 - communicates all activities to Cluster Council

N.B. paid Pastoral Staff cannot serve on any Councils, Commissions, or Committees; they are resource persons only