

Corpus Christi Catholic Church  
Pastoral Council Guidelines

Preamble

In keeping with the spirit of the People of God as expressed by the Second Vatican Council and in accord with the norms of the 1983 Code of Canon Law (c. 536), these guidelines of the Pastoral Council of Corpus Christi Catholic Church of Temple Terrace, Florida, hereby are established.

The Pastoral Council is a tangible expression of the ecclesiology articulated by the Second Vatican Council whereby all of the Christian faithful “cooperate in the building up of the Body of Christ in accord with each one’s own condition and function” (c. 208; cf. *Lumen gentium*, 32). The council is “to assist the Church’s apostolic work, whether in the field of evangelization and sanctification or in the fields of charity, social relations and the rest” (*Apostolicam Actuositatem*, 10). The Council is an important element in the greater involvement in the Church of all its members and invaluable resource to the pastor and his staff.

Mission

Corpus Christi Catholic Church is a multicultural community, transformed through Baptism, filled with the Holy Spirit to glorify God through the sanctification of our lives. Nourished by His Word and the Eucharist, we witness to the Good News of Jesus Christ, through engagement, collaboration, and Parish service to those in need.

**ARTICLE I**  
**PURPOSE & FUNCTION**

1. The Pastoral Council is a consultative body to the pastor on all matters of parish life, especially matters of greater import. As noted by canon 536, § 2, of the Code of Canon Law, "the pastor presides over [the Pastoral Council], and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity."
2. In response to Christ's call to serve, the Council represents the parish family, identifies the needs of the parish members as well as the larger community, discerns the voice of the Holy Spirit, and prayerfully develops goals, objectives, plans, and strategies which the community can pursue in the spirit and scope of the Sacred Scriptures and Sacred Tradition as reflected in the Second Vatican Council and the policies of the Bishop of the Diocese of Saint Petersburg. It also provides the accountability and assessments required to keep the focus on the parish mission. In this way, every member of the parish may grow in holiness and be authentic witnesses to Christ's presence in the world.
3. The Pastoral Council assists the pastor in the formation, implementation, evaluation, and (if needed) revision of the Parish Mission Statement.
4. The Pastoral Council assists the pastor in the formation, development, and coordination of the parish ministries.
5. The Pastoral Council assists the pastor in the formation of parish guidelines.
6. The Pastoral Council also assists the Church by providing a degree of accountability through its assessment of ministries and regular open presentations to the parish at large.

<p style="text-align: center;"><b>ARTICLE II</b> <b>MEMBERSHIP</b></p>
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**A. ELIGIBILITY**

1. The Pastoral Council shall be comprised of twelve (12) to fifteen (15) members of the Christian Faithful in full communion and good standing with the Roman Catholic Church. Members are to be noted for their active involvement in the parish and understanding and support for the mission of the Church, as well as their firm faith, good morals, and prudence (cc. 536; 228; *Catechism of the Catholic Church*, n. 1650; cf. c. 512). In addition, they must be active members of Corpus Christi Catholic Church with at least two consecutive active years of membership in the parish prior to the appointment. Employees of Corpus Christi Catholic Church or Catholic School are ineligible for membership.
2. Only one member of a household may serve on the Pastoral Council at any given time.
3. This is the pastor's advisory council. No action of the Council is valid without the approval of the pastor.
4. From time to time, it may be necessary for the Finance Council and Parish Pastoral Council to interact with each other, especially concerning large purchases for the parish or other financial issues. A large purchase would be an item or project exceeding \$40,000.
5. Ex-officio or non-active members include the Parish Clergy, and whenever appropriate, the pastor may also appoint other advisors who also lack an active voice. If appropriate, the Council may ask all those who are not members of the Council as well as the ex-officio members who lack an active voice to vacate the room so the Council may more freely exercise its duty to advise the pastor.
6. At-Large members may be appointed by the pastor. They shall have an active voice and be considered voting members.
7. Each council member must have a facility in the use of computers and electronic communication as this will be the preferred method of communicating with Council members to inform of meeting notices or share documents for review between meetings.
8. Council membership is to be published in the Parish Sunday bulletin and/or on the parish website with contact information.

