



# St. Gabriel the Archangel

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## FAMILY OF PARISHES

### **PASTORAL COUNCIL GUIDELINES**

#### **Saint Gabriel the Archangel Family of Parishes**

#### **VISION STATEMENT:**

To reach a day when Jesus has healed every wounded heart and sets them free from their chains.

#### **MISSION STATEMENT:**

To know Christ and to accompany others to do the same.

#### **NAME**

The name of this organization shall be St. Gabriel the Archangel Pastoral Council, hereafter referred to as "Council".

#### **PARISHES**

The St. Gabriel Family of Parishes (SGFP) is comprised of the parishes of Holy Cross and Our Lady of the Rosary in Old North Dayton, St. Peter in Huber Heights, St. Christopher in Vandalia, and St. John the Baptist in Tipp City, Ohio.

#### **PURPOSE**

The Council is the primary consultative voice of the members of the SGFP. The members of the council foster discernment and dialogue among the clergy, pastoral staff, and members of the Family, sharing the responsibility of leadership as they advise the pastor on important matters of the spiritual, social, and temporal needs of the Family of Parishes.

#### **FUNCTION**

The Council provides advice to the pastoral staff in the development of ministry goals and of programs that carry out the Family's pastoral plan. The Council reviews the progress toward the plan, recommending priorities according to the spiritual, social, and temporal needs of the parishioners.

## **MEMBERSHIP**

- A. The Council is comprised of fifteen (15) voting members chosen by discernment for three (3) year terms, with no more than two terms in succession without an absence of at least one year. Terms are staggered so that each year at least five members complete their terms, and at least five members begin their terms.
- B. Membership should reflect the approximate demographics of the various church communities.
- C. When a position becomes vacant, the Chair, with the pastor's input, will refer to possible new members from the discernment list, or the Pastor will select members to fulfill the term of office.
- D. The Pastor and the Recording Secretary are ex-officio (non-voting) members of the Council.
- E. Criteria For Membership on the Pastoral Council:
  - A baptized Roman Catholic in good standing with the Church,
  - A registered, supporting member who has been Confirmed,
  - An active participant in parish life,
  - Willing to participate in any orientation/formation process,
  - Willing to listen and respect the ideas of others,
  - Able to consider the needs of the whole Family,
  - Willing to give time to prepare for and attend meetings,
  - Willing to meet with parish members to solicit their ideas and input,
  - Able to serve in a consultative capacity,
  - Committed to working in a spirit of prayer, dialogue, consensus-building, and planning,
  - Not be the spouse of a sitting/selected Council member,
  - No staff member can serve on Council.

## **Discernment Process**

- A. Each year, during the month of March, all parishioners will be given the criteria for membership and encouraged to nominate themselves or other parishioners for membership.
- B. The Vice-Chair, along with the Pastor, will lead the discernment process.
- C. Terms begin after the May Council meeting in the chosen year.
- D. The Council Chair and Vice Chair will provide initial formation/orientation for new council members prior to the first meeting in September.

## **Council Roles & Responsibilities**

- A. Pastor
  - Presides over the Council and helps prepare the agenda.
  - Presents a Leadership report at each Council meeting.
- B. Chairperson
  - Elected by council members at the May meeting to serve a 3-year term.

- Collaborates with the pastor and the Vice-Chairperson to create the agenda.
- Chairs the meetings of the Council.
- Sends out the agenda a week before the meeting.

C. Vice-Chairperson

- Elected by council members at the May meeting to serve a 3-year term
- Collaborates with the pastor and the Chairperson to develop the meeting agenda.
- Chairs the council meeting in the absence of the chairperson.
- Assists the chairperson in conducting the work of the pastoral council.
- Coordinates the discernment meeting.

D. Executive Committee

- The Executive Committee includes the pastor, chair, vice-chair, and 2 council members.
- Develops an overall working plan for the year.
- Meets with pastor as needed.
- Meets a minimum of six times a year between scheduled council meetings.

E. Recording Secretary

- Volunteer appointed by the pastor.
- Records and distributes minutes of all meetings.
- Seeks input on meeting minutes and incorporates appropriate feedback.
- Submits minutes to the Communication Manager for posting on the website.
- Maintains the roster and the attendance of members.

**Meetings**

- A. Council will meet six (6) times each year from 7:00 to 9:00 pm on the third Wednesday of September, November, January, March, May, and July.
- B. Additional meetings may be called by the Pastor or by Council with approval of the Pastor.
- C. A quorum is necessary at each meeting.
- D. A consensus model will be used for deliberation with deference to Robert's Rules of Order when necessary. If there is no consensus, a simple majority will be needed.
- E. At any time, Council may need to go into an Executive Session.
- F. All parishioners are invited to attend Council meetings.
- G. Parishioners may submit proposed agenda items to any council member 1 week prior to the Council meeting.

**Agenda for Meetings**

- A. Chairperson, in consultation with the Pastor, sets the agenda.
- B. Council members must submit agenda items one week prior to each meeting.
- C. Each meeting will begin and end with prayer.
- D. Committee updates will be presented as needed.

- E. Staff presentations and updates may be included on the agenda.
- F. Parishioner Comments should be included.

### **Attendance**

The chairperson or vice chairperson, in consultation with the Pastor, should discuss any Council member issues (e.g. attendance, behavior contrary to the role of a member) on a case-by-case basis with the member to reach a resolution.

### **Committees of Pastoral Council**

- A. Communication
- B. Facilities
- C. Worship
- D. Information Technology

### **Commissions of the Family of Parishes**

The pastor, in consultation with the council, determines the pastoral priorities for the Family of Parishes. A major pastoral priority shall be represented by a commission.

### **Relationship to the Family Finance Committee**

The Council is consulted before the expenditure of over \$10,000 for repairs (except in case of an emergency), for capital improvements, for equipment, or for contributions for a charitable purpose. Expenditures over \$35,000 for such purposes must receive the approval of Council and the written approval of the Director of Financial Services of the Archdiocese of Cincinnati.

### **Amendments**

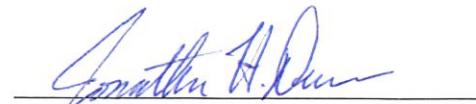
- A. Guidelines may be amended by the Pastor after consultation with the Council.
- B. Guidelines may be amended by a recommendation of a majority of Council members with the approval of the Pastor.
- C. Amendments will become effective upon approval from the Pastor.
- D. Pastoral Council should review these guidelines every 3 years.

Approved November 19, 2025



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Fr. Kyte Schnippel – Pastor



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Jon Duren – Acting Chair