



Guidelines
Cathedral Pastoral Council
Cathedral of the Immaculate Conception
Kansas City, Missouri
Revised: 4-1-2007
Approved: 6-19-2007

Name	<ul style="list-style-type: none"> • Cathedral Pastoral Council
Purpose	<ul style="list-style-type: none"> • The Cathedral Pastoral Council, a representative group of the Cathedral parish, strives to listen and understand the needs and experiences of the parish community by working as a consultative body to unite laity, staff, and clergy. • With the guidance of the Holy Spirit in light of the Gospel and church teaching, parish councilors work collaboratively in discerning what is best for the parish to achieve the Cathedral Mission. • This is accomplished through planning, policy making, spiritual formation, and community building.
Scope	<ul style="list-style-type: none"> • As the primary group responsible for strategic planning and policy formation, the Pastoral Council is committed to advancing the vision and mission of the parish. • These plans and policies must be developed within the framework of the diocesan policy and must comply with civil and canon law.
Membership	<ul style="list-style-type: none"> • The membership of the Pastoral Council shall be comprised of no fewer than eight or more than ten members and the Rector will preside over the meeting. • The Business Manager is an ex-officio position represented on the Pastoral Council. • The Pastoral Council shall encourage a membership of persons representing ages and genders from various ethnic and cultural backgrounds. • In the event that the Pastoral Council membership falls below eight, the Council reserves the right to appoint a member to complete the unfilled term until the next discernment.
Term of Office	<ul style="list-style-type: none"> • Terms are from January 1 to December 31. • Members shall be selected for a term of three years; extension of term may be determined by the council as needed. • Each year as many as three members will rotate off the Pastoral Council. • Reelected members must allow one year between terms.
Selection	<ul style="list-style-type: none"> • Every baptized and confirmed member of the parish currently registered in the parish and being 18-years of age or older shall be eligible to be a member of the Pastoral Council. • Candidates shall be asked to offer a commitment of their time and talent to the board. • Discernment of members shall be held as necessary, preferably annually. • Candidates will be required to attend pre-discernment orientation sessions. • Discernment of new Pastoral Council members will follow the orientation. • Members are encouraged to take advantage of diocesan education opportunities.
Officers	<ul style="list-style-type: none"> • The Chairperson and the Secretary shall be selected annually from the Pastoral Council members. • The secretary is responsible for taking meeting minutes and distribution to the council. • The Business Manager shall maintain and guard an official record of Pastoral Council minutes at the parish office.
	<p>Ed Blasco, Chairman Jim Kroman, Secretary Laura Cea-Klish Mike Henggeler Jennifer Howe Estella Morales Ed Ronnebaum Ed Garza Dr. Paul Williams</p>

Meetings	<ul style="list-style-type: none"> • The Pastoral Council shall meet monthly or as deemed necessary. • The Pastoral Council will use a consensus method of decision making. Parishioners may submit agenda items to the Chairperson. • The Pastoral Council reserves the right to meet in executive session as situations warrant. • If less than 50% of Pastoral Council members are present at a meeting, the council shall not conclude any business. • The Pastoral Council shall give a report to the parish annually. • Pastoral Council members are expected to attend and participate fully in all meetings. • A member missing more than three meetings per year must forfeit his/her position. • Parish Staff Member updates should be provided by each ministry at least once annually, as need arises, and/or on a rotational basis. • Each council member will receive an agenda prepared by the Chairperson, Rector, and Business Manager at least one week prior to the next meeting. • The secretary will send the minutes of the previous meeting to the council members prior to the next meeting.
Committees	<ul style="list-style-type: none"> • The Pastoral Council reserves the right to form permanent or temporary committees.
Ministries	<ul style="list-style-type: none"> • Pastoral Council members are encouraged to participate in other ministries of the parish.
Guidelines	<ul style="list-style-type: none"> • The Pastoral Council shall evaluate its guidelines annually.
Performance	<ul style="list-style-type: none"> • The Pastoral Council shall evaluate its performance in January each year.
Planning	<ul style="list-style-type: none"> • The Pastoral Council shall hold at minimum one annual planning and information-gathering meeting.