



## **ST. FRANCIS OF ASSISI PARISH**

**6245 Wilmington Pike Centerville, OH 45459-7108**

### **PASTORAL ADVISORY COUNCIL CHARTER**

**February 16, 2016**

#### **Purpose**

The Pastoral Advisory Council (PAC) advises the Pastor. The PAC represents the people and collective voices of our parish community, serves as a source of dialogue, counsel and support for the Pastor and Staff and makes recommendations for the improvements to the quality of parish life. The PAC brings the Mission of the parish to life.

#### **Membership**

- Consists of 10-12 registered members of St. Francis of Assisi parish who are confirmed Catholics in good standing, at least 18 years of age, and are able and willing to contribute to the purpose of the Council.
- Are appointed by the Pastor for a term of three years, with no more than two consecutive terms of service. Terms will be staggered with three to four members replaced each year.
- Includes a member of the Parish Youth Ministry who is appointed by the Pastor based on a recommendation from the Parish Youth Minister for a term of one year.
- Includes Ex officio members (deacons and staff at the invitation of the Pastor)
- The Pastor will appoint three members to serve as Chairman, Vice-Chairman, and Secretary for a term of one year.

#### **Roles and Responsibilities**

- Pastor
  - Approves the agenda prior to PAC meetings.
  - Presides over PAC meetings.
  - Receives PAC recommendations and decides on courses of action.
  - Approves meeting minutes prior to distribution.
  - Appoints nominated candidates to the PAC.
- Chairperson
  - Is the primary PAC point of contact to the Pastor.
  - Recommends PAC meeting agenda to the Pastor for approval.
  - Chairs PAC meetings and keeps meetings on track to the agenda.
  - Recommends PAC meeting minutes to the Pastor for approval.



- Vice Chairperson
  - Acts in the stead of the Chairman in his/her absence.
  - Responsible for the new membership process.
- Secretary
  - Distributes the approved PAC agenda prior to the council meeting.
  - Maintains roster and attendance records of PAC members.
  - Records PAC meeting minutes to include summary of discussions, recommendations, and courses of action.
  - Distributes approved PAC meeting minutes.
  - Keeps on file records of all PAC meetings.
- PAC Members
  - Attend and participate in all PAC meetings.
  - Attend and report on various parish commission meetings, as requested.
  - Serve in their representative role by making themselves known and available at parish gatherings or after specified masses.
  - Bring issues to the PAC for consideration.

## **Meetings**

- Normally held the 3rd Tuesday every month with the exception of July and December when no meeting is scheduled.
- An approved agenda will be distributed to all PAC members at least one day in advance.
- A quorum consists of 75% of members in attendance with the Pastor (or his designated representative) present.
- Meets for one hour immediately following monthly commission meetings and prayer.
- Reviews the work of the following:
  - Finance Council: Oversees the parish budget.
  - Worship Commission: Oversees parish worship and sacramental celebrations.
  - Formation Commission: Oversees sacramental preparation and religious formation.
  - Social Action Commission: Oversees outreach to people in need.
- Approved minutes will be published and distributed within one week of PAC meetings.
- Parishioners (non-PAC members) are invited to attend as observers.

## **New Membership Procedures**

The PAC new membership process consists of nomination, discernment, and appointment. This will occur on an annual basis, starting in the spring (May or June) and culminating with the installment of candidates in the fall (September) of each year, but may be done as necessary to accommodate unexpected vacancies due to illness, accident, relocation, or other reason. Typically 3-4 members-at-large will be replaced/accessed each year. The Parish Youth Ministry member will be replaced each year.



- **Nomination:** The first step during which candidates for PAC membership are identified, usually during May or June of each calendar year. There are several avenues by which an individual can be nominated.
  - Candidates can self-nominate/volunteer.
  - Candidates can be nominated by other PAC members.
  - Candidates can be nominated by other parish ministries.
  - Candidates can be nominated by the parish at large at any time during the year, to include a formal annual call for nominations at Masses on a specified weekend.
- **Discernment:** During this step the candidates discern their willingness and ability to fulfill the needs of the Parish as a member of PAC. This step begins with an individual discernment and follows with the collective advice of the Parish through a Parish-wide ballot.
  - **Individual Discernment:** The Vice Chairperson will collect names and basic demographic information (age, gender, and personal background) of candidates willing and able to serve on PAC for creation of a ballot. Discernment involves candidates understanding the needs of the PAC and their skills, gifts, strengths and talents through attending the 'Gifted and Called' program.
  - **Parish-wide ballot:** The Parish, as a whole, will select discerned candidates against PAC vacancies via a ballot presented during Masses on a specified weekend in August of each calendar year. The results are provided to the Pastor.
- **Appointment:** With inputs received from the Parish, the Pastor appoints qualified candidates to the PAC. The candidates and the Parish are notified of the appointment results. The appointees are formally installed as members at the September PAC monthly meeting.

### **Amendments**

This charter may be amended by a vote of two thirds of the PAC membership subject only to the regulations of the Archdiocese and with the approval of the Pastor. Amendments shall be presented to PAC at least 30 days prior to voting on them.



Table of Signatures

Role	Name	Signature/Date
Pastor	Dr. Tom Schmidt	Dr. Tom Schmidt 2/16/16
Chairperson	Joseph V. Schmidt	Joe V. Schmidt 2/14/16
Vice Chairperson	ROGER DUNLAP	Roger Dunlap 2/14/16
Member	MICHAEL FREIL	Michael Freil 2/16/16
Secretary	Amanda Roddy	Amanda Roddy 2/16/16
Member	Robin Chew	Robin Chew 2/14/16
Member	Louise Carter	Louise Carter 2/16/16
Member		
Member		
Member		
Member		
Youth Member		