

St. Rita Parish Pastoral Council Procedures

1. On annual basis, the council will review the most current Roman Catholic Diocese of Rochester Parish Pastoral Council Guidelines as published on the dor.org website to ensure our council performs as requested and does nothing contrary to the guidelines.
2. Eight council meetings will be held on the first or second Monday of the month, September through May, excluding December.
3. Meetings will typically be held 7:00pm – 8:30pm in Room 1.
4. Council members are expected to notify a council officer in advance when they cannot attend a council meeting.
5. In addition to parish clergy and staff, all council members will be from St. Rita parish and will be comprised of six adult men, six adult women, and two youth from grades 10-12. We will strive to have at least two of the adult council members be [young adults](#) between the ages of 18 and 39 inclusive, as defined by the United States Conference of Catholic Bishops.
6. Council officers will serve a specific office for only a one-year term:
 - a. Chairperson will be in their third year of service and elected by full council membership
 - b. Vice-Chairperson will be in their second year of service and elected by full council membership
 - c. Secretary will be in either their second or third year of service and the office may be filled by a singular volunteer or elected by full council membership
 - i. If there is more than one volunteer, the council will elect the Secretary from the pool of volunteers
 - ii. If there are no volunteers, the council will elect the Secretary from the pool of remaining candidates that that have not already been elected to Chairperson or Vice-chairperson
7. Meeting agendas will be prepared by an officer of the council and emailed to all council members one week in advance.
 - a. All council members are encouraged to recommend agenda topics
8. Agendas will allow for a short 10 to 15-minute break to start sometime between 7:40pm – 7:55pm and will minimally include the following:
 - a. Opening Prayer
 - b. Vision Statement
 - c. Confirmation of minutes
 - d. Parish school update
 - e. Pastor's update
 - f. Action items from previous meetings
 - g. "What are you hearing?" voice of the parish roundtable discussion
 - h. Closing prayer
9. Minutes for a particular meeting will be emailed by the Secretary to all council members within two weeks after meeting adjournment.
 - a. Council members are asked to respond with changes or confirmation prior to the next meeting.

Month Specific Agenda Items and Activities

August

10. An officer compiles a contact list of all council members.
11. An officer requests meeting table name cards for each council member from the parish Administrative Assistant.
12. The officers collaboratively prepare the ten-month schedule, including dates for:
 - a. December council Christmas party
 - b. Pentecost Sunday
 - c. June council picnic
13. The schedule will include Opening and Closing Prayer Leader assignments
 - a. Prayer Leaders provide refreshments for the meeting
14. The new Chairperson confirms the schedule with parish facilities scheduling staff and the Pastor before August 25.
15. After the schedule is confirmed and by August 25, an officer emails to all council members:
 - a. The contact list
 - b. The council schedule

August / September

16. One week prior to the September meeting, an officer emails to all council members:
 - a. September agenda
 - b. St. Rita *"Pillars" of our Vision* graphic
 - c. Current Diocese of Rochester *Parish Pastoral Council Guidelines*
 - d. *St. Rita Parish Pastoral Council Procedures* (this document)

September agenda

17. Introductions
18. Review St. Rita *"Pillars" of our Vision* graphic
19. Discuss primary purpose of the council
20. Review Diocese of Rochester *Diocesan Parish Pastoral Council Guidelines*
21. Review *St. Rita Parish Pastoral Council Procedures* (this document)
22. Questions on purpose, guidelines, and procedures
23. Validation of contact information
24. Roundtable discussion

October agenda

25. Validate council procedures are in alignment with diocesan guidelines
26. Volunteer to coordinate Breakfast with Santa

November agenda

27. Volunteer to coordinate council Christmas party

December

28. No meeting
29. Council Christmas party

January agenda

30. Nothing specific

February agenda

31. Fiesta tithe suggestions
32. Volunteer to coordinate Lenten Soup Supper

March agenda

33. Confirm Fiesta tithe

April agenda

34. Identify candidates for Chairperson and Vice-Chairperson to be elected at the May meeting
35. Review duties of the Secretary to elicit volunteers at the May meeting
36. Discuss solicitation methods to encourage new council candidates for next term
37. Volunteer to coordinate council picnic

May agenda

38. Elect Chairperson and Vice-chairperson for next term
39. Confirm singular volunteer or elect Secretary
40. Procedure for selection of new council members

May / June

41. New council members selected on Pentecost Sunday
42. Current term Vice-chairperson notifies new members

June

43. No meeting
44. Council picnic to welcome new members and thank out-going members

July

45. No activity