

**GUIDELINES AND REGULATIONS OF
THE PARISH PASTORAL COUNCIL OF
ST. MALACHI PARISH
(Cleveland, Ohio)
[effective as of May 1, 2010]**

Preface

St. Malachi Parish was established on November 7, 2009 by the merger of St. Malachi Parish (established 1865) and the Community of St. Malachi (established as a parish in 1975). The new St. Malachi Parish Pastoral Council, in collaboration with the pastor and all members of our Parish, provides leadership in continuing to develop this Parish while honoring the charisms of both the Community of St. Malachi and the original St. Malachi Parish. Calling upon the gifts and wisdom of the Holy Spirit, the Council engages each member's active and loving participation in the building of this new faith community.

Belonging to St. Malachi is an invitation to participate fully in the life of the Church. It is a call to prayer and sacramental practice -- most especially Eucharistic celebration -- with others as part of the greater Catholic community. It also calls us through the grace of Baptism to continue in faith formation, give input into the growth of the Parish community and its mission, and offer stewardship within the local area, Parish commissions, programs and ministries. Through the offering of time, talent, and treasure, each member individually and in communion with others gives witness to Gospel teaching.

1. The Parish Pastoral Council

These are the Guidelines and Regulations (the "Guidelines") for the Parish Pastoral Council (the "Council") of St. Malachi Parish in Cleveland, Ohio.

2. The Parish Mission Statement

*St. Malachi is formed as
a Eucharistic People
united in prayer
welcoming to all
serving those who are poor and in need.*

3. Purpose and Function of the Council

A. **Purpose:** The Council is a leadership group, representing the entire Parish community, which provides consultation to the pastor regarding the life and pastoral ministry of the Parish. It engages in pastoral planning to enable the entire Parish community to accomplish the mission of the church. The Council serves as an energizing, coordinating and unifying entity of Parish life, which enables individual Parish members to access the processes which guide, further and support the various aspects of Parish life.

B. **Functions:** Informed by the Parish Mission, the Council performs the following functions:

(i) **Spiritual formation:** The primary concern of the Council is the life-long faith formation of the Parish community. Since our formation in Jesus and the Gospels is the center of our life as a faith community, opportunity will be provided for the Parish community's and the Council Members' own life-long faith formation. The Council itself strives to build a Christian community with mutual trust and understanding among members. The Council seeks to be and become a model of prayer, cooperation, celebration and service.

- (ii) **Pastoral planning:** The Council ensures ongoing collaboration in developing and renewing a pastoral plan for ministries and the life of the Parish. This pastoral plan promotes the full mission of the Church. While commissions, ministries and other groups focus on a specific area of mission and ministry, the Council is responsible for determining how the Parish can be most effective in fulfilling its total mission. The Council discerns what needs to be supported, changed, and/or developed to make the Parish more faithful to the call of God.

To fulfill its planning responsibility, the Council regularly listens to the Parishioners and evaluates the overall experience and quality of life of the Parish community. It develops, updates and recommends plans and priorities for the future.

This planning work includes:

- (a) **Reviewing the Parish Mission, Identifying Key Needs/Concerns:** The Council, in cooperation with the Parishioners and pastoral staff, attempts to identify the key needs and concerns of the Parish, cluster parishes, and the larger community in which it exists. Critical to this process is seeking out and attending to the experience and perspectives of Parishioners; this can be done in a variety of ways, both formal and informal.
- (b) **Establishing Goals and Objectives to Respond to Priority Needs:** The Council will formulate specific, realistic goals and objectives that respond to Parish needs. By Council agreement and approval by the pastor, these goals and objectives become policy statements or guides for action.
- (c) **Monitoring and evaluating the programs and activities:** The goals and objectives or policies set by the Council are implemented through various procedures and/or programs. Administration and programming are not functions of the Council. The Council's role of monitoring and evaluation is an oversight function to assure that Parish needs are being met effectively. It is never a role of "passing judgment" on persons or intentions.
- (iii) **Policy development:** The Council develops, reviews, and recommends to the pastor and Parish community pastoral policies needed to provide clear guidelines to ensure effectiveness to meet pastoral needs.
- (iv) **Communication:** The Council communicates regularly with members of the Parish community, commissions and other groups. It welcomes feedback. The Council also facilitates regular communications of members of the Parish community with one another, encouraging a climate in which people speak freely with respect, openness and love.

