



STELLA MARIS PARISH OPERATING GUIDELINES LEADERSHIP COMMITTEE AND INTERIM PASTORAL COUNCIL

I MISSION STATEMENT

Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our patron, Mary.

VISION STATEMENT

We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.

II LEADERSHIP COMMITTEE This group was formed by the Pastoral Council following five small group sessions of Parish Leadership discussing the book, *Forming Intentional Disciples* by Sherry Weddell. This ad hoc committee consists of all Parish Leadership including Pastoral Council members, Finance Council members, Commission chair, Committee chairs and other interested parishioners. Their charge was to develop a Parish Mission and Vision statement, and determine how to best live that mission and communicate it with the entire parish to help all on the road to discipleship. This group has become an effective committee willing to carry the mission forward. With the Pastoral Council struggling for membership and leadership it was proposed that this group take on the role of Pastoral Council which includes the planning work they are currently doing. After a discernment discussion, consensus was achieved to take on this role for an interim period until a vibrant Pastoral Council can again be formed. It remains critical that prayer and reflection be an important part of all these meetings and should therefore be well planned and prepared.

- A. ORGANIZATION.** The Stella Maris Parish Leadership Committee is inclusive and welcomes all to participate. It was formed with Pastoral Council Members (now Leadership Committee members), Finance Council members, Staff, Commission Chairs, and Committee Chairs or their representatives.
- B. PURPOSE.** In general, it is the role of this committee to work cooperatively with the Pastor in order to determine and coordinate the priorities, goals, programs, services and organizations of the parish. This includes the following:
- (1) **To Listen and Respond to the Holy Spirit.** The Committee, together with the Pastor and with input from staff members, prayerfully considers what the Spirit of God is calling the parish to be and become.
 - (2) **To Organize Lay Participation and Cooperation.** The Committee provides the means whereby members of the parish respond to their baptismal commitment and work closely with the Pastor, staff, committees and parish organizations for the common good and mission of the parish.
 - (3) **To Facilitate Shared Practical Wisdom.** In dialogue, members of the committee and the Pastor come to an understanding of the spiritual as well as physical concerns and needs of the people of the parish and broader community. The Committee assists the pastor in the development of parish policies and strategies to address those concerns and needs.
 - (4) **To Do Parish Planning.** The Council, along with the staff and involvement of all members of the parish community, works with the Pastor to do ongoing parish planning. This

includes the formulation of a parish mission statement, the assessment of needs, the establishment of parish priorities and goals.

- (5) **To Communicate.** Through the commissions, committees and various forms of communication the committee shares the mission, vision, values and plans for the parish with parishioners and other in the community. This includes but is not limited to dialog among committees to support each other and the parish mission as a whole.

B. MEMBERSHIP:

(1) Representative Council

The Leadership Committee will be a representative council consisting of the following:

- Parish Staff
- The elected Secretary Lay Trustee, ex officio,
- The elected Treasurer Lay Trustee, ex officio,

A representative from the following Commissions::

- Living Justice
- Education
- Worship
- Parish Life
- Stewardship
- Evangelization

Committee Chairpersons or their representative

- (2) **Qualifications.** Committee members shall be confirmed Catholic, registered members of the parish and good stewards. They must have demonstrated leadership talent, and have time available to attend committee meetings as well as other training, planning and worship opportunities within the Diocese and the Parish.

- (3) **Agendas and Minutes.** The agenda will be sent out in advance to all members. Posting of minutes on website and at church sites will occur as soon as possible.

D. OFFICERS

- (1) **Choosing Officers.** The Committee shall be choose a Chairperson and a Secretary. They shall be chosen by and from the Committee trough a discernment process.

- (2) **Duties.** The Chairperson will chair all Committee meetings. The agenda will be based on the type of meeting being called as determined by the annual calendar and needs of the parish. The Chair will work with the pastor to determine the agenda. The Secretary is responsible for taking minutes of the committee meetings and sending them out, plus all appropriate attachments, well in advance of the meeting date in order that all members have sufficient time to consider the issues to be presented.

- (3) **Terms.** This group will review its status in June 2017, and prepare to turn its responsibilities over to a Pastoral Council by July of 2018 or earlier.

E. MEETINGS

- (1) **Planning Meetings.** These meetings will be held quarterly. If necessary additional meetings will be scheduled for the Committee to complete its work.
- (2) **Education Meetings** will be strongly encouraged for all members to aid in their own development as parish leaders. Diocesan Leadership days, guest speakers and other opportunities will be offered.
- (3) **Business and Communication Meetings.** These meetings will be held quarterly to share information among commissions, hear requests from committees or parishioners, approve policy, and advise the pastor on issues facing the parish.
- (4) **Day of Prayer.** The Leadership Team will gather in September to spend time in individual, communal prayer and reflection for our parish.

F. REVIEW This committee will review its functions in June 2017 to determine if it should remain in this role of Pastoral Council for another year. The goal is to reform and/or reconfigure the Pastoral Council by June 2018.

G. PASTOR PRESIDES OVER THE COMMITTEE The Pastor presides over the Pastoral Council by:

- (1) Making sure the scope of the committee's concerns reflects the mission of the Parish, the Diocese and the universal Church.
- (2) Encouraging the committee to build a community of faith and an atmosphere of friendship and trust among its members.
- (3) Making sure that the committee members have adequate training.
- (4) Working with the chairperson and the executive committee to formulate the Committee agenda.
- (5) Sharing in the prayerful dialogue and discussion that leads to the formulation of policy. If there is disagreement between the Pastor and the Council, final authority rests with the Pastor. In those instances where the Pastor cannot accept the recommendations of the Council, he should provide the Council with a recommendation.
- (6) Serving as chief administrative officer of the parish.
- (7) Executing the policies formulated by the Committee.

H. MANNER OF OPERATION

(1) **Discernment.** The Committee's manner of operation shall be communal discernment, which includes prayerful reflection, gathering of information, dialogue, and full deliberation before reaching consensus. When discerning all members will have up to three minutes to express their thoughts and ideas.

(2) **Consensus.** The method of reaching decisions shall be by consensus. Consensus is built on prayer and seeks the will of God, not "my will." It is based on mutual trust among the persons making the decision and honors the teaching of Scripture and the Church. If necessary discussion may stop for prayer and then another round of thoughts or ideas.

(3) **Notice to Parishioners.** Notice of all meetings shall be given to parishioners in the bulletin and all are welcome to attend.

I. ANNUAL PARISH MEETING. An annual parish meeting shall be called by the Pastor for all registered parishioners, seasonal parishioners, and all interested visitors. The Chairperson of the Leadership Team will chair the parish meeting. The Pastor will review the year since the last meeting, the annual report and provide a visionary outline for the future of the parish. Questions directed to the Pastor, the chairperson and the committee chairpersons are encouraged.

October, 2016