

ST. CASIMIR CATHOLIC PARISH – CLEVELAND, OHIO
PARISH PASTORAL COUNCIL GUIDELINES

Approved August 31, 2010

Updated March 5, 2013 with Amendment 1

Article I – Name of Parish and Parish Pastoral Council (PPC)

These are the guidelines for the Parish Pastoral Council of St. Casimir Parish in Cleveland, Ohio.

Article II – Mission Statement

Saint Casimir is an ethnically diverse Catholic parish with a dual mission to unite and strengthen the Lithuanian community and to welcome all who wish to become a part of our parish family.

We are called to be people of faith centered in the Eucharist, living the Gospels, and meeting Christ in the Sacraments as well as in each other.

We seek to meet the spiritual needs of parishioners of all ages, to build our neighborhood while celebrating the traditions and culture of Lithuania, and to meet challenges and build a strong parish together.

Article III – Purpose and Function

A. Purpose – The purpose of the Parish Pastoral Council is to promote the spiritual growth of the parish community and to plan ways for the parish to carry out the mission of the Church. The PPC represents the pastoral needs and interests of the entire parish. It seeks to build, strengthen, and nourish faith and to empower members by encouraging critical thinking and ownership.

B. Function – The Parish Pastoral Council functions as a consultative body to the Pastor in the following key areas of parish life:

Spiritual Formation – The PPC is a model of prayer, cooperation, celebration, and service. In forming community, the PPC members are challenged to ongoing renewal through prayer, study, listening, and dialogue. By their example, they lead the entire parish community in spiritual renewal and growth.

Pastoral Planning – The PPC is also the pastoral planning body of the parish. It is expected to discern what needs to be supported, changed, or developed to make the parish more faithful to the call of God and to its own vision and mission. The PPC shall develop and then annually review a pastoral plan that includes long-term priorities. It provides consultation to the Pastor regarding proposed goals, pastoral policies or programs as developed by the Staff or other groups, especially those that may involve significant change in or impact upon the life of the parish community.

Pastoral Policy Development – The PPC develops, reviews, and recommends pastoral policies. The Pastor is responsible to ensure that major pastoral policy proposals developed by the Staff, other individuals or groups are brought before the PPC for their review and recommendation. Development and implementation of parish plans, programs and policies is done with sound financial guidance from the Finance Council regarding the resources needed (see Article IV).

Communication – The PPC is responsible to communicate regularly with members of the parish community. The PPC is the conduit by which the planning process of the parish is informed of parishioners’ experiences, needs, and hopes. PPC members should therefore seek to know the people of the parish well, and it is expected that the PPC will develop ways of formally and informally surveying the parish-at-large. The PPC also communicates with the broader diocesan and Church communities, as well as other faith and local civic communities.

It is recognized that these areas are interdependent and may involve significant overlap. The preferred model of decision-making at every level is consensus.

Article IV – Roles and Relationships (See Appendix A – Organizational Structure of St. Casimir Parish)

- A. PPC and Finance Council** – The Finance Council looks to the PPC for a statement of the mission of the parish, a pastoral plan, and parish priorities. The PPC looks to the Finance Council for sound financial guidance and planning regarding the resources needed to develop and implement parish plans, programs, and policies.
- B. Pastor and PPC** – The Pastor presides over the PPC. The Pastor is responsible for the final approval of the PPC recommendations concerning pastoral planning, programs, and services for the parish, as well as for their implementation. The Pastor is not obliged to follow the recommendations of the PPC, and when there are compelling reasons not to do so, the Pastor is expected to share his reasons with the PPC.
- C. Parish Commissions** – Parish Commissions are established by and operate under the guidance of the PPC.

Article V – Membership

- A. Membership Objectives** – The guidelines for PPC membership are intended to accomplish the following objectives:
 - 1. Recognizing the history of the formation of St. Casimir and its status as a personal parish (i.e. non-territorial), the guidelines seek to ensure appropriate representation for both the Lithuanian and non-Lithuanian communities.
 - 2. The guidelines seek to ensure that there is sufficient diversity in the PPC composition.
 - 3. The guidelines seek to ensure that the membership of the PPC has sufficient turnover to promote new viewpoints and new ideas.
- B. Number of Members** – The PPC shall be composed of ten (10) members.
- C. Elected / Appointed Members**
 - 1. Eight (8) PPC members shall be elected by parishioners.
 - 2. Two (2) PPC members shall be appointed by the Pastor.
- D. Elected Member Distribution** – Of the eight (8) elected members the distribution shall be as follows:
 - 1. Two (2) members shall be from the Lithuanian community.
 - 2. Two (2) members shall be from the non-Lithuanian community.
 - 3. The remaining four (4) members shall be from the community at-large.