The Council enables the members of the Parish community to:

- * relate their experiences, needs and hopes to the planning process of the Parish, and

- * to recognize their gifts & talents, and to share in the ongoing pastoral work of the Parish.

The Council also communicates with the diocesan community and universal Church through District, cluster and regional gatherings, the Diocesan Pastoral Council, the Bishop and his administration.

The mission of the Parish extends to all people living within its area. The Council supports and encourages communications with other faith communities and the local civic community.

Open, trusting, loving communication among the members of the Council themselves is vital to its effectiveness. The Council should from time to time reflect on the quality of its internal-communications process.

- (v) *Attending to "the preferential option for the poor"*: We are called by the presence of persons who are poor and marginalized in our midst. From the beginning, St. Malachi has accepted that "the preferential option for the poor" is a basic, constitutive element of the mission of the church and of this Parish. Our tradition of ministry to people who are poor or marginalized, and efforts to address the causes of their poverty and marginalization, are both an asset and a responsibility. This responsibility includes assuring the human and financial resources for sustaining our ministries and commitments to them.

4. **Composition of the Council**

A. Composition: All Council members shall be Registered Parishioners of St. Malachi Parish. The Council shall consist of the following individuals (the "Council Members"):

- (i) The pastor of the Parish,
- (ii) One delegate from each Parish Commission listed in Section 9 ("Delegate Members"), and
- (iii) Parishioners elected At-Large by the Registered Parishioners of St. Malachi ("At-Large Members"). The total number of At-Large Members shall equal the total number of Delegate Members plus 2.

B. Term Length: The length of the term of each Council Member shall be as follows:

- (i) In the case of the pastor, his term shall commence when he becomes pastor of the Parish and shall continue until his position as pastor terminates,
- (ii) The term of each Delegate Member shall be 3 years, beginning on July 1 of the year in which he or she is appointed by a Parish Commission and ending on June 30 three years later, and
- (iii) The term of each At-Large Member shall be 3 years, beginning on July 1 of the year in which he or she is elected and ending on June 30 three years later.

EXCEPT THAT, the Council shall make its best efforts to ensure that only one third of the Council Members have terms that expire in any particular year. Accordingly, for the terms of Council Members commencing on July 1, 2010:

- (i) Approximately 1/3 of the Delegate Members and 1/3 of the At-Large Members will be elected to terms that end on June 30, 2011,
- (ii) Approximately 1/3 of the Delegate Members and 1/3 of the At-Large Members will be elected to terms that end on June 30, 2012, and
- (iii) Approximately 1/3 of the Delegate Members and 1/3 of the At-Large Members will be elected to terms that end on June 30, 2013.

C. Term Limits: No person serving as either a Delegate Member or an At-Large Member may serve more than two consecutive three-year terms without the passage of at least one three-year term during which he or she is not a Council Member.

