

**RENAISSANCE VICARIATE PASTORAL COUNCIL
OPERATIONAL PROCEDURES**

ARTICLE I: NAME AND PURPOSE

The name of this body shall be the Renaissance Vicariate Pastoral Council (hereinafter referred to as "the Council"). The purpose of the Council is to bring the Archbishop closer to the faithful in the Vicariate through the Vicar and the Archdiocesan Pastoral Council representative, by serving as a representative, a collaborative and a consultative body for the benefit of the Archbishop, the Vicariate, and the worshipping communities in the constituent parishes.

The Council shall carry out the mission of the Church of Detroit. It shall promote and support the work of pastoral ministry in the vicariate, particularly the ministries of education, service, worship and stewardship.

A. Function

1. To implement the Vicariate Together in Faith Strategic Planning Process;
2. To encourage and develop maximum effective use of resources available to the Vicariate and its member parishes and institutions;
3. To establish and maintain communications at the Vicariate level to ensure that Catholics and all residents of the Vicariate are aware of opportunities for personal and spiritual growth;
4. To select the APC representative from the Vicariate;
5. To create a functional budget to support the Together in Faith process and to maintain Vicariate projects.

B. Duties of Members

1. To attend Vicariate Pastoral Council meetings regularly, and participate;
2. To take responsibility for communication between the Vicariate and the parish;
3. To participate actively in commissions of the Vicariate;
4. To stay informed about Vicariate activities.

ARTICLE II: MEMBERS

A. Membership on the Council shall consist of:

1. the Vicar
2. two Archdiocesan Pastoral Council (APC) Representatives
3. two lay non-staff representatives from each parish in the Vicariate. The lay non-staff representatives shall either be members of their Parish Pastoral Council, or had a regularly scheduled place on the agenda of the Parish Pastoral Council to report on Vicariate business.
4. one parish religious education director
5. one parochial school principal
6. one parish youth minister
7. one parish Christian Service Commission Coordinator
8. one parish music director
9. one parish business administrator
10. one representative from Vicariate agencies or institutions.

B. Terms of Membership

1. The term of an elected or appointed member of the Council shall be for three (3) years. The term begins on the day immediately succeeding the date of their election or appointment, and ends on the day of their replacement. Notwithstanding this provision, officers shall serve until their successors are installed.

2. Members may serve two (2) three-year terms, with no more than two (2) consecutive terms. Pastors may request an extension of a member's term given unusual circumstances.

3. If a member is temporarily unable to attend Vicariate meetings, the Pastor will identify a proxy to attend meetings.

C. To ensure the continuity of the work of the Council

1. No more than one-third (1/3) of the membership of the Council should be replaced by new members in any given year.

2. Notwithstanding sections 3a and 4a, but in order to realize their implementation more successfully, the following procedure shall be in control during the first year of the inception of the Council:

a. approximately one-third (1/3) of the membership of the Council shall be elected or appointed for a one-year (1) term;

b. approximately one-third (1/3) of the membership of the Council shall be elected or appointed for a two-year (2) term;

c. and approximately one-third (1/3) of the membership of the Council shall be elected or appointed for a 3-year (3) term. At the end of these respective terms, sections 3a and 4a shall come into effect.

3. No parish shall be deprived of representation because of implementation of item 3b.

4. Upon approval of this document, a process will be developed for the implementation of item 3b.

ARTICLE III: VICARIATE PASTORAL COUNCIL EXECUTIVE COMMITTEE

- A. The Vicar
- B. The elected officers of the Council shall be:
 - 1. The Chairperson
 - 2. The Vice-Chairperson
 - 3. The Secretary
- C. These officers shall be elected by secret ballot bi-annually in May from the Council membership. Their term of office shall be two (2) years, with a one-year lapse prior to being re-elected.
- D. Any or all of the elected officers of the Council may be removed from office by an affirmative vote of no-confidence. New elections will then be required at the next regular Council meeting.
- E. Neither the Vicar nor the APC representative shall serve as an officer.
- F. The Executive Committee shall:
 - 1. Prepare an agenda for each Vicariate Pastoral Council meeting;
 - 2. Maintain communication between all elements of the Vicariate—parishes and Vicariate Council;
 - 3. Meet with parish teams, represent the Vicariate at meetings and functions upon request and as appropriate;
 - 4. Monitor parish representation at Council meetings.

ARTICLE IV: DUTIES OF OFFICERS

- A. The Chairperson
 - 1. shall conduct all Council meetings in accordance with the agenda and the dictates of the Council;
 - 2. shall be responsible for maintaining the membership on the Council and committees that are established from time to time;
 - 3. shall work with the Vicar and Executive Committee on the preparation of the agenda for regular and special meetings of the Council;
 - 4. shall oversee the implementation of the Council's goals and objectives, and shall see to the election or appointment of committees that will expedite the realization of these objectives.
- B. The Vice-Chairman
 - 1. shall assist the Chairperson in her/his duties and responsibilities;
 - 2. shall conduct meetings of the Council in the absence of the Chairperson
 - 3. shall exercise additional responsibilities designated by the Chairperson
 - 4. shall assist the Chairperson at regular and special meetings of the Council;
 - 5. shall conduct elections.
- C. The Secretary
 - 1. shall make an accurate record of Council proceedings and shall distribute copies of these records, along with the agenda for the next meetings, to Council members at least ten (10) days prior to the day named for the meeting;
 - 2. shall see that an accurate record of the various activities of Council is taken and maintained;
 - 3. shall cooperate with the Chairperson and Vice-Chairperson in the timely distribution of pertinent information to the membership;
 - 4. shall ensure that correspondence directed to the Council is answered in a timely and appropriate fashion;
 - 5. shall keep attendance records;
 - 6. shall maintain a yearly calendar of events.

ARTICLE V: MEETINGS

- A. Attendance at the regular and special meetings of the Council is vital to the work of the Council.
- B. The Council shall convene on a monthly basis, September through June, at a time and place to be determined by the membership.
- C. A written notice indicating the date, time, place and agenda for the meetings, together with the minutes of the previous meeting, shall be given to each member personally, by mail, or by E-mail, at least ten (10) days prior to the day named for the meeting.
- D. Special meetings of the Council shall be called at the discretion of the Vicar or of the Chairperson.
- E. At all regular or special meetings of the Council, a quorum is necessary to transact business in the name of the Council. A quorum shall consist of the Vicar or his delegate, and one more than fifty (50) percent of the parishes.

ARTICLE VI: AMENDMENTS

This document may be amended at any business meetings of the Council by a two-thirds (2/3) affirmative vote of the membership present. Notice of such proposed amendments, with a copy attached, shall be mailed to the entire membership of the Council not less than one (1) month in advance of such a meeting.