- E. Appointed Member Distribution** – There are no requirements for selecting the two appointed PPC members. It is expected that the pastor will make the appointments with a view to increasing the diversity and skill set of the PPC.
- F. Length of Term / Staggered Terms** – PPC members shall serve a term of two years. In the initial formation of the PPC, five PPC members shall serve a term of only one year. This will ensure that every year, half the PPC membership is new.
1. For the initial formation of the PPC, the following procedure will be followed to identify the five members having a one year term:
 - a. Of the elected PPC members, the members with the lower number of votes in each category (one Lithuanian, one non-Lithuanian, two at-large) shall serve a term of one year.
 - b. Of the appointed PPC members, one shall be selected by the Pastor to serve a term of one year.
 2. In all subsequent formations of the PPC, each member's term shall be two years.
- G. Term Limits** – A PPC member may serve a maximum of two consecutive terms. After an intervening period of one year, such a member may again be a candidate for the PPC.
- H. Removal from Membership** – PPC members are expected to be in attendance at each meeting. In the event of missing one-third of the meetings during a 12-month period, the PPC should consider replacing that member.

Article VI – Officers and Responsibilities

- A. Selection Process** – The selection of the officers is to be done in a spirit of prayer, to discern which individuals have the qualities needed for these roles. The PPC should also operate in the spirit of shared leadership. The preferred method of selection is consensus. In the event that consensus cannot be reached, an affirmative vote of 2/3 of the PPC members can be used to elect officers.
- B. Officers and Responsibilities** – The PPC members shall elect a Chairperson, Vice Chairperson, Recording Secretary, and Corresponding Secretary.
1. Chairperson – The Chairperson attends to the organizational aspects of the PPC and chairs all meetings of the PPC. The Chairperson needs to have an understanding of group process and have facilitating skills. As a leader, the Chairperson helps develop unity and stability by fostering a climate of trust and acceptance with a genuine respect for all.

Responsibilities

- a. To conduct the meetings of the PPC
- b. To set the agenda, keep order at the meetings, and be responsible to report the work of the PPC to the members of the Parish
- c. To assist Commission Chairpersons in carrying out their tasks and functions

2. Vice Chairperson - The Vice Chairperson performs the duties of the Chairperson in the latter's absence.

Responsibilities

- a. To serve as an aide to the Chairperson in conducting the PPC's work
- b. To chair a committee that conducts the annual review of the PPC Guidelines

3. Recording Secretary – The Recording Secretary is primarily responsible for documenting the proceedings of, and complying with the directives of the PPC.

Responsibilities

- a. To record, maintain, and distribute the minutes of all PPC meetings to its members
- b. To maintain a roster of the members and records of attendance
- c. To notify the Chairperson of violations of attendance rules
- d. To mail to all PPC members a copy of the minutes of any special (non-scheduled) meetings
- e. To distribute information and correspondence to the PPC members as directed and to care for the necessary correspondence
- f. To maintain the PPC mailing list

4. Corresponding Secretary – The Corresponding Secretary is primarily responsible for administrative duties not pertaining directly to PPC meeting record keeping.

Responsibilities

- a. To be guardian of the approved PPC Guidelines, the minute books, and all official documents of the PPC, the commissions and committees
- b. To publish a periodic report of the business accomplished by the PPC to the parish
- c. To send the names and addresses of the PPC members to the respective Diocesan organizations or departments
- d. To coordinate communication between the PPC and other parish organizations after communication with the Pastor
- e. To place all PPC meeting dates and activities on the parish calendar

C. Terms

1. At the first meeting of a new PPC, officers shall be selected for a one year term.
2. The Chairperson and Vice Chairperson may serve a maximum of two consecutive terms.

Article VII – Nominations and Selection Procedure

A. Candidate Qualifications – Candidates for PPC membership shall meet the following qualifications:

1. The candidate must be a registered parish member.
2. The candidate must be at least 18 years old as of the first day of voting.
3. The candidate may not be a current member of the Finance Committee or Steering Committee.

B. Nomination Process

1. Candidates are self-nominated.
2. A parishioner indicates intent to be a PPC candidate by filling out an application. In the application, the nominee shall indicate:
 - a. Whether they are a Lithuanian or non-Lithuanian candidate
 - b. Why they wish to be a PPC member
 - c. What qualifications they are bringing to the PPC
3. Nominee applications will be available prior to the election process for all parishioners to review.

C. Eligible Voters – Voters in the PPC elections shall meet the following qualifications:

1. The voter must be a registered parish member. Registration must be completed no later than one week prior to the first day of voting.
2. The voter must be at least 16 years old as of the first day of voting.

