



Parish of Saints Joachim and Anne
Parish Council Charter
February 2015

PURPOSE:

The pastoral council of the Shakopee Catholic Parish of Saints Joachim and Anne serves as an advisory body to the pastor by using discernment to investigate pastoral matters, evaluate and reflect on them, and propose recommendations or conclusions. The pastoral council represents and supports the voice of the parish community.

SCOPE:

The scope encompasses pastoral matters which pertain to the ministries of proclaiming God's word, celebrating the sacraments, caring for the faithful, promoting the mission of the Church, and being a good steward of parish resources. The scope includes all the practical matters of parish life. The pastor may consult the parish council in all pastoral matters, apart from faith, orthodoxy, moral principles or laws of the universal Church.

OBJECTIVES:

- Establish annual council goals. For 2014-15, specific areas of focus include:
 - Foster pastoral activities that promote and support the parish unification process.
 - Collaborate with festival leaders to determine the future direction of our fundraisers.
 - Support the Pastoral Plan strategies, including branding and communication initiatives.
 - Determine other important issues facing the parish.
- Investigate, reflect and recommend solutions to the pastor through the process of discernment, which means listening to the will of God.
- Develop, monitor and evaluate pastoral plans. Ensure council discussion is representative of all parish issues and activities.
- Ensure an understanding of all parish activities, including the work of ministries, liturgy, finance, communications and parish committees.
- Ensure timely, transparent communication to the parish community.
- Establish subcommittees or commissions as needed to support the work of the parish.
- Foster alignment and interdependence with the Finance Council.
- Recruit new, talented parish council members to replace outgoing members; ensure continuity of council skills and abilities.

DECISION MAKING AUTHORITY:

- The parish council has the authority and responsibility to:
 - Create and complete annual goals and objectives.
 - Ensure adequate resources for approved recommendations.
 - Sanction ad hoc work teams or committees.
 - Ensure consistent, effective communication.

- Make recommendations to other councils and committees (e.g., Finance).
- Multiple options are considered before making recommendations to the pastor.
- Decisions and recommendations are made using consensus and discernment.

REPORTING RELATIONSHIP(S):

- The parish council is directly accountable to the pastor.
- The pastor consults others besides the Parish Council regarding parish governance. He relies upon the parish staff and Finance Council for their expertise and consults them regarding the management of parish operations and budget.

COMMUNICATION EXPECTATIONS:

- Minutes of each meeting are kept. Copies are distributed to council members prior to the next meeting.
- Minutes are made available to all parishioners via paper and the parish website.
- Parish activities are communicated via the bulletin, web and other venues as recommended by the council and parish staff.
- The council recommends, creates and disseminates additional communication venues as needed.

MEETING FREQUENCY / SCHEDULE:

- The parish council meets on a monthly basis. The council may elect to discontinue meetings during one or more summer months.
- Meetings are approximately 1.5 to 2 hours in length.
- A membership quorum of 75% must be present to conduct council meetings.
- Between meetings, council members are expected to conduct activities assigned from the previous meeting and prepare for the next.
- The last meeting of the council cycle should include an evaluation of how effectively the council met its objectives for the year.
- Meetings are open to all parishioners.

MEMBERSHIP:

- The council is comprised of up to twelve members selected for three (3) year terms with the possibility of additional terms. Selections are staggered and take place prior to the start of the new fiscal year.
- Membership should be truly representative of the parish.
- Members must be:
 - Baptized Catholics, and
 - Faithful, practicing Catholics in good standing with the Church.
- Member responsibilities and desired skills are communicated to parishioners prior to the selection of new council members.
- Members are selected through a discernment process for their ability to accomplish the tasks of investigating, considering, and recommending practical conclusions. Members are discerning and able to compromise.
- Members are oriented to key Parish Council documents and activities prior to their term.
- Members must be able to attend the majority of meetings.

- The council selects three officers on an annual basis or as needed to ensure the council can function efficiently: Chairperson, Vice Chairperson, and Secretary.
- Current members are listed in the charter addendum.

ROLES AND RESPONSIBILITIES:

Pastor:

- Presides at every council meeting.
- Develops the agenda in collaboration with the council chair.
- Seeks counsel in order to make sound decisions.
- Accepts or rejects recommendations.
- Requests implementation of approved recommendations.

Council Chairperson:

- Chairs the council meetings.
- Facilitates council discussions.
- Assigns duties to council members, as appropriate.
- Monitors work between meetings.
- Ensures objectives are achieved.

Council Vice-Chairperson:

- Assists the chairperson.
- Facilitates council meetings in the absence of the chairperson.

Council Secretary:

- Takes and/or edits the meeting minutes.
- Ensures minutes are provided to the chair for final approval in a timely manner.
- Reviews and/or disseminates other documents, as directed.

Council Member responsibilities include, but are not limited to the following:

- Prepare in advance for council meetings.
- Actively participate in all council discussions.
- Implement recommendations as directed.
- Foster pastoral activity.
- Support achievement of council objectives during and after meetings.
- Regularly attend all scheduled meetings. If unable to attend, notify a council officer. Review minutes and other council documents.

Parish Trustees

- Attend meetings when possible.
- Serve as consultants and advisors to the council by providing pertinent information, asking questions and exercising independent judgment.

Parish Council Charter Addendum

Parish Council Members (2014 - 2015)

#	MEMBERS	POSITION	TERM END
1.	Fr. Peter Wittman, Pastor	Pastor	N/A
2.	Fr. Erik Lundgren	Associate Pastor	N/A
3.	Kathy Kupfer	Chairperson	2015
4.	Brian Luce	Vice Chairperson	2015
5.	Anna Brekke	Youth Member	TBD
6.	Don Beno	Member	2015
7.	Mark Bury	Member	2016
8.	Tom Dyrhaug	Member	2017
9.	Brian Kane	Member	2016
10.	Roxanne Pieper	Member	2017
11.	Carter Sharp	Member	2017
12.	Marco Soto	Member	2016
13.	Greg Stoks	Member	2015
14.	John Weckman	Member	2016
15.	Julie Bennett	Parish Administrator	N/A
16.	Dick Stoks	Trustee	N/A
17.	Fred Jurewicz	Trustee	N/A