

## **San Clemente Parish Pastoral Council Meeting**

**17 November 2007**

The regular monthly meeting of the San Clemente Parish Pastoral Council met after attending the San Clemente fiesta breakfast on 17 November 2007.

In attendance were Fr. Douglas Mitchell, President Ronnie Sinclair, Secretary Melissa Sais, Jim Armer, Priscilla Armer, Theresa Baca, Walter Baca, Bernie Bockisch, Brian Byrne, Jennifer Byrne, Miguel Campos, Ralph Chavez, Donna Hickman, Linda Mucher, Ron Mucher, Dorothy Platte, Joaquin Sisneros, Matthew Torres, Rita Vessey and Eric Zamora.

Those absent were John Bieri (n), Rita Bieri (n), Mary McClosky (n), Emil Kiehne (n), Annette Perales (n), Chuck Rumschlag, Jerry Sais, Rachel Sisneros (n), Gloria Trujillo and Tom Vessey. [n=notified council of planned absence.]

The council reviewed the nine sections of the Archdiocesan Pastoral Plan and assigned members to each section as follows:

Charity and Justice: Theresa Baca, Walter Baca and Jerry Sais

Education and Catechesis: Ralph Chavez, Jennifer Byrne and Brian Byrne

Sacraments and Worship: Ron Mucher, Linda Mucher and Mary McClosky

Stewardship and Administration: Priscilla Armer, Jim Armer, Tom Vessey and Rita Vessey

Evangelization: Ronnie Sinclair, Donna Hickman and Annette Perales

Prayer and Spirituality: Dorothy Platte, Rachel Sisneros and Joaquin Sisneros

Vocations and Priestly Formation: Melissa Sais, John Bieri and Rita Bieri

Consultation and Governance: Matt Torres, Eric Zamora and Miguel Campos

Ecumenism: Emil Kiehne, Bernie Bockisch and Gloria Trujillo

Members are assigned to review and report back to the council with comments and questions on their sections at the meeting of 15 December 2007. Members should review their sections of the Archdiocesan Plan and the "Pastoral Plan Implementation Guide for Parishes," both of which Fr. Doug handed out at our first meeting.

Rita Vessey volunteered to help Fr. Doug draft a letter to the parish calling for parishioners to get involved with developing the plan. Fr. Doug also will announce the opportunity to help during Advent and Christmas Masses.

Subcommittees should start meeting in January to develop their sections of the plan.

Fr. Doug gave each member a book titled "A Good News Spirituality: Finding Holiness in Parish Life" by John Burke, O.P., and encouraged all to read it in light of our work as a council. Fr. Doug gave each member of the council a book titled "A Good News Spirituality: Finding Holiness in Parish Life" and encouraged all to read in light of our work as a council.

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# **San Clemente Pastoral Council Constitution**

## **Parish Mission Statement**

San Clemente Parish is a Christ-centered community that loves and serves our Lord and all His children in accordance with the Gospel and in unity with the Holy Roman Catholic Church.

## **Pastoral Council Statement of Purpose**

The purpose of the Pastoral Council of San Clemente Parish as a consultative body of parishioners is to know the needs of the parish community, to assist the pastor in building the parish spiritual life and to uphold the teachings of the Holy Roman Catholic Church in obedience to the Holy Father and in union with our Archbishop. In sharing our gifts of time, talent and treasure, and living values of integrity, caring and stewardship, we will serve and build community. Through evangelization we will promote the Sacramental Life of the Church in order to lead all to eternal salvation.

The Pastoral Council will develop, maintain and implement the Parish's response to the Archdiocesan Pastoral Plan and shall periodically review and revise the Parish pastoral plan as needed. Parish Pastoral Plan will be the primary guide for promoting and developing a vigorous spiritual life within the parish.

## **Membership**

The Pastoral Council is made of up two parallel bodies that seek to serve the parish: the Parish Life committee and the Building Committee. Each committee shall have approximately 12 members. The council shall consist of appointed and ex-officio members (parish staff). Only registered and contributing parishioners (time, talent and treasure) are eligible to hold office. Members will be appointed by the pastor on an as needed basis based on the recommendations of existing council members and staff. Ex-officio (non-voting) members shall include parish staff, permanent deacons and a representative from the Parish Finance Council.

Council members are appointed for two-year terms. Council members may

serve additional terms by mutual agreement of member and pastor. Vacancies will be filled by appointment based on recommendations from the Pastoral Council.

The president or secretary with discretion shall contact any member who has been absent for two consecutive meetings without prior notification in order to be informed of the reason for absence. If a member consistently misses meetings without good reason, he or she may be asked to step down. After recommendation by the council officers the Pastor may remove a member of the council for just cause.

## **Officers**

Pastoral Council officers consist of a president and a secretary who are elected from the body of the council. Officers will be asked to serve in their position for two years. Presiding officers for each meeting will be the pastor, council president and council secretary (or their designated representative).

## **Standing Committees**

Standing committees are the Parish Life Committee and the Building Committee. Each committee will elect its own chairperson and secretary who will serve two-year terms. Sub-committees can be assigned by the president of the Pastoral Council as needed.

The Parish Life Committee will be actively involved in developing and promoting the spiritual life of the parish to include promoting the various parish ministries, recruitment of new ministers, and conducting special community-building events.

The Building Committee will be responsible for analyzing and implementing major building projects within the parish needed to support the spiritual life of the parish.

## **Meetings**

The Pastoral Council Committees shall normally meet the third Saturday of each month for no more than two hours. A full council meeting will be conducted each quarter.

The date, time and place of Pastoral Council meetings will be published in the Parish Bulletin.

All parishioners may attend regular meetings as observers, but may only address the council by prior arrangement with the pastor.

Closed meetings may be held as necessary at the request of the pastor and president.

A quorum shall consist of a simple majority of existing council seats. No binding votes may be taken if less than 50 percent of council members are present.

The president and secretary will determine and announce if a quorum is present before the meeting is called to order.

## **Recommendation-Making Process**

It is desired but not mandated that the council come to a consensus on major recommendations for the parish. If a consensus is not possible, a simple majority vote is sufficient to make a recommendation to the pastor. In this case, the recommendation must include a statement of minority positions. Final decision on implementation of recommendations is reserved to the pastor.

## **Amendments**

Amendments to the constitution may be introduced by council members at a regular meeting of the Council; the amendments are to be submitted in writing and voting on the amendments shall take place at the next regular meeting of the Council. Each amendment to the constitution will require a two-thirds majority vote of those present to pass.

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