D. Selection/Election:

- (i) Delegate Members: By April 1 of each year, the Council shall notify the Chairperson of each Parish Commission that has a Delegate Member whose term is scheduled to expire on June 30 of that year that it must select a Delegate Member for the next term. The Chairperson of each such Commission shall then arrange for those who serve on that Commission to select a Delegate Member for the next term and, by June 1, shall notify the Chairperson of the Council whom the Commission has selected. The Chairperson shall announce to the Parish the names of the newly appointed and re-appointed Delegate Members.
- (ii) At-Large Members: The Vice-Chairperson of the Council shall serve as the chair of the Nomination/Election Committee for At-Large Members. By April 1 of each year, the Vice-Chairperson shall present to the Council for approval a Nomination/Election Committee consisting of not less than 3 nor more than 5 people, at least one of whom is not a Council Member. The purpose of the Nomination/Election Committee shall be to arrange for an open and fair process by which Registered Parishioners shall nominate and elect individual Parishioners to fill any At-Large positions on the Council that are up for election that year. The Nomination/ Election Committee shall adequately publicize to the Parishioners the manner and period of time during which nominations may be made and the manner and period of time during which Parishioners may submit ballots, and provide adequate time to the Parishioners for each of these steps. Furthermore, this Committee shall ensure that the elections are completed by June 1 for At-Large Member positions scheduled to begin on July 1 of that year. After the elections are completed, the Chairperson of the Council shall announce to the Parish the names of the newly elected and re-elected At-Large Members.
- (iii) Diversity: The Council shall encourage Commission Chairpersons and Nominating

Committees to create a process for selecting Council Members that reflect the diversity of the Parish, including, but not limited to, diversity in age, gender, culture, points of view and skills.

- E. **Vacancies:** In the event of the resignation, removal or death of any Delegate Member before the end of his or her term, the applicable Parish Commission will appoint a replacement to complete the term. In the event of the resignation, removal or death of any At-Large Member before the end of his or her term, the Council shall appoint a replacement to complete the term. The Chairperson of the Council shall announce to the Parish the name of any person appointed to fill a vacancy on the Council.

5. Responsibilities of Council Members

- A. **Expectations:** Council Members are expected to demonstrate the following:

(i) **Commitment:**

- To promote the mission and spiritual welfare of the Parish
- To work with the pastor who is the spiritual leader of the Parish
- To attend all Council meetings and to prepare sufficiently
- To work in a group process of prayer, consensus building and planning

(ii) **Openness:**

- To listen attentively, be open-minded towards the ideas of others, and show respect to all opinions shared
- To present a parishioner's opinions and comments to Council when asked to do so by the parishioner

(iii) **Participation:**

- To actively participate in Parish events
- To actively participate as a member of at least one Parish Commission, ministry or committee

- B. **Attendance at Council Meetings:** If a Council Member knows he or she will be absent from a Council meeting, the Council Member shall notify the Chairperson in advance of the meeting. If a Council Member is absent from more than one-third of the Council meetings in a year, the Council may formally remove the Council Member from the Council.

6. Council Meetings

- A. **Number:** The Council shall hold at least 8 meetings each year, on the dates, times and places determined by the Council.

- B. **Notice:** The Secretary shall provide written or e-mail notice of the date, time and place of a Council meeting and the agenda for that meeting to each Council Member at least 7 days in advance of the meeting. The Secretary shall also ensure that notice of the meeting and the agenda is publicized in the Parish bulletin and posted on the Parish website at least 7 days in advance of the meeting.

- C. **Quorum**: The presence of 50% or more of the Council Members shall constitute a quorum for a Council meeting, provided that the Pastor is present. A quorum is required for the making of any recommendation or decision or the taking of any official action by the Council.
- D. **Open Meeting Policy**: Council meetings are open to all parishioners. Only Council Members may vote on matters before the Council, but, upon being recognized by the person chairing the meeting, a parishioner in attendance at the meeting may offer remarks on the matter being discussed. While the policy of the Council shall be to keep meetings open, if the pastor or the Chairperson believes in good faith that a particular matter needs to be kept confidential, he or she may request that anyone not on the Council be asked to leave for the portion of the meeting addressing that matter.
- E. **Agenda**: The Chairperson, in consultation with the pastor, shall be responsible for preparing an agenda and sending it to the Secretary for distribution before each Council meeting. A parishioner may suggest an agenda item for a Council meeting by informing a Council Member. If the item is not addressed at the next Council meeting, the parishioner may require that it be placed on the agenda for the following Council meeting by collecting the signatures of at least 10% of the Registered Parishioners on a petition to that effect.

