

Archdiocesan Pastoral Council (APC)

June 8, 2007

TABLE OF CONTENTS

Purpose Statement	3
Composition of APC	4
APC Representatives	4
Lay Representatives	4
Priest Representatives	4
Religious Representatives	4
Deacon Representatives	4
Term of Office for all representatives	4
Membership	5
Preferred Qualities of a Representative	5
Criteria of a Representative	5
Role of the Archdiocesan Pastoral Council Member	5
Operating Guidelines	6
Archbishop and The Council	6
Officers	6
Executive Committee	7
Work Groups	7
Attendance by Council Members	7
Fulfilling the Term of an Absented Member	8
Meeting Facilitation	8
APC Meetings	8
Reminder of Meetings	8
Plan Documentation and Meeting Minutes	8
Process for making Recommendation	8
Dealing with Conflict	8
Communication to/with Members	8
Process for Revision of Guidelines of APC	9
Appendix	10
Timeline of Meetings	11
Pastoral Planning Process	13
Selection of Parish Lay Delegates	14
Deanery-Level Discernment of Lay Representatives	16

ARCHDIOCESAN PASTORAL COUNCIL (APC)

PURPOSE STATEMENT

The Archdiocesan Pastoral Council engages the diverse faithful of the archdiocese with the archbishop in consultative dialogue. The council addresses significant pastoral needs and concerns through investigation, reflection and feedback.

Through these actions, this representative body of the laity, religious and clergy assists in the articulation of a vision and proposes long term plans to develop the faith community and to assist the archbishop in his shepherding of the Church of Galveston-Houston. (C511)

Revised: 1/12/07

COMPOSITION OF APC

Archbishop	1	President
2 Lay representatives from each deanery	26	
1 Religious representative from each vicariate	4	
1 Priest representative from each vicariate	4	
1 Deacon representative from each vicariate	4	
2 Representatives by direct appointment of archbishop	2	
	40	Rep total
Auxiliary bishops	2	
Chancellor	1	
Vice Chancellor	1	
Episcopal Vicars	4	
Vicar for Religious	1	
	9	Ex officio total
Executive Officer	1	
	50	Grand total members

APC REPRESENTATIVES

Lay Representatives: Each parish will submit one person for discernment on a deanery level. Two of the parish representatives will be discerned for membership on the APC with the approval of the archbishop.

Priest Representatives: A priest will be elected from each vicariate with the approval of the archbishop.

Religious Representatives: A religious sister or brother will be selected from each vicariate with the approval of the archbishop.

Deacon Representatives: A deacon from each vicariate will be selected by the Director of the Permanent Diaconate with the approval of the archbishop.

Term of Office for all representatives: A term will be three (3) years. All representatives shall serve one (1) three (3) year term. A representative could be chosen to serve another only after an absence of three (3) years from the end of his/her term.

MEMBERSHIP

Preferred Qualities of a Representative

Prayerful and reflective
Willingness to listen well and speak honestly
Verbalizes well in groups
Generous with volunteer time
Creative and visionary
Practical
Conscientious
Respects confidentiality
Sensitive to diversity
Analyzes and synthesizes information
Flexibility and openness with people and ideas
Catechetically and ecclesialogically prepared

Criteria of a Representative

Fully initiated, practicing Catholic
At least 21 years of age
Has been a registered member of a parish or a vowed member of a religious congregation for at least 3 years
Participates in the ongoing life of a parish or religious community
Experience with church-related parish council or board

Role of the Archdiocesan Pastoral Council Member

The council members prayerfully reflect on the pastoral realities of the archdiocese and assist the archbishop in a consultative manner through recommendations arrived at in a prayerful process of visioning and long range pastoral planning. Council members develop, monitor and evaluate the Archdiocesan Pastoral Plan once it is approved by the archbishop.

OPERATING GUIDELINES

Archbishop and The Council

The President of the APC is the archbishop. He does not chair the Executive Committee meetings or the council meetings. He attends the Executive Committee meeting where feasible. His presence at the council meetings is essential. He has final approval on items to be placed on the agenda for council meetings. It belongs to the archbishop to make public what has been done in the council. (C514)

The archbishop may also disband the council in its entirety at his own discretion. When the see is vacant, the council ceases to exist. (C513§2)

Officers

Chairperson

The Chairperson chairs the APC and Executive Committee meetings. The chairperson formally presents the archbishop with APC recommendations. The chairperson, working with the Secretariat Director for Communications is the official spokesperson for the APC to the civic and ecclesial community unless otherwise delegated. With the Executive Committee, the chairperson is responsible for developing the agenda for the APC working with the Executive Officer and with the guidance and approval of the archbishop.