D. Election Committee – An Election Committee consisting of at least three (3) members shall be appointed by the PPC. In no case should an Election Committee member be a candidate. The work of the Election Committee shall be subject to approval by the PPC.

The Election Committee shall perform the following functions:

1. Nomination Process
 - a. Prepare the PPC application form
 - b. Inform parishioners of the PPC nomination process
 - c. Ensure that candidates are properly informed of the responsibilities of PPC membership
 - d. Collect and validate PPC applications
2. Election Process
 - a. Prepare the ballot
 - b. Prepare the rules for the election
 - c. Ensure that voters are properly informed of their responsibilities and the rules for the election
 - d. Ensure that voters are properly informed concerning all candidate applications
 - e. Distribute the ballot to all eligible voters
 - f. Validate and count all ballots
 - g. Prepare a written summary of the election results

Article VIII – Commissions

A. Framework

1. The PPC provides a framework in which all parish ministries and organizations work together to promote the spiritual growth of the parish and foster the mission of the Church.
2. The PPC works with existing parish ministries and, in consultation with the Pastor, delegates certain responsibilities to commissions or committees.
3. Each existing parish ministry shall fall under the interest of a specific commission. The work of coordinating and communicating among the committees in each commission shall be the responsibility of a three-person panel comprised of a Chairperson, Vice Chairperson, and a Secretary. These positions shall be filled by each commission discerning, from among its membership, persons to serve for a term of two years. After a two-year term, a minimum of a one-year break must be incurred before the Chairperson shall be considered for a new term.

B. Four Commissions – The PPC determines which commissions are needed in the parish. The following four commissions are recommended for St. Casimir Parish:

1. Worship Commission – *Following Jesus as Priest*
2. Faith Formation Commission – *Following Jesus as Prophet*
3. Social Concerns Commission – *Following Jesus as Servant-King in our wider community*
4. Parish Life Commission – *Following Jesus as Servant-King within our parish community*

C. Typical Activities / Responsibilities of Each Commission:

1. Exercise servant leadership
2. Attend to the mission of parish
3. Grow in familiarity with diocesan resources and/or guidelines as they apply to their area of ministry
4. Utilize published materials and other recommended resources
5. Foster communication, collaboration, consultation among their ministries
6. Seek opportunities for education and formation
7. Set reasonable, measurable goals
8. Provide for periodic evaluation of established goals

D. Ministries and Committees – Ministries and committees that shall fall under the four commissions are illustrated in Appendix B.

Article IX – Meetings

A. Framework

1. Meetings should be held once a month, for a total of 12 general meetings a year. At the first meeting after elections, the council shall set the time and date of meetings for the entire year.
2. For a meeting to take place, a quorum must be present (1/2 council, plus 1).
3. The agenda for each meeting should be set by the Chairperson and Pastor (see Appendix C) and be given to council members a week before a scheduled meeting. It should also be in the bulletin, so that parishioners could give their input to a PPC member, regarding what is being discussed.
4. A general meeting should last no more than 90 minutes.
5. Special meetings of council can be called if something arises that cannot be tabled until the next general meeting. They can be called by the Chairperson or Pastor. These meetings would deal with one topic and last no more than 60 minutes.
6. In terms of decision making, a consensus must be met.
7. Minutes must be made available to council members within 14 days of each meeting.
8. Meetings are open to PPC members only; others may attend by invitation of the PPC leadership.

B. Sample Agenda – See Appendix C

Article X – Consultative Process

A. Procedure – When items are brought to the PPC by the Pastor or other members, and a decision must be made, the following protocol is followed:

1. The matter is discussed and researched thoroughly (by gathering facts) by the PPC.
2. Various options are brought to the table and looked at for merit.
3. Recommendations are made, and a consensus must be met to approve the recommendation.
4. Recommendations are presented to the Pastor, who in turn can approve and accept them, or decide on a different course of action.

- B. Rationale** – When coming up with recommendations, one must keep in mind what is in the best interest of the entire parish, making sure that the recommendations coincide with existing plans and goals.

Article XI – Amendments

A. Directives

1. Amendments to these PPC Guidelines may be made on an as-needed basis.
2. After conversation with the Pastor and the PPC Chairperson, proposed revisions shall be sent out in writing to all members prior to the upcoming PPC meeting.

B. Approval

1. Proposed amendments to these PPC Guidelines shall ideally be agreed upon by the members through consensus.
2. In the event that consensus cannot be reached, an amendment can be approved by an affirmative vote of 2/3 of the PPC membership to become policy.