7. **Decision-Making**

- A. **Scope**: The pastor shall consult with the Council on those matters related to the life and pastoral ministry of the Parish.
- B. **Consultative Decision-Making**: As understood by Canon Law, “consultation” is a process of shared decision-making. If consultation is required with the Council, the pastor must ensure that the Council is properly convoked, must consider its recommendations seriously, and must ordinarily not act contrary to its advice, especially if consensus is achieved.

Both the Council and the pastor should work together in a climate of good will and trust. Great care should be taken to assure a complete and honest dialogue in which all points of view are considered. Council Members should seek to arrive at recommendations that can be supported by the entire Parish community, rather than by a segment of it.

- B. **Method**: Depending on the issue, the Council may utilize consensus, discernment and/or voting for arriving at its decisions. The initial decision as to which method to utilize on a particular issue rests with the Chairperson. Any Council Member may request that a particular decision be decided by a vote. Such a request shall normally be honored, *provided that* either the pastor or the Chairperson may require that further efforts be made to reach a decision by consensus or communal discernment if either reasonably believes that this might be achieved and that the decision at issue would be better resolved in this manner.

- (i) **Consensus**. Consensus is the process of arriving at a decision through open

discussion and resolution of major discrepancies. Consensus results in a decision that all members of the group can accept and uphold without compromising any strong convictions or needs.

- (ii) **Discernment.** Discernment is the process of arriving at a decision in accord with the group's understanding of God's will through prayerful reflection and deliberation. Communal discernment is related to consensus but adds the following dimensions to the consensus process: prayerful reflection, gathering of evidence, discussion of positive and negative factors of proposed alternative plans of action, and confirmation by the group. Communal discernment is intended for use in decision-making on issues of major importance. Because of the time involved, it is not usually practical for lesser issues.
- (iii) **Voting.** When the Council votes on a matter, the vote will be conducted by a show of hands, or by ballot if requested by any Council Member. This follows a motion made by a Council Member and seconded by another Council Member to end discussion and proceed to a vote, which receives the support of a simple majority of the Council. To constitute an official act of the Council, the recommendation or proposed action must receive the affirmative vote of sixty percent (60%) of the Council Members present at a meeting at which a quorum is present.

D. Implementation of Council Recommendations: Recommendations of the Council are considered official when ratified by the pastor. If the pastor decides, after prayer and reflection, not to ratify a Council recommendation or to withhold implementation, he must express this decision to the Council and give his reasons as fully as possible.

If the Council has difficulty accepting the pastor's decision not to accept its recommendation, the Chairperson shall poll the Council as to whether it wishes to accept the decision of the pastor or to discuss the matter further. If the Council wishes to discuss the matter further, it shall invite the pastor and all concerned persons to study the issue further and to provide additional relevant data and/or insight. The Council shall prayerfully review the issue again in light of all of the information provided. Then, at a meeting at which a quorum of the Council is present, it shall reconsider its original recommendation on the issue. If the recommendation of the Council on the issue is again vetoed by the pastor, the issue shall be referred to the Bishop's representative. Either the Chairperson or the Pastor can initiate the referral.

8. Officers

- A. **Officer Positions:** The Council shall have a Chairperson, Vice-Chairperson and a Secretary, selected by the Council from among its Delegate and At-Large Members. The Council shall also have a Recording Secretary, selected by Council, but who is not a member of Council.
- B. **Term Lengths:** The length of the term of each Officer shall be three years, beginning on July 1 of the year in which he or she is appointed and ending on June 30 three years later;

except that the length of the term of any Officer appointed to a position commencing on July 1, 2010 shall be equal in length to that Officer's term as a Council Member.

