

Our Lady of Guadalupe Church

Parish Pastoral Council

Foundation Document

Parish Mission Statement

Under the guidance of Our Lady of Guadalupe, we are a Catholic community centered on the Eucharist to be God's stewards through worship, education and fellowship. Our Lady of Guadalupe, pray for us!

Overview

The Parish Council serves as advisors to the Pastor. Council members volunteer their time, expertise, and their parish life experiences in an effort to improve the Parish. The Council should be a forum for all of the parish ministries to be represented in a coordinated and efficient manner. During meetings, every effort should be made to build a consensus opinion that is in the best interest of the Parish. At times when this is not possible, votes may be taken that indicate a majority opinion of the Council. In any event, votes taken at the council meetings are not binding upon the Pastor. Final decisions always rest with the Pastor. The Pastor's decisions should be clearly understood by the Council so the members can assist in relating those decisions to the entire Parish.

Parish Council Structure

The Council will consist of 8 to 12 "At Large" elected members from the parish body, and two organization Presidents; the Altar Society and Holy Name Society. The "At Large" members will serve two-year terms. Elections for the "At Large" members will be conducted each October.

Note... To start the two-year rotation so that the entire "At Large" membership is not replaced at one time, will require some members to serve an initial three-year term.

Pastoral Council Members Elected "At Large" by the Parish in 2012 and their term expirations....

- Mike Patterson (2014), Martin Vieyra (2015), Kellie Chastain (2014), Francis Garcia (2015), Criss Palacios (2014), Nadine Oberle (2015), Chris Ybarra (2014), Doug Ball (2015), Hector Mijares (2014), Henrietta Duran (2015), Ron Hamby (2014).

The Parish Council will elect a Chairperson, Vice-chairperson, and Secretary. The Chairperson and Vice-chairperson should not be a President or Vice-president of the Altar Society or Holy Name.

The Pastor will appoint replacements for vacancies that occur in-between elections.

Council Operational Method

Father Blick has determined that the Parish is best served by a “Coordinating” style of Council operating structure.

The objectives a Coordinating Style of Council are:

- Meet regularly to share information and coordinate significant activities in the Parish.
- Represent all people of the Parish and make recommendations that contribute to the vitality of the Parish.
- Share information that is relevant to the particular ministries and organizations for greater understanding and cooperation.
- Assist the Pastor in referring information and responsibilities to relevant commissions, ministries, and organizations.
- Assist the Pastor in resolving issues within the Parish.
- Address any additional matters the Pastor deems relevant.

Commissions within the Parish Council

Currently, there are 56 separate ministries in Our Lady of Guadalupe Parish. The purpose of establishing a group of Commissions is to make available to the Pastor a system that creates a more reasonable span of coordination.

Within the Parish Council, each member will also be appointed by the Pastor and or Chairperson to serve as a “Commission or Co-Commission Representative”. A Commission is a group of similar ministries within the Parish. Examples are listed:

- Liturgical Life
- Apostolic Programs
- Education
- Spanish Programs
- Parish Administration
- Building and Grounds
- Parish Outreach
- Youth Programs
- Special Events

Note: The exact list will be determined at a future meeting.

The role of a Commission Chairperson is to:

- Report to the Parish Council information that will increase communication throughout the Parish from their assigned ministries.
- Pass along information and answer questions that the ministries may have about Parish issues.
- Assist the ministries with issues that need brought before the Parish Council.
- The Commission Chairperson or Co-Chairperson may likely be involved in

many parish ministries. Their role as a Commission Chairperson is to not direct, but assist the various ministries with their primary mission.

Meetings, Minutes, Agendas

- Regular meetings will be held on the first Tuesday of the odd months throughout the year. Meetings will start at 6:30 PM and will be 1 ½ hrs in length. The Chairperson will notify the council members of any changes to this schedule or the need for additional meetings.
- “Roberts Rules of Order” will be the protocol for procedural matters for conducting meetings.
- The Chairperson will develop an agenda for all meetings. If possible, agendas will be sent out prior to the regular meetings. Agenda and minutes will be available in the Rectory Office and available on the Parish website.
- Minutes will be prepared by the Secretary and available for review and approval at the next meeting.
- Reports of Commissions and persons wanting to speak at the Council meetings will be no more than 10 minutes in length without the approval of the Council.
- Persons wanting to address the Council should contact the Chairperson in advance so appropriate time can be scheduled on the agenda.
- Agenda Format
 - Opening Prayer
 - Review and acceptance of the previous minutes.
 - Introduction of the agenda
 - Old business
 - Reports from the Commissions
 - New business
 - Good and Welfare of the Parish
 - Recap the meeting and review any assignments for the members.
 - Set the next meeting
 - Motion to adjourn
 - Closing Prayer