



Genesis Vicariate Pastoral Council

TO SHARE CHRIST IN AND THROUGH THE URBAN CHURCH

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GENESIS VICARIATE PASTORAL COUNCIL OPERATIONAL PROCEDURES

VISION STATEMENT

TO SHARE CHRIST IN AND THROUGH THE URBAN CHURCH

MISSION

- ✦ *RESOURCE AND SHARE MINISTRY WITHIN THE VICARIATE*
- ✦ *PARTICIPATE IN PASTORAL PLANNING (TIF)*
- ✦ *SHARED DECISION MAKING WITH THE REGIONAL MODERATOR*

VALUES

- ✦ *WE WILL PROMOTE ON GOING DIALOGUE AND COMMUNICATION BETWEEN THE AOD AND VICARIATE PARISHES*
- ✦ *WE WILL PROVIDE EACH VICARIATE PARISH WITH AN EQUAL OPPORTUNITY TO GROW IN FAITH AND DIGNITY*
- ✦ *WE WILL CHALLENGE EACH VICARIATE PARISH TO BE GOOD STEWARDS OF THEIR RESOURCES, BOTH HUMAN AND FINANCIAL*

ARTICLE I. NAME AND PURPOSE

The name of the body shall be the Genesis Vicariate Pastoral Council (hereinafter referred to as "the Council.") The purpose of the Council is to bring the Archbishop closer to the faithful in the vicariate through the Vicar and the Archdiocesan Pastoral Council representative by serving as a representative, a collaborative and a consultative body for the benefit of the Archbishop, the vicariate, and the worshipping communities in its constituent parishes.

The council shall carry out the mission of the Church of Detroit. It shall promote and support the work of pastoral ministry in the vicariate; particularly the ministries of evangelization, service, worship and stewardship.

ARTICLE II. MEMBERSHIP

1. Membership on the Council shall consist of:

- the Vicar
- Archdiocesan Pastoral Council representative
- 2 representative from each parish – selected from current membership on their parish Pastoral Council
- one parish Religious Education Director
- one Parochial School Principal
- one parish Youth Minister
- one parish Music Director

- one parish Business Manager
2. All members from parishes shall not be members of a parish staff.
 3. Term of Office:
 - The term of office of a selected member of the Council shall be for three (3) years. The term begins on the day immediately succeeding the date of their selection and ends on the day of their replacement. Notwithstanding these provisions, the officers shall serve until their successors are installed.
 - A member who has completed a three year term may be re-selected to the Council for up to two consecutive terms as long as that person desires to serve and the vicariate desires to have their leadership.

ARTICLE III. ELECTION OF THE VICAR

- 1) The Vicar's term of office shall be for two years.
- 2) The Vicar is eligible to run for re-election for up to two consecutive terms as long as the Vicar desires to serve, and is approved by the Archbishop and the Council desires his leadership
- 3) Procedure for the selection of a Vicar:
 - Name of prospective vicars (who must be priests) are offered at the Vicariate Pastoral Council meeting. All present make a nomination.
 - Names of those who accept nomination are submitted to the Chancellor for vetting by the Archbishop.
 - A list of approved nominees is returned to the current vicar
 - Nominees are asked to accept or reject their candidacy
 - Selection of the Vicar is made by the priests of the Archdiocese of Detroit.

ARTICLE IV. OFFICERS

- 1.) The selected officers of the Council shall be:
 - Chairperson
 - Secretary
 - Treasurer
- 2.) These officers shall be selected from the Council membership. Thus their term of office shall be three (3) years.
- 3.) Every three years a nominating committee consisting of five members each from a different parish within the Vicariate will accept nominations from the general Council body. The nominating committee will then follow up with the nominees to get acceptance of the nomination and to facilitate the election process on the designated date as well as the time preceding the actual vote.
- 4.) Any one or all of the officers of the Council may be removed from office by an affirmative vote of no confidence. New elections will then be required at the next regular Council meeting.
- 5.) Neither the Vicar nor the APC representative can serve as an officer.

ARTICLE V. DUTIES OF THE OFFICERS

- 1.) The Chairperson shall:

- Conduct all Council meetings in accordance with the agenda and the dictates of the Council
- Be responsible for maintaining the membership on the Council and committees that are established from time to time.
- Work with the Vicar and the APC representative on the preparation of the agenda for regular and special meetings of the Council.
- Oversee the implementation of the Council's goals and objectives and see to the selection of committees that will expedite the realization of these objectives.

2.) The Secretary shall:

- Make an accurate record of Council proceedings and shall distribute copies of these records, along with the agenda for the next meetings, to Council members at least ten days prior to the day named for the meeting.
- See that an accurate record of the various activities of Council is taken and maintained.
- Cooperate with the Chairperson in the timely distribution of pertinent information to the membership.
- Ensure that correspondence direct to the Council is answered in a timely and appropriate fashion.

3.) The Treasurer shall:

- Perform all duties of treasurer, including reporting and keeping account balances and generating periodic statements of income and expenses as well as any other treasurer type of duties the Council may require.
- Abide by policies established by the Archdiocese of Detroit, especially as they pertain to charter schools and the taxable income from same.

ARTICLE VI. MEETINGS

1.) Attendance at the regular and special meetings of the Council is vital to the work of the Council.

2.) The Council shall convene on a monthly basis at a time and place to be determined by the membership.

3.) Written notice indicating the date, time, place and agenda for the meetings together with the minutes of the previous meetings shall be given to each member personally at least ten days prior to the meeting date.

4.) Special meetings of the Council shall be called at the Council's discretion.

5.) At all regular or special meetings of the Council, a quorum is necessary to transact business in the name of the Council. A quorum shall consist of the Vicar or his delegate and one more than fifty person of the membership.

ARTICLE VII. AMENDMENTS

This constitution may be amended at any business meeting of the Council by a two-thirds (2/3rd) affirmative vote of the membership present. Notice of such proposed amendments, with a copy attached, shall be mailed to the entire membership of the Council not less than one month in advance of such a meeting.