

St. Mark Pastoral Council – Protocols

This information sheet is designed to inform the Pastoral Council members (both new and old) of how the Council operates. It is not meant as a “rule book”, but of a guide.

Membership:

1. It is important to remember the Pastoral Council is an advisory body, not a decision-making one. This means the ideas, comments, and suggestions brought forth must ultimately be decided on and approved by the Pastor. Although our input as lay people is extremely valuable, the final authority rests with the clergy.
2. Members are expected to be present at all meetings and must notify the Chair if they will not be able to attend.
3. Members are expected to be present for their assigned Adoration time, if they are unable to attend, they must switch with another member or find a replacement.
4. Members are expected to attend as many Church functions as possible wearing their name tags so as to be present in the community.
5. Oftentimes, matters discussed at the Parish Council meetings are private and confidential. It is expected that these matters will be kept that way until formally announced by the Pastor.

Meetings:

1. Unless otherwise noted, meetings are held on the third Monday of each month at 7 pm in the St. Mark School Library. Meetings are regularly concluded by 8:30 pm.
2. Meetings will adhere to the Roberts Rules of Order.
3. One to two weeks before each meeting, the Minutes from the past meeting as well as the agenda for the upcoming meeting will be distributed by email. It is important that each member review the Minutes for discrepancies to ensure that anything that took place or was said is completely accurate. These Minutes will be posted on the Parish website for the general public to view.
4. Each meeting will start with an Opening Prayer. Each Council member will take a turn presenting the prayer.
5. After the prayer, the Minutes will be approved. The Chair of the Pastoral Council will ask if there are any objections to the Minutes. If not, the Minutes will be unanimously approved. Minutes are archived and subject to review by the Diocese. Therefore, it is important that each Council member reviews the Minutes beforehand and corrects any errors prior to approval.
6. After the Minutes approval, we will hear from Commission Heads and/or a guest speaker. The purpose of the speakers is to keep us informed about what is going on in the Church community.
7. The next part of the meeting will consist of a Parish Operations update, Stewardship update, then a general discussion and any new or old business.
8. The last part of the meeting will include the Pastor’s closing remarks.

Administrative:

1. It is imperative that no Pastoral Council member forward the email of another Pastoral Council member, Commission Head, Staff person or clergy without express consent of the original author.
2. Any bulletin announcement, website addition, narthex TV announcement or any other communication which represents the Pastoral Council must first be approved by the Executive Council via email.