- C. **Term Limits**: No person serving as Chairperson, Vice-Chairperson or Secretary may serve more than two consecutive three-year terms without a three-year term out of office. There are no term limits for the Recording Secretary.
- D. **Selection/Election**: At its last regularly scheduled meeting before the term of an officer specified in Section 8A above is due to expire, the Council shall select a person for that office for the next term.
- E. **Officer Responsibilities**: The Officers shall have the following responsibilities:
- (i) The Chairperson shall lead the Council in fulfilling its purpose and functions. In doing so, he or she shall also:
 - Chair all regular and special Council meetings and all annual and special General Parish meetings
 - Motivate Council Members, Officers and Commissions to fulfill their specific responsibilities
 - Encourage all Council Members to participate actively and express ideas freely
 - Assist discussion by restating, summarizing and contrasting ideas and sentiments expressed by Council Members
 - Identify and clarify the consensus reached by the Council, and, where consensus cannot reasonably be achieved, call for a vote
 - Clarify Council procedures
 - Attend to the need to communicate with, involve and meet with parishioners for their input as necessary
 - (ii) The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence and shall serve as an aid to the Chairperson in conducting the Council's work. In doing so, he or she shall also:
 - Chair the Nomination/Election Committee and facilitate the appointment of the Nomination/Election Committee members
 - Coordinate the selection and election of Council Members
 - Perform other functions requested by the Chairperson or the Council
 - (iii) The Secretary shall serve as the custodian of the Council's records. More specifically, he or she shall:
 - Ensure that a record of the minutes of all Council and General Parish meetings is kept
 - Maintain a roster of the Council Members, Council and Officer terms and records of attendance
 - Ensure that appropriate notice is given for all Council and General Parish meetings as required by these Guidelines
 - Keep on file careful records of the Council's history, development, minutes, decisions, and roster

- Make available, collect and count ballots for parishioner votes in accordance with Section 11
- (iv) The Recording Secretary shall take minutes of all Council and General Parish meetings and, under the supervision of the Secretary, distributes copies of the minutes for approval among the Council.

9. Commissions

The Parish shall have the following Commissions:

- Communications
- Education and Lifelong Faith Formation
- Evangelization
- Liturgy
- Parish Community Life/Hospitality
- Social Concerns/Justice/Action
- Spiritual Development
- Stewardship

The Council shall be responsible for preparing and, as necessary, updating descriptions of the specific objectives of each Commission. The Council, on its own authority and with the approval of the pastor, may modify the specific objectives of any Commission to better meet the needs of the Parish. The Pastoral Staff serves as a resource to the Commissions.

10. General Parish Meetings

As part of its mandate to be responsive to the needs and concerns of Parishioners, the Council shall, as provided below, convene General Parish Meetings to which all registered Parishioners shall be invited.

A. Annual General Parish Meeting. Each year, during the month of April or May and after the list of candidates for At-Large Members of Council has been finalized but before Parishioners may begin voting for these positions, the Council shall convene the Annual Meeting of the Parish. At this Meeting, the Council shall report on the state of the Parish. The Finance Council shall report on the finances of the Parish. Candidates for At-Large positions on Council shall be given an opportunity to introduce themselves to the Parish and answer questions. Parishioners shall have the opportunity to voice their concerns related to the Parish. Any reports made at the General Parish Meeting shall also be made available to the Parish in written form or by posting on the Parish website.

B. Special General Parish Meetings.

- (i) Called by Council. Whenever it deems appropriate or necessary, the Council may convene a Special General Parish Meeting to get input from parishioners. The agenda for such a Meeting shall be limited to the purposes stated in the notice for the meeting.
- (ii) Called by Parishioners. In response to a signed petition of at least 10% of the Registered Parishioners calling for a Special General Parish Meeting, the Council

shall convene such a Meeting as soon as is reasonably possible. The agenda for such a Meeting shall be limited to the purposes stated in the petition calling for the meeting.

- (iii) Notice. The Secretary of the Council shall be responsible for posting notice of and the agenda for any Special General Parish Meeting at least 10 days in advance of the meeting (a) in the Parish bulletin and (b) on the Parish website.

