

Saint Michael Catholic Church  
Pastoral Advisory Council (PAC)  
Charter

**Parish Mission Statement**

To create a spiritual environment which energizes the members of St. Michael Catholic Church to actively participate in the ministries of the church. The dynamic and proactive Stewardship principles foster a high level of commitment, a culture of hospitality and an enlightened community well versed by the intentional approach to formation.

**PAC Mission Statement**

Our mission is to support the work of our Church in bringing the New Evangelization, the Gospel of hope, to our community in new and practical ways, by living our Baptismal promise to help expand God's Kingdom on earth.

**PAC Focus Statements**

Recognizing that we are a complex and culturally diversified parish that must band together, guided by the Holy Spirit, to further expand God's Kingdom on earth our foci are...

- To support and advise our Pastor on issues relating to parish life.
- To ensure that Saint Michael's is, first and foremost, a loving community.
- To assure that each parishioner has the opportunity to embrace stewardship as a way of life by offering education, preaching, prayer and worship.
- To monitor and encourage the growth of our Ministries insuring the long-term viability of St. Michael's as a faith community.
- To explore new opportunities to better serve our parishioners and community.
- To focus on the big picture of parish life.

**PAC Tasks**

PAC responsibilities include providing advice and recommendations to the Pastor about:

- Long range planning,
- Program evaluation,
- Financial oversight,
- Committees and Ministries.

Final decisions are to be made by the Pastor.

# Saint Michael Catholic Church Pastoral Advisory Council (PAC) Charter

## **PAC Agenda**

The agenda supports the PAC primary role of advising the Pastor on big picture/long range plans for the parish.

- **Agenda items include**
  - Prayer (annual blessing, opening and closing),
  - Pastor's Report,
  - Liaison Reports,
  - Parish Pulse
  - Charter Review
  - New agenda items,
  - Review of assignments and
  - Setting agenda for the next meeting.

## **Reaching Decisions**

PAC utilizes prayer and discussion to make recommendations with consensus. To achieve consensus the PAC will:

- Encourage group discussion whereby all PAC members can express individual opinions.
- Develop a general attitude of appreciation for each other's judgments and feelings to best understand each other's viewpoint.
- Focus on areas of agreement rather than disagreements.
- Seek fair resolution after members' views have been seriously considered.

## **Accountability**

The PAC has a moral responsibility to provide a leadership role to Saint Michael's and its parishioners.

PAC accountability is supported by evaluations from....

- Personal self-evaluation,
- Council evaluation,
- Pastor,
- Staff and
- Parish surveys.

## **Communication**

The PAC communicates to the Parish at large through

- Bulletins (including inserts),
- Newsletters,
- Pulpit announcements,
- Liaison reports to and from committees and ministries and
- Social media.

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**Membership**

- PAC members demonstrate that they regard the sacramental life of the Church as essential to their faith.
- It is a goal, but not a requirement, that PAC membership is representative of the diversity of the parish.
- By virtue of his office, the Pastor is a member of PAC but need not serve as facilitator.
- Total PAC membership shall not exceed nine members.
- PAC members must:
  - Be a registered, practicing, confirmed member of the parish with a minimum of one year residency within the parish.
  - Be chosen by the Pastor from a pool of discerned candidates.
  - Be involved with another ministry within Saint Michael.
  - Attend and participate in meetings, on subcommittees and support the parish goals.
- Members will serve a three year terms, commencing September 1<sup>st</sup>, at the discretion of the Pastor.
- Terms shall be staggered, in thirds, among the membership.
- Members serving less than a full term due to a vacancy may be considered for a full three year term.
- Members concluding PAC service may re-apply for discernment after 2 years.
- PAC membership is limited to one family member at a time.
- Parishioners cannot simultaneously serve both the PAC and Finance Council.
- PAC members cannot simultaneously serve on PAC and be an employee of the Church (parish, school or dioceses).

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**PAC Candidate Application Process**

- PAC candidate openings will be announced to the parish at large seeking nominations and/or volunteers.
- Targeted invitations and instructions will be forwarded to various ethnic groups represented in the parish seeking applications for PAC.
- Potential candidates will obtain and complete an application form.
- All candidates must attend and participate in an orientation and discernment session.

**Candidate Selection Process**

- Using applications and discernment meeting information along with prayer and guidance of the Holy Spirit, the serving PAC members make recommendations of candidates to the Pastor.
- The Pastor will make the final selection of new PAC members.
- Those not chosen will be considered potential candidates in the case of future vacancies.

**Meetings**

- PAC typically holds a discernment meeting each August and meets monthly throughout the year.
- PAC regular meeting day is the first Wednesday of each month although the meeting date may move to accommodate special events/needs.
- Additional meetings may be called as deemed necessary by the Pastor.
- The purpose of the meeting is to:
  - Pray and reflect,
  - Present reports,
  - Listen,
  - Brainstorm,
  - Identify action items and
  - Review options and make recommendations to the Pastor.
- Meetings will last two hours and refreshments are served by rotating PAC members.
- Regular meetings are open to invited parishioners and guests. A request to attend must be submitted to and approved by the Pastor at least ten days prior to the scheduled meeting.

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**Attendance**

- Attendance and participation at meetings is vital to the success of PAC.
- Anticipated absences should be brought to the attention of the facilitator prior to the meeting when possible.
- Members who miss more than two consecutive meetings or three regularly scheduled meetings within 12 months could be asked to step down.
- Continued membership on the PAC is at the discretion of the Pastor.

**PAC Committee and Liaison Work**

- In addition to actual meetings, members can expect to work on council matters, typically, 5 hours per month.
- Occasionally an ad hoc committee may be asked to deal with special projects.
- Members are expected to act as a liaison with a minimum of 1 ministry/function. Ministry/function examples are: Communications, Financial Stewardship, Formation, Liturgy & Music, Social Outreach, Stewardship including Mission Planning, and Youth & Children
- Liaison work includes:
  - Regular attendance at ministry meetings and/or contact with the director responsible for the ministry/function prior to each PAC meeting.
  - Reporting the salient actions of the ministry at PAC meetings.
  - Reporting the PAC activity to the ministry on a regular basis.
- Liaison assignments may be changed each fall.

**Facilitator**

- Is appointed by the Pastor.
- Serves for a minimum of 3 years.
- Non member of PAC
- Sets the agenda with consent of the Pastor and PAC members
- Keeps meetings focused and on track.
- Promotes dialogue and invites participation.
- Conducts regular and special meetings of PAC.
- Publishes the minutes of meetings.
- Records attendance at PAC meetings.
- Notifies PAC members of meeting times and location.

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**Amendments to the PAC Charter**

The Charter is reviewed no less than annually and revised as necessary to ensure the Charter remains focused on the Parish mission and goals.

Last Charter Review:

Parish Mission, Focus September 2016  
Tasks, Agenda October 2016  
Reaching Decisions, November 2016  
Accountability and Communication, November 2016  
Membership, January 2017  
Candidate Selection Process April 2017  
Attendance, January 2017  
PAC Candidate Application April 2017  
Meetings April 2017  
PAC Committee and Liaison Work February 2017  
Facilitator and Amendments to the PAC Charter May 2017