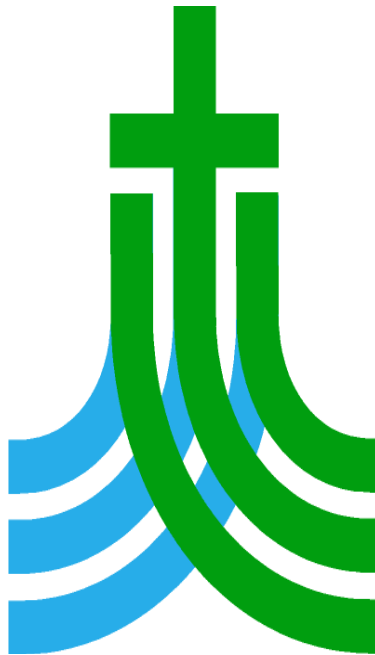




# **Guidelines And Operational Procedures**

Last updated August 1, 2009



**T O G E T H E R   I N   F A I T H**

**Archdiocese of Detroit**

**Pontiac Area Vicariate**

## Table of Contents

The Pontiac Area Vicariate Members .....	4
The Pontiac Area Vicariate .....	5
VPC Mission Statement .....	5
Vicariate Pastoral Council.....	7
VPC Operating Guidelines.....	11
Frequency and Planning of Council Meetings .....	11
Committees .....	12
VPC Executive Committee .....	12
Standing Committees .....	14
Ad Hoc Committees.....	15
Attendance and Vacancy on the Council .....	15
Retreat for Vicariate Pastoral Council .....	16
Group Behaviors .....	16
Amendments .....	17
Pastoral Ministers' Association.....	18
PAV Roles and Job Descriptions .....	19
Vicar.....	19
Administrative Assistant .....	22
Business Manager .....	24
Vision 2000 Campaign Business Manager .....	25
PAV Reference.....	26
PAV VPC Organization Chart.....	27

## Catholic Parishes, Schools, Agencies and Institutions

### Parishes

Christ the Redeemer,  
Orion Township  
St. Damien of Molokai:  
• St. Michael,  
• St. Joseph Shrine,  
• St. Vincent de Paul  
Sacred Heart of the Hills,  
Auburn Hills  
St. Andrew, Rochester  
St. Benedict, Waterford  
St. Irenaeus, Rochester  
Hills  
St. John Fisher, Auburn  
Hills  
St. Joseph, Lake Orion  
St. Mary of the Hills,  
Rochester Hills  
St. Paul Albanian,  
Rochester Hills

### Schools

Holy Family Elementary,  
Rochester/Rochester Hills  
Marist Academy Lower  
Division, Waterford  
St. Joseph, Lake Orion  
Marist Academy Middle  
School, Pontiac  
Notre Dame Preparatory,  
Pontiac

### Religious Communities

Oxford Dominican Sisters  
St. Benedict Monastery

### Chaplaincies

Crittenton Hospital  
Doctors' Hospital of MI  
Oakland County Jail  
Oakland County Juveniles  
POH Regional Med Center  
St. Joseph Mercy Oakland

### Nursing Homes

Lake Orion  
Sanctuary at Bellbrook  
Golden Oaks  
Lourdes Senior Community

### Oakland County

Campus Ministry  
Catholic Community  
Response Team  
Catholic Social Services  
Fusion Ministry  
Genesis Young Adults  
Guest House

### Catholic Cemeteries

Guardian Angels  
Mt. Hope

## **The Pontiac Area Vicariate**

The Pontiac Area Vicariate of the Roman Catholic Community of the Archdiocese of Detroit is a geographical area consisting of a cluster of Roman Catholic parishes, schools, institutions and agencies where support, pastoral planning and resources are identified and shared for the benefit of the people beyond and within its boundaries. Currently there are two representative groups in place to assist in carrying out our mission: the Vicariate Pastoral Council and the Pastoral Ministers' Association.

The mission of the Vicariate is to be responsive to the ministry of its parishes, schools, institutions, and agencies by:

- Coordinating pastoral planning
- Enhancing communications and networking
- Promoting collegiality and collaboration
- Identifying and utilizing all resources which can be shared

## **Vicariate Pastoral Council Mission Statement**

### **Our Mission**

To represent the Catholic communities of the Pontiac Area Vicariate, and through our collaboration, to better serve the ministries we share.

### **Our Vision**

To become a primary source of support for the continuing growth of the Catholic community in the Pontiac Area Vicariate.

## **We Value**

Being a consultative council acting in the pattern of Jesus as we...

- Cultivate and share the good works of the member Parishes, Schools, Agencies, Institutions;
- Strengthen the communication avenues in both directions;
- Identify issues and trends early and avoid conflicts;
- Become ecologically wise and act to conserve resources;
- Articulate our common goals;
- Build better ways to act together in faith;
- Elevate “service to one another” as the highest achievement in community.

## **Our Goals**

To convene a representative body of Vicariate leaders to advocate the following:

- Provide for a regular meeting of the Area Church;
- Develop the communications’ network between all participants;
- Report on Ministries already developed;
- Strengthen awareness of the AOD as partner and resource;
- Encourage input and feedback from Parish, School, Agency and Institution representatives;
- Report on developments with an eye to future needs and responses;
- Provide training sessions and/or seminars;
- Financially sustain our efforts and programs;
- Measure and evaluate our effectiveness in "real terms”;
- Cultivate the richness of individuals’ talents and welcome participation.

## Vicariate Pastoral Council

### Purpose

The purposes of the Pontiac Area Vicariate Pastoral Council are many and all aim to further the mission of the PAV. As a Council, we