11. Parishioner Votes

Whenever these Guidelines call for a vote of the Registered Parishioners, the Secretary of the Council shall make his or her best effort to ensure that ballots are made available to all Registered Parishioners by (i) including a paper copy of the ballot in the Parish bulletin, (ii) including instructions for electronic submission of ballots on the Parish website and (iii) placing paper copies of the ballot on tables at the church entrances, for at least two weeks before the ballots are due. Parishioners must submit their ballots in the manner and by the due date listed on the ballot and/or on the Parish website.

The Secretary shall be responsible for collecting and counting the ballots. To ensure the integrity of the election process, the Secretary will require that each Registered Parishioner submit only one ballot and may require that each Registered Parishioner attest to that fact when he or she submits a ballot.

Receipt of the completed ballots of at least 10% of the Registered Parishioners shall be required for a vote of the Parishioners to be considered valid.

12. Relationship with Parish Finance Council

The Parish Pastoral Council and the Parish Finance Council are distinct entities with distinct functions. However, they are related since both are concerned with the life and mission of the Parish. Cooperation between these two Councils is essential for the good of the entire Parish. Both Councils are consultative to the pastor: the Parish Pastoral Council on matters related to the life and pastoral ministry of the Parish, the Finance Council on matters of financial concern.

The purpose of the Parish Pastoral Council is to promote the spiritual growth of the Parish community and plan ways for the Parish to carry out its mission. The purpose of the Finance Council is to aid the pastor in the administration of Parish goods in order to carry out the mission of the Parish.

The Finance Council looks to the Parish Pastoral Council for a statement of the mission of the Parish, a pastoral plan and Parish priorities. The Parish Pastoral Council looks to the Finance Council for sound financial guidance and planning regarding the resources needed to develop and implement Parish plans, programs and policies.

Both Councils can foster cooperative relationships through regular communication. Regular reports are to be exchanged between the two Councils. The Parish Pastoral Council shall select one of its members to serve as a liaison to the Finance Council.

13. Amendments

Any amendment to these Guidelines must be approved by the Registered Parishioners by a vote conducted in accordance with Section 11 of these Guidelines. In order to be valid, the amendment must receive the affirmative vote of two-thirds of the Registered Parishioners who vote on it.


14. Definitions

- A. **Parish:** means St. Malachi Parish in Cleveland, Ohio.
- B. **Registered Parishioners:** means those individuals 16 years of age and older whose names appear on the St. Malachi Parish registry maintained by the Parish office.
- C. All other capitalized terms appearing in these Guidelines shall have the meanings assigned to them in these Guidelines.

These Guidelines are adopted as the Guidelines and Regulations of the Parish Pastoral Council of St. Malachi Parish, effective as of May 1, 2010, having received the approval of:

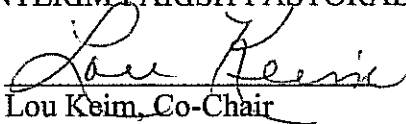
THE PARISHIONERS OF ST. MALACHI PARISH (approved by 96% of the ballots cast in a vote concluded on April 25, 2010)

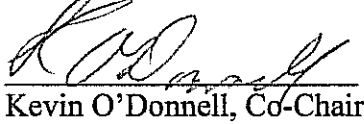
THE PASTORAL COUNCIL WORKING GROUP

By: 
Kevin O' Donnell, Co-Chair

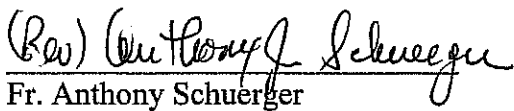
By: 
Matthew Rossman, Co-Chair

THE INTERIM PARISH PASTORAL COUNCIL

By: 
Lou Keim, Co-Chair

By: 
Kevin O' Donnell, Co-Chair

THE PASTOR OF ST. MALACHI PARISH

(Rev) 
Fr. Anthony Schuerger