Article XII – Interim Status

A. Operation in the Absence of a Pastor

1. Recommendations about significant plans, changes, and related decisions need to be made in relationship to a Pastor. In the absence of a Pastor due to death, illness, or leave of absence, such decisions cannot be made.
2. In the absence of a Pastor due to death, illness, or leave of absence, the PPC may find value in meeting to discuss issues and needs during the time of transition.

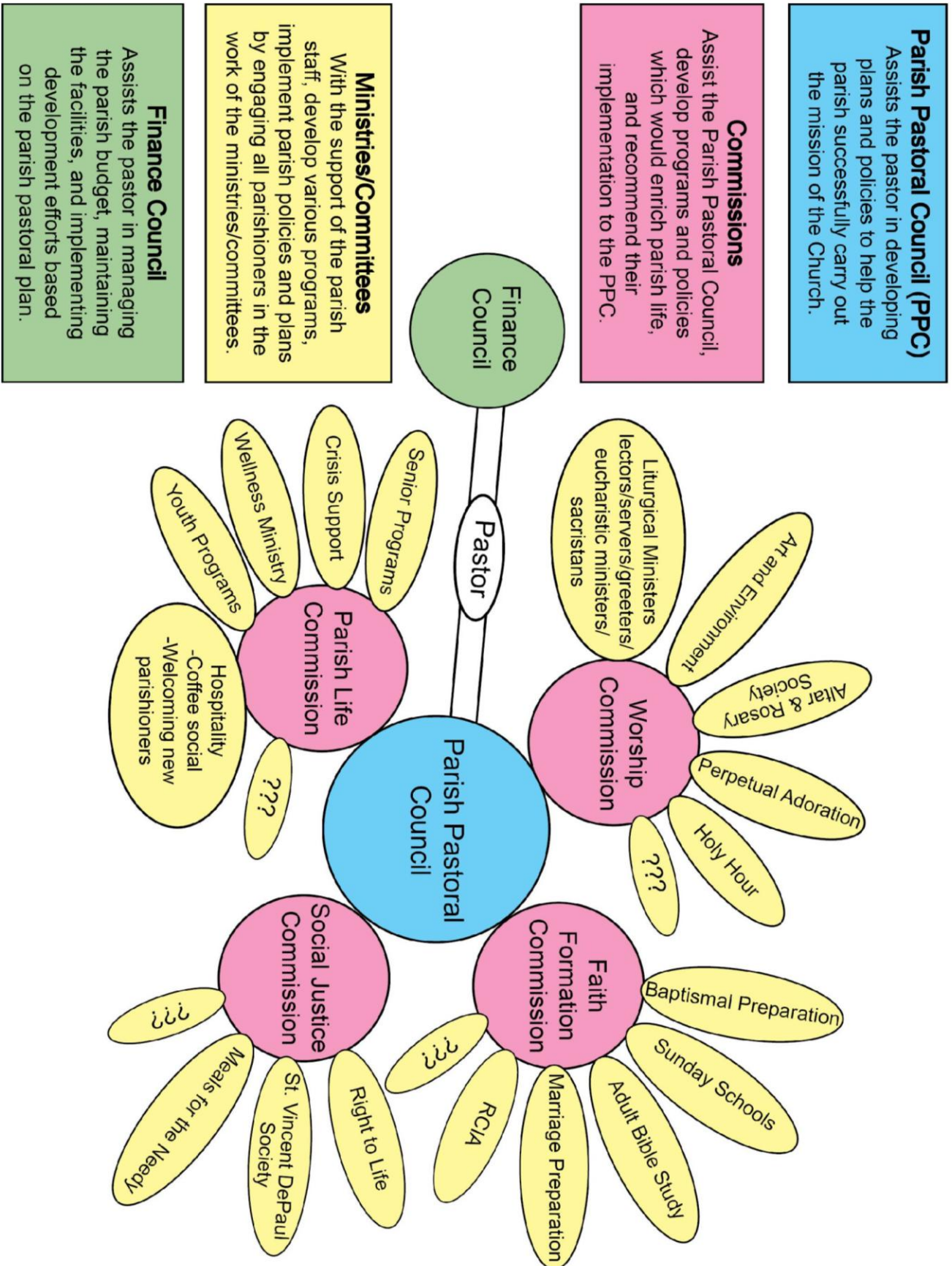
- B. Arrival of a new Administrator or Pastor** – The PPC – as it exists – shall remain intact and in operation for three (3) months. At the end of this period, the PPC solicits from the Pastor if he wants to continue with the PPC in its present form. The Pastor is free to make changes as appropriate.