Vice Chairperson

The Vice Chairperson performs all the duties and roles of the Chairperson when so delegated or when the Chairperson is absent. The Vice-Chairperson also annually presents, in collaboration with the Executive Officer, a financial report and proposed budget for the APC. With the APC approval the Vice-Chairperson presents the financial report and budget to the archbishop. The Vice-Chairperson is a member of the APC Executive Committee and the APC work group responsible for orientation of new members.

Executive Officer

- coordinates the work of the council with the Chair and Executive Committee.
- is a member of the Executive Committee.
- provides communication with the archbishop when necessary regarding work of the Executive Committee and/or the council itself.
- is responsible for recording, collecting, maintaining and publishing all plan documents, Work Group reports and minutes of general meetings.
- assists in developing and presenting the annual financial report and proposed budget for the council.
- communicates with council members about procedural consequences of consistent absence from meetings.
- assists with communication and implementation of changes related to the APC guidelines.
- provides all documentation for the council to the archdiocesan Archives at the appropriate time.
- provides financial information regarding council finances.
- manages check requests for council expenses.
- arranges for the logistics of council meetings including lodging, meals/refreshments, meeting space, audio-visual equipment and any other exigencies.

Executive Committee

The Executive Committee is composed of the following members: Archbishop, Episcopal vicars, Chairperson, Vice-chairperson, Executive Officer, and the chairs of current Work Groups. Role of the Executive Committee is to initiate, coordinate and expedite the total operation of the APC. It is responsible for the continuity of the APC between meetings, setting agenda, tracking items/issues addressed in the planning process and considered by the council, as well as coordinating reports on all matters before the APC. The Executive Committee will meet as often as required to complete their duties. The Executive Committee receives input from the archbishop, APC members, and any other source within the archdiocese. The Committee coordinates work on the plan through the proper Work Group, determines when the results from the Work Group will be placed on the APC agenda or when it is returned for further study. Any APC member may request an item be considered by the APC at a regular meeting by notifying the Executive Officer in writing at least four weeks prior to a regular meeting. The Executive Committee will determine whether any item properly submitted shall be considered by the APC. The Executive Officer will report any action taken regarding each item to the APC and the person submitting the item. The Executive Committee produces a summary report of the activity of the council at least annually for the archbishop.

The Executive Committee is responsible for initiating replacement of membership for causes such as death, non-attendance or resignation.

Work Groups

The council will establish Work Groups necessitated by the work of the council and its planning efforts.

Attendance by Council Members

Members to the APC are expected to attend all meetings and be actively involved in at least one Work Group. If the member is unable to attend a meeting he/she must notify the chairperson of their absence.

A council member will be asked to resign if he/she is absent for two consecutive general meetings or three general meetings in a one year meeting cycle. The request for a resignation will be made in writing by the Executive Officer after consultation with the individual and approval by the archbishop. If the request for resignation is not answered within three weeks, the Executive Officer will contact the council member directly for a response. If the circumstances causing the absences are unusual and not likely to recur, the council member is urged to request that the Executive Committee withdraw the request for resignation.

Each Work Group will establish its own procedure regarding attendance. In case of repeated absences from Work Group meetings (as determined by each work group) the Work Group may ask the Executive Committee to request that the council member improve Work Group attendance or resign from the council.

Fulfilling the Term of an Absented Member

In the event of the departure of a member from the council occurs prior to the end of the member's term, the member will be replaced through the same process utilized by the constituency that originally recommended this member. The new member would fulfill completion of the term of the absented member.

Meeting Facilitation

The archbishop may designate a facilitator for the general meetings who will assist the chairperson in designing and managing the meeting process.

APC Meetings

The council will convene quarterly for general meetings on Friday evening and Saturday. One meeting at the beginning of each term will be an orientation meeting. Frequency of Work Group meetings will be established as a part of the planning process. (The archbishop will choose the four (4) months and the week of the month to establish an annual pattern of meetings.)

At the APC meeting all the representatives (lay, religious, and clergy) from each vicariate sit together with the Episcopal Vicar.

There will be additional meetings on the vicariate and deanery levels depending on the design of the planning process. There may also be a need for archdiocesan-wide general assembly meetings in the planning process.

Reminder of Meetings

Council members will receive meeting agenda and preparatory materials at least 2 weeks prior to a general meeting.

Plan Documentation and Meeting Minutes

The Executive Officer will maintain the documents for the planning process. After each general meeting of the council the Executive Officer and the chairperson will produce a set of minutes of the meeting for Executive Committee review and approval by archbishop before sending them to the council members within one month after the meeting.