**B. TERMS**

1. The term of office shall be three years. No member may serve more than two consecutive terms, after which such member shall be ineligible for membership for two years.
2. The term of office shall begin with the first regular meeting of the Council in September.
3. In the case of an interim vacancy, the pastor will appoint a new member who shall complete the unexpired term.
4. The membership shall have their term staggered so that each year, a third of the members' terms will expire.

### C. APPOINTMENT PROCEDURE

1. For the annual vacancies, parishioners will be invited to nominate themselves or other parishioners for the vacancies. Their name and brief biography will be submitted to the pastor.
2. The pastor will then appoint a representative from these candidates with an intention to provide the necessary diversity and expertise within the Council. If possible, at least one member of the Council should be a relative of a student enrolled in Corpus Christi Catholic School.
3. If none of the candidates are deemed suitable by the pastor, he is free to choose a representative to fulfill the vacancy.
4. Any interim vacancies which may arise as a result of the resignation or removal of a member from the Council, are to be filled by an appointment by the pastor. The pastor is to do all in his power to ensure through his appointments that the diversity of the parish is reflected in the Council: among other things this includes sex, race, language, nationality, marital status, and age.

### D. ATTENDANCE

1. Attendance is crucial for the sake of the Council. Members are expected to attend all regular meetings. If the member is not able to attend, he or she should notify the Secretary. Irregular attendance at regular and/or special meetings will be considered a reason for dismissal from the Council. Such action will only be taken after investigation by the Chair, consultation with the Pastor, and by affirmative vote of the Council. The individual(s) in question is/are to be duly notified that such matter is to be considered.

### E. MEETINGS

1. The Pastoral Council meets at least quarterly. In addition, the commission representative may call regular meetings of the chairs of the ministries he or she is representing.
2. With approval of the pastor, the Chair may call a special meeting of the Council with seven (7) days' notice.

<b>ARTICLE III OFFICERS</b>
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**A. SELECTION**

1. The officers of the Council will be the Chair, Vice Chair and Secretary. They shall be elected by the Council, take possession of their office immediately upon election, and continue in office until a successor has been duly chosen and qualified.

**B. TERM**

1. The term of office for officers of the Council shall be two years. Normally, the term of office begins at the regular September meeting. Officers may be reelected once for the same office for a total of four years.

**C. ELECTION**

1. Election of officers shall be by secret written ballot at the September meeting or the first regular meeting after an interim vacancy. A majority of the Council shall be present at the election meeting. Nominations are accepted from the floor at that meeting.
2. To be elected, a candidate must receive a majority vote of those present and voting. If necessary, run-off votes will be held between the candidates receiving the highest number of votes.
3. If an officer, through election, succeeds to another office, his or her office shall thereupon become vacant. The office will be filled by nominations from the floor and a subsequent election.

**D. DUTIES**

1. Chair: Preside at all meetings of the Council, confer with the pastor on all matter affecting the Council including the formation of the agenda for each meeting and perform all other duties usually associated with the office. The agenda is to be published to each member of the Council indicating the time, place, and other information which may be required to encourage active and thoughtful contributions. The duties of the Chair include:
  - a. Leading and managing the business of the Council, providing clear direction and focus.
  - b. Ensuring that the purpose and structure of the Council remain clear to ensure the effectiveness of the Council and its Committees.
  - c. Ensuring that the Council's Committees are properly chaired and are fulfilling their mandate according to these guidelines and the will of the Council.
  - d. Ensuring that the Council meetings maintain the highest standards of integrity and probity.
  - e. Setting the agenda, style, and tone of the Council discussions to promote constructive debates and quick and effective deliberations.
  - f. Building an effective and complementary Council, the scale of which matches the scale and complexity of the Council's business.