Amendment 1:

"In the event that a member resigns from the council or dies before the completion of his/her elected term, the Pastor will appoint a member to serve until the end of the term. The appointee may then choose to run for a second term."

Appendix A: Organizational Structure of St. Casimir Parish

(Interrelationship of Currently Existing and Planned Parish Groups)



Appendix B: Commission Structure

The PPC determines which Commissions are needed in the parish. The following four commissions are recommended for St. Casimir Parish:

1. Worship Commission – *Following Jesus as Priest*

Typical Activities/Responsibilities

- Grow in familiarity with liturgy documents and diocesan guidelines for celebration of liturgy and the sacraments, including first celebration of the sacraments
- Learn what is essential to liturgy preparation and oversee celebration of sacraments
- Assess and attend to spiritual and renewal needs
- Oversee liturgy preparation and scheduling, e.g.: lay leaders of prayer, sacristans, cantors, ministers of hospitality, choirs, lectors, servers, musicians, Eucharistic ministers
- Promote appropriate environment for worship
- Encourage participation at Sunday Eucharist and the sacraments

Committees under this commission could include, but are not limited to:

- Perpetual Adoration of the Blessed Sacrament
- Holy Hour
- Music Ministry—choirs, cantors, musicians
- Altar & Rosary—i.e. the Cleanliness & Godliness Brigade, linen volunteers
- Art & Environment Committee

2. Faith Formation Commission – *Following Jesus as Prophet*

Typical Activities/Responsibilities

- Assess parish needs for formation/catechesis in faith.
- Take steps to grow in familiarity with church teachings.
- Study and follow diocesan guidelines in education/catechesis.
- Oversee parish life as it pertains to: catechesis, youth ministry, adult education, sacramental preparation.
- Oversee instruction for sacramental preparation.
- Take advantage of diocesan programs, for example: conferences, summer camps, scripture study, renewal/retreat.
- Grow in familiarity with varying approaches to/methods of catechesis.

Committees under this commission could include, but are not limited to:

- Baptismal Preparation
- Pre-Cana/Marriage Preparation
- Adult Bible Study
- RCIA (Rite of Christian Initiation for Adults)
- Generations of Faith/Small Church community spiritual growth programs
- Sunday Schools (Lithuanian and English language)
- PSR (Religion classes for students who do not attend Catholic schools, in English and Lithuanian)

3. Social Concerns Commission – *Following Jesus as Servant-King in our wider community*

Typical Activities/Responsibilities

- Grow in familiarity with Church social teachings
- Foster a “spirituality of justice” through worship, prayer
- Be sensitive to the community’s experience of: poverty, alienation, joblessness, hunger, abuse, isolation, housing, crime, gangs, prejudice, discrimination, ill health, neglect, powerlessness
- Foster networking, communication, collaboration
- Act, where possible, on behalf of justice

Committees under this commission could include, but are not limited to:

- Mission Circle
- St. Vincent DePaul Society
- Hunger Center/Meals for the needy/Caring Cooks
- Right to Life
- Community outreach/coordination of services

4. Parish Life Commission – *Following Jesus as Servant-King within our parish community*

Typical Activities/Responsibilities

- Grow in familiarity with Church social teachings
- Foster a “spirituality of justice” through worship, prayer
- Be sensitive to the connectedness/isolation among parishioners, particularly along ethnic lines
- Foster networking, communication, collaboration
- Act, wherever possible, to build community

Committees under this commission could include, but are not limited to:

- Hospitality
 - Coffee social after Lithuanian Mass on Sundays
 - Coffee social after English Mass on weekends
 - Welcoming new parishioners
- Major fundraisers
- Crisis support (Death/birth/illness/loss of job etc.)
- Wellness Ministry
- Trades Council (facilitate parishioners patronizing each other’s businesses)
- Senior Programs
 - Pensioners’ Club
 - Special events/outings
 - Prayer hour
- Homebound Support
- Adult and Youth Programs
 - Athletic Programs (Lithuanian/CYO)
 - Scouts
 - Lithuanian Catholic organization – Ateitis
 - Naujoji Intriga (Lithuanian singing group)
 - Švyturys (Lithuanian folk dance group)
 - Lithuanian language and culture classes

Appendix C: Sample Agenda

- 1. Prayer**
- 2. Approval of Minutes** (from previous meeting)
- 3. Commission Reports** – The Commissions (Worship, Faith, Social Concerns, and Parish Life) will submit their reports prior to the PPC meeting, to the Recording Secretary, who will summarize them and present their concerns and findings to the PPC.
- 4. New Business** – Council members may suggest items to be discussed at the next meeting.
- 5. Pastor's Comments**