

St. Clement of Rome Parish Council Guidelines

The Mission of St. Clement of Rome Parish

We, the family of St. Clement of Rome, are children of God, united with Christ through Baptism and guided by the Holy Spirit. We are called to the mission of Jesus Christ: To love God through love for one another. We strive for an openness that allows all persons to be and to feel that they are part of the parish community. We strive to be a spiritual family through prayer and the sacraments. We strive to proclaim the Gospel of Salvation in today's world. We strive to live the law of love through service to our neighbors, near and far.

Purpose and Functions of the St. Clement of Rome Parish Council

The parish council shall be the apostolic vehicle through which a representative group of the people of God in St. Clement Parish serves as an advisory body to the pastor, on an as needed basis, to:

- provide a permanent, flexible structure for constructive dialogue among the priests and laity of the parish so that all can work in close cooperation as a truly Christian community in fulfilling Christ's saving mission;
- provide leadership, direction, education, resources, and encouragement in accordance with the constant and continuing goals of the parish, the Archdiocese, and the Universal Church;
- assist the pastor with respect to setting priorities and developing and implementing programs and ministries aimed at meeting the spiritual and temporal needs of the individual, family, parish, and community; and
- assist the pastor in overseeing the functioning of the various committees/commissions of the parish.

Membership

- The parish council shall consist of the pastor, associate pastor(s), permanent deacon(s), principal of the parish school (or her/his delegate), four (4) elected adult lay members of the parish at large, and the heads of the four (4) standing committees or commissions of the parish.

Adopted April 14, 2010

- The term of office of the four (4) elected lay members will be two (2) years, on a staggered basis, with two (2) members' terms expiring every year.
- Parishioners will be asked each year to express their interest in serving on the parish council. If more than two (2) parishioners express interest, an election shall be held in November of each year.
- If less than two (2) parishioners express interest, the parish council may seek candidates to fill council seats or may ask one or both (as the case may be) of the outgoing members to serve another two year term. However, parishioners shall be limited to serving three (3) consecutive terms on the parish council.
- All adult parishioners 18 years of age and older who are registered with the parish will be eligible for membership on the parish council and eligible to participate in any election that might be required.

Officers

- The parish council, at its last meeting of each calendar year, shall select a chairperson and secretary from its membership to serve during the following calendar year.
- The chairperson shall preside at all parish council meetings.
- The secretary shall record and report the minutes of each meeting and post them on the parish website once they are approved.

Meetings

- The parish council shall meet a minimum of four (4) times per year.
- Special meetings of the parish council may be called with 48 hours notice to each member by the chairperson and/or the pastor.
- The chairperson, in consultation with the pastor, shall prepare an agenda for each meeting.
- Any member of the parish council may submit to the chairperson a matter to be included on the agenda.
- Parishioners may come to any parish council meeting as observers.

Commissions

- The parish council shall assist the pastor, as needed, in overseeing the standing committees or commissions that have been established to undertake the various ministries serving the parish community. These committees/commissions include, without limitation, the following:
 - Finance Committee
 - Liturgy Commission
 - Evangelization Committee
 - Social Justice Commission
- The chairperson of each committee/commission shall be selected by the pastor.
- Additional committees/commissions may be established from time-to-time at the discretion of the pastor and/or parish council. Moreover, special ad hoc advisory committees may be established from time-to-time to meet specific objectives.
- The chairperson of each committee/commission shall report directly to the pastor. However, as a member of the parish council, each committee/commission chairperson should also keep the other parish council members informed regarding any significant matters relating to his/her committee/commission. This can be done either by personally reporting on such matters at meetings of the parish council or by reporting to the parish council through the pastor.

Additions and Revisions

- Additions or revisions to these guidelines may be adopted by a simple majority vote of the members then serving on the parish council.