- g. Ensuring that the Council contributes fully in major strategic decisions.
  - h. Ensuring that the strategies and actions approved by the Council and the Pastor are effectively implemented.
  - i. Ensuring that the Council maintains effective and clear communication with the parishioners, the parish staff, and the parish ministries and that each committee chair develops an understanding of their views.
  - j. Addressing the development needs of the Council with a view to enhancing its overall effectiveness as a team.
  - k. The Chair should not also serve as a commission co-chair as the Chair should be focused on the entire needs of the parish and being responsible for one commission may distract the Chair from thinking about the larger picture.
2. Vice Chair: The Vice Chair shall assist the Chair in overseeing special projects as needed or facilitating the regular meetings of the Pastoral Council in the event the Chair is not able to be present.
  3. Secretary: Record, keep and distribute the minutes of each regular and special meetings of the Council. The secretary is responsible for all correspondence of the Council and performs all other duties usually associated with this office.

<b>ARTICLE IV</b> <b>AREAS OF RESPONSIBILITY</b>
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**A. DESIGNATION**

1. There are five (5) various Commissions that make up the Pastoral Council. Each Commission will have 2 commission co-chairs. They will be responsible for the ministries that coincide with their commission charism.
  - a. Community Life
  - b. Evangelization and Faith Formation
  - c. Pastoral Care and Outreach
  - d. Giving
  - e. Worship
2. Commission Charisms:
  - a. **COMMUNITY LIFE COMMISSION:** Corpus Christi is the Body of Christ. "A family that prays together stays together." We strive to be a warm, welcoming, and vibrant community of faith. Great hospitality should be at our core. This committee will assist in the formation, development, coordination, and evaluation of all parish ministries pertaining to Parish and Family Life.
 

Ministry Areas of Concern: Knights of Columbus, Council of Catholic Women (Ladies Guild), Young at Heart, Marriage Enrichment, Parish Hospitality, Coffee House, Receptions, New Member Welcome, Nursery, Diocesan Hispanic Representatives, Bingo
  - b. **EVANGELIZATION & FAITH FORMATION COMMISSION:** Christ called us to go forth and to make disciples of all nations (Mt 28:19). This committee is concerned with the Christian formation and education of every parishioner, from "the womb to the

tomb". It is to assist in the formation, development, coordination, and evaluation of all parish ministries pertaining to Christian Formation and Education.

Ministry Areas of Concern: Corpus Christi School, Faith Formation, Family Movie Nights, Youth Ministry, Adult Faith Formation/Scripture Study, Rite of Christian Initiation for Adults, Rite of Christian Initiation for Children, Emmaus/Emaus, Baptism Preparation, Marriage Preparation, Rehearsal/Wedding Facilitator, Small Christian Communities, Encuentro, Children's Liturgy of the Word.

- c. **PASTORAL CARE & OUTREACH COMMISSION:** As Christians, we realize that our faith is empty if it is not lived. We find Christ in the presence of the poor and broken in our midst. In sharing Christ's love with them, we find that we receive far more than we could ever hope to give. This committee is to assist in the formation, development, coordination, and evaluation of all the parish ministries pertaining to Social Justice and outreach to those in need.

Ministry Areas of Concern: St Vincent de Paul, Haiti Twinning/Medical/Volunteers, Ministry to the Sick/Homebound, Legion of Mary, Parish Nurses/Dental Clinic, Prison Ministry, Respect Life, Bereavement  
**Community Groups:** Blood Drives, Meals on Wheels, Catholic Charities

- d. **GIVING COMMISSION:** Corpus Christi is a parish family and in order to fulfill its mission needs ministries which assist in the daily operation of the parish. The GIVING Ministries are vital to the health and well-being of our parish. This committee is to periodically call a meeting of the heads of the ministries in order to better coordinate the ministries which serve our parish community and to determine how the parish can better support the ministries.

Ministry Areas of Concern: Development; Annual Pastoral Appeal, Planned Giving/Legacy-

- e. **WORSHIP COMMISSION:** The Second Vatican Council described the liturgy as the source and summit of the activity of our Church. This committee, which consists of the heads of the various liturgical ministries, is responsible for the continuing formation, development, coordination, and evaluation of the liturgical ministries. They oversee every liturgy and para liturgy in the parish.

Ministry Areas of Concern: Liturgies, Weddings, Extraordinary Ministers of Holy Communion, Lectors, Altar Servers, Music Ministry, Sacristans, Arts and Environment, Altar Society, Prayer Groups/Adoration, Sacred Stitchers, Ushers/Ministers of Hospitality, Choir

<p style="text-align: center;"><b>ARTICLE V</b> <b>RULES OF ORDER</b></p>
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1. CONDUCT OF BUSINESS

1. The nature of the Pastoral Council is advisory only and not governance; thus, *Robert's Rules of Order* are to be followed at the direction of the Chair.

2. The Chair is to conduct business in a format of:
  - Opening Prayer
  - Approval of Minutes
  - School Report
  - Committee Reports
  - Old Business
  - New Business
  - Closing Comments by Chair and Pastor
  - Closing Prayer.
3. The Pastoral Council is to follow the norms of Canon Law as well as any applicable civil laws.
4. Although guests may be present at the discretion of the pastor, the meetings are closed.
5. All members are required to maintain confidentiality with regard to all sensitive matters and issues to come before the Council and Committees. Violation of confidentiality will result in immediate dismissal from the Council and Committees.

#### B. AGENDA

1. Any member of the staff or parishioner may request that an item be placed on the agenda. It must be submitted in writing at least ten days in advance of the meeting. The Chair and Pastor will determine the agenda for each meeting. It is to be distributed by the Chair to the membership at least five working days in advance of the meeting.

#### C. PRESIDER

1. The Chair shall direct all meetings.

#### D. COMMITTEE REPORTS

1. Committee Chairs shall be invited to report at each general meeting. Although the Finance Council is an independent body, it shares a common goal with the Pastoral Council; that is, the stewardship of the parish resources so that the spiritual mission of the Church might be fulfilled. It is important that the efforts of these two bodies be closely coordinated in order to effectively meet the changing needs of the parish.

#### E. MINUTES

1. Minutes of all meetings shall be kept by the Secretary and distributed to the Council members within seven (7) days of the previous meeting. These minutes should fairly and accurately reflect the business of the meeting and the basic sides of any disputed questions or issues which may arise.
2. A copy of the approved minutes are to be placed in the parish archives. Another copy is to be sent for publication on the parish website.

#### F. QUORUM AND VOTING

1. At least fifty percent (50%) of the active members shall constitute a quorum; proxy votes shall not be allowed.

2. Although a consensus model is favored, a simple majority vote is normally sufficient unless the pastor determines otherwise.

#### G. VETO

1. In the spirit of canon 127, the nature of the Pastoral Council is advisory only and not governance, thus a veto or non-consent is always the prerogative of the pastor. The Secretary shall record the reason or motivation for the veto/non-consent in the regular minutes. All decisions of the Council remain ineffective unless promulgated by the pastor in his own name.

<b>ARTICLE VI AMENDMENTS</b>
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1. Amendments to these articles require a simple majority vote of the Council at any regular or special meeting and the approval of the pastor. Notice of proposal to amend shall be given to the Council at the meeting prior to its first consideration.

<b>ARTICLE VII SUPPRESSION</b>
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1. The Council serves at the pleasure of the pastor. Should the Council or any of its members no longer serve their function, the pastor is free, by decree, to disband the Council and form a new Council or remove the ineffective member and make a new appointment.
2. In the event that the office of pastor becomes impeded or vacant, the Parish Pastoral Council ceases to exist, *ipso facto*. Within six months of taking possession of the parish, the new pastor is to convoke the Pastoral Council either by recalling previous members or by calling for new nominations.

These norms are to be re-evaluated annually.