Each Work Group will submit a report to the Executive Committee three weeks prior to each general meeting.

Process for making Recommendation

Recommendations to the archbishop will be reached by a process of consensus. The council will ordinarily operate by a process of consensus.

Dealing with Conflict

The council will establish a procedure for meetings outlining the manner to proceed when a conflict arises at a general meeting.

Communication to/with Members

Members have access to the Internet and may receive and send e-mail through their parish in order to facilitate speed and ease of communication with the council.

Process for Revision of Guidelines of APC

As necessary, the Executive Committee will assign specific areas of the guidelines to be reviewed by a Work Group. The Executive Committee may also assign the development of new areas for the guidelines to a Work Group. The Work Group will make suggestions to the Executive Committee for improvements or additions. The Executive Officer will present the recommended changes to the council at a general meeting or via electronic/written communication. A decision to change the guidelines will be reached by general consensus of the council and be implemented with final approval by the archbishop.

APPENDIX

Timeline of Meetings

June 2007	Archbishop announces initiation of APC Archbishop announces process to select members of APC Archbishop requests assistance of pastors to name delegates
June 2007 – August 2007	Parish Delegate selection process by each Parish Pastoral Council with pastor
June 20, 2007	Religious get information on APC representation
September 2007 – October 2007	Deanery Discernment process in each of 13 deaneries
November 2007	APC Orientation
December 2007	1st APC Meeting for planning – Current Reality
March 2008	Desired Future
June 2008	Paths and Action plans for Round 1 reviewed by APC possibly completed before meeting. Final document for Round 1 plan recommended to archbishop Begin 2nd Round of planning – Current Reality evaluate need for 2 nd round at this time
September 2008	Review implementation of Round 1 Goals 2 nd Round of planning – Desired Future
December 2008	Review Paths and Action Steps for Round 2
March 2009	Final document for Round 2 plan recommended to archbishop
June 2009	Reviewed implementation of Rounds 1 & 2 Begin 3rd Round of planning – Current Reality evaluate need for 3 rd round at this time
September 2009	Review implementation of Round 2 Goals 3 rd Round of planning – Desired Future
December 2009	Review Paths and Action steps for Round 3
Jan. – Mar. 2010	Announce selection process for new APC members Parish Delegate selection process by each PPC with pastor

March 2010 Final document for **Round 3 plan recommended to archbishop**

Mar. – May 2010 **Deanery Discernment** process in each of 13 deaneries

May 2010 APC New member **Orientation**

June 2010 Reviewed implementation of plans for Rounds 1, 2 &3
Begin **4th Round** of planning – **Current Reality**

Pastoral Planning Process

I. Current Reality

A. Process begins in one or more of three ways:

1. Archbishop DiNardo raises issues for plan
2. Representatives on APC raise issues for plan process
3. Parishes raise issues through one or more methods
 - a) PPC's involved in issue raising
 - b) parishioners "surveyed" for raising issues

B. Process could also include a review of statistical and demographic information about the archdiocese

C. All issues presented are thoroughly explored and clarified

II. Desired Future

A. The question is answered: What should we plan to accomplish in this area?

B. Goals are refined for each issue addressed

1. Capture any suggestions for paths to goals to be passed on to staff

III. Path-to-the-Goal

A. Path/options to achieve the goals are researched and proposed by staff

IV. Actions along the Path to the Goal

A. Archdiocesan staff fleshes out action steps along path to goals

B. APC offers feedback on paths to goals and action steps developed by staff

C. Archbishop reviews, redacts and approves final plan document

Revised: 3/26/07

SELECTION OF PARISH LAY DELEGATES

FOR DEANERY LEVEL DISCERNMENT

Purpose: In order to provide parish representation at the Deanery Level Discernments (DLD), one parishioner from each parish is selected for discernment at the Deanery level. This procedure is presented to assure a uniform, broad, and representative method of selecting this person.

Procedure

1. **Archdiocesan Pastoral Council (APC) Manuals and suggested bulletin inserts are made available** to each parish for education and familiarization. Pastors, parish pastoral councils, boards, and any other parties at the parish level as designated by the pastor, read and review the manual. A timetable of events and dates for selection steps are issued at the same time.
2. **After a suitable period for parish education/familiarization**, nominations are solicited from the parish and its organizations. These are made in writing and submitted to the pastor.
3. **One qualified person is selected** from the nominees for the discernment at the Deanery level (DLD) by the pastor in consultation with the parish pastoral council. The person selected has experience on a parish council or other parish-wide board, either currently or within the past three years.
4. **The selection process takes place** in consecutive council meetings. At the first, a short list of qualified nominees is compiled by the pastoral council and recommended to the pastor.
5. **The pastor reviews and returns an approved list** to the pastoral council. **Council members** contact each person to ascertain interest, and invite them to the next pastoral council meeting.
6. **At the selection meeting**, convened in a prayerful manner for the purpose and seeking to do God's will as in a usual discernment, those accepting are invited to discuss depth of interest and understanding of APC member role. Discussion questions could be:
 - a. Please describe your interest in representing this parish at the diocesan level
 - b. How do you visualize the gifts of the APC member?

After discussion, nominees are dismissed. Council recommends, and the pastor makes the selection. A second person is named to represent the parish in case the person selected becomes unable to serve.

7. **Announcement of the delegate** is made by suitable means at the parish level. The alternate could be informed privately but remains unannounced.
8. **The pastor sends the name of the delegate** to the Dean.
9. **In order to promote full understanding**, any comments and questions that may arise are submitted by e-mail to the Office of the Secretariat for Pastoral and Educational Ministries for resolution.

Revised: 2/4/07

DEANERY-LEVEL DISCERNMENT OF LAY REPRESENTATIVES

FOR ARCHDIOCESAN PASTORAL COUNCIL (APC)

Purpose: In order to assure broad representation of the laity on the Archdiocesan Pastoral Council, each parish sends a delegate to a Deanery Level Discernment. The delegates at this discernment select two representatives from among themselves for membership on the APC.

This procedure covers the Deanery Level Discernment process.

Procedure

1. **The process begins at the parish level. APC Manuals, materials, a list of events and dates for the selection process are distributed by the Archdiocese** to each parish for education and familiarization. Pastors, parish Pastoral Councils, boards, and any other interested parties at the parish level as designated by the pastor, read and review the manual.
2. **Each parish selects one delegate to the Deanery Level Discernment.** The person is selected by the pastor in consultation with the parish pastoral council. Candidates have served on a parish council or on other parish-wide boards, either currently or within the past three years. Pastors provide the representative's name to the Dean following the selection.
3. **A facilitator** is provided by the archdiocese to assist with the DLD.
4. **Two representatives from each Deanery** are discerned as members of the APC. To fulfill a potentially future absented member's term without the logistical difficulties of reconvening a discernment group, one alternate representative is also discerned. The alternate would serve the completion of the term of the absented member.
5. **Each Dean is responsible for convening his DLD.** He:
 - a. Issues invitations to parish representatives and their pastors three weeks before the scheduled DLD including time, place, and agenda.
 - b. Opens the DLD, providing introductions and setting a prayerful atmosphere as he deems appropriate
 - c. Assists the facilitator
 - d. Sends names of those selected to the executive officer of the Archdiocesan Pastoral Council to be compiled in a final list to the Archbishop.
6. **The discernment process parallels methods commonly used** at the parish level. The DLD meeting consists of sessions devoted to getting acquainted, APC review, and the discernment itself.
7. **The get acquainted session** gives each attendee three to five minutes for personal introductory remarks. Each is encouraged to share background, interests, and personal

core values of importance with the group. Emphasis is on getting to know one other. A statement or “campaign” speech is not appropriate.

8. **A brief review of APC basics and principles** is then held, based on the manual. The intent is to ensure a full understanding of APC and obligations/expectations of the membership.
9. **The discernment session is then held.** In prayerful reflection, the discernment rounds are held. Rounds consist of a biblical reading, a question, and a response from each nominee in turn. Choices will be expressed in writing and tallied separately while the group remains in silent reflection.
10. **The first round asks** each nominee to submit his/her “yes” or “no” in writing, depending on whether he/she feels called to serve at this time.
11. **On the first and any successive rounds,** after all the responses to the question, each attendee is asked to submit in writing the name of a person who “would serve well as a member” of APC.
12. **At such time as a clear indication of preference** is obtained, the two newly-discerned representatives to APC and the alternate are announced to the group. The group is thanked and meeting adjourned.
13. **Parishes are encouraged to announce locally** who is representing each deanery on the APC.
14. **As follow-up** for improving the process in the future, once the APC is convened, members, pastors and deans are asked for evaluation and suggestions for future improvement of the process.
15. **In order to promote full understanding,** any comments and questions that may arise may be submitted by e-mail to the Office of the Secretariat for Pastoral and Educational Ministries for resolution.

Revised: 1/28/07