

***St. John the Baptist Catholic Parish  
Napa***

***Parish Pastoral Council  
Guidelines***

***September 2016***

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The members of the inaugural Parish Pastoral Council of St. John the Baptist Catholic Church gratefully acknowledge the work of colleagues near and far whose published guidelines have informed the creation of this document. In particular we are appreciative for access to the pastoral council guidelines and supporting documents from the Diocese of Oakland, the Archdiocese of San Francisco, the Archdiocese of Boston, the Diocese of Tucson, the diocese of Sacramento and St. Francis of Assisi Parish, Sacramento.

Frances Ortiz-Chavez  
Chair, PPC  
September 20, 2016

## ***Mission of the Diocese of Santa Rosa***

**We, the people of the Catholic Church in the Diocese of Santa Rosa are united by:**

- our common baptism into Christ;
- our Catholic heritage;
- our commitment to live the Gospel; and
- Our appreciation of the diversity of cultures and gifts that exist within our parish.

**We are called to become, in the Holy Spirit, a worshiping, loving, welcoming and serving community:**

- A community of faith, worship, and spiritual renewal, responding to the presence of God in Word and in Sacrament;
- A community of deeply held Gospel values, supporting, nurturing, and sharing these values in our families, in our parish, and in our local community;
- A community of caring and cooperation, working with other Christians and people of good will;
- A community of peace, justice and reconciliation, addressing the causes of injustice, oppression and alienation within our Church, our local community and our world.

## ***Mission, Vision and Values of St. John the Baptist Catholic Church, Napa***

**Our Mission: Coming Together**

- in faith to pray and follow in the path of Jesus Christ, to serve as committed stewards of our Catholic faith through our parish church and school, and to minister with compassion to each other and our community.

**Our Vision: Renewing**

- Our individual faith and our faith family through prayer, celebration, mutual support, inclusivity, and hospitality that we might walk more closely with God in Jesus Christ.

**Our Faith-Based Values in Christ**

- Build Unity - Foster Youth - Celebrate Diversity - Respect Traditions - Serve Others

## ***Mission of the Parish Pastoral Council***

The Parish Pastoral Council exists to support our pastor and the people of St. John the Baptist Catholic Church. Together we will achieve and sustain parish unity, support our youth, celebrate our diversity, respect our traditions and serve others.

## **Introduction**

One of the more important changes in the Roman Catholic Church as a result of Vatican II has been the recognition of the rights and responsibilities of the Catholic laity in many areas of Church Life.

Vatican II stressed that the mission of Jesus was committed to all of His followers, and therefore, every Catholic has an obligation to serve consistent with his or her talents, whether it be in the area of evangelization, sanctification or Christian service ministries.

The Code of Canon Law provides for the establishment of parish pastoral councils:

*If the diocesan bishop judges it opportune after he has heard the Presbyteral Council, a pastoral council is to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity. A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop. (Code of Canon Law, #536)*

## **Nature and Purpose of our Parish Pastoral Council (PPC)**

The Parish Pastoral Council is a representative body of the faithful whose focus is on the whole community – its beliefs, its hopes, its joys, its needs, its sorrows, its concerns, its gifts and its pursuit of the mission of the Church. The work of the PPC is focused on mission, not on management. As stewards of Christ's mission in the parish, the main purpose of the PPC is pastoral planning. The work of the council is governed by diocesan norms and the Code of Canon Law.

The Parish Pastoral Council gives counsel to the pastor. The PPC is called to reflect and consider pastoral issues for the common good and for the future of the parish. Recommendations of the PPC may be accomplished by seeking consensus, or when circumstances require, obtaining a majority vote. All decisions are placed in the hands of the pastor. The Pastor considers carefully the decisions of the council and provides explanation to the council when diverging from its recommendations.

In the absence of the Pastor, the PPC can discuss matters, but cannot make final recommendations. When a pastor leaves a parish through transfer, retirement or death, all formal activity of the PPC ceases until the new pastor or assigned administrator reconvenes the council.

## **Characteristics of Our Parish Pastoral Council**

- *Prayerful*
- *Pastoral*
- *Representative*
- *Discerning*
- *Responsive*
- *Enabling*

**Prayerful:** The council devotes time to reflective prayer at each meeting and makes provision to periodically set aside special time solely for prayer, reflection and spiritual sharing.

**Pastoral:** The council is pastoral in the sense that its purpose is to assist the Pastor in the development of an overall mission and plan for the parish.

**Representative:** The council members represent the entire parish community and exercise their responsibility with a concern that includes all parishioners.

**Discerning:** Through prayerful consensus, the council merges the diverse experiences, skills and gifts of the council members. The council listens to the needs and ideas of the parishioners and, in collaboration with the pastor, discerns the direction and priorities of the parish.

**Responsive:** The council has a responsibility to be sensitive to and cognizant of justice and peace issues at the local, national, and international level.

**Enabling:** In the spirit of God's love, the members of the PPC strive to recognize and support each other's gifts and seek ways in which each parishioner's gifts may surface, grow and flourish for the good of the Church.

### **Focus and Scope of Our Parish Pastoral Council**

- Spiritual development
- Community support
- Education
- Family life
- Youth/young adults
- Communication
- Administration
- Evangelization
- Stewardship

The PPC assists the Pastor in ensuring that St. John the Baptist Catholic Church is a worshipping, loving, welcoming and serving community that enriches our parish life and the lives of all our parishioners. The PPC ascertains that the following areas of concern are addressed within the structure of our parish and through its various ministries. ***The PPC offers recommendations and provides guidance though is not directly involved in the implementation activities associated with these areas of focus.***

**Spiritual development:** such as, liturgy, ecumenical activities, retreats.

**Community support:** such as, community activities, social action, cooperation-vicariate, interparochial, diocesan, and more.

**Education:** such as, formal educational efforts of the parish --adult, CCD, school, and more.

**Family life:** such as, pre-Cana conferences, marriage encounter, social activities of the parish, recreational programs, family counseling

**Youth/young adults:** such as, youth programs, active involvement of youth/young adults in parish life and leadership, need for clergy.

**Communication:** such as, bulletins, parish calendar, parish website, social media, public relations.

**Administration:** such as, studying, recommending, and undertaking financial programs as determined by the PPC; maintaining parish properties, programs, activities, facilities, and more.

**Evangelization:** such as, spreading the gospel, reaching out to non-Catholics and alienated Catholics.

**Stewardship:** such as, giving of time, talent and treasure in support of local the parish diocese and universal church.

**Other:** as determined by on-going assessment of parish/parishioner needs.

### **Relationship with the Parish Finance Committee**

The responsibility for providing counsel to the pastor concerning the administration of the parish finances, budget, and property vested in the Finance Committee.

As with the PPC, the Parish Finance Committee is endorsed under Canon Law.

Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council the Christian faithful, selected to the same norms, aid the pastor in the administration of parish goods. (Cn 537)

Open communication exists between the PCC and the Finance Committee and they function interdependently. Each year the Finance Committee assists the pastor in making report to the PPC concerning the finances and property of the parish. The PPC needs to be aware of the finances of the parish, but their expertise is not in financial matters. The PPC is charged with keeping the parish vision alive and seeing the bigger picture of pastoral issues.

### **Relationship with Parish Ministries**

The PPC maintains a close working relationship with parish ministries, supports their efforts, fosters their development and assists in their evaluation. However, it is not within the purview of the PPC to direct parish activities. Ministry reports may be a routine or episodic part of the PPC agenda.

Adopted by the PPC: 10/25/16

Approved by Fr. Ismael Mora, Pastor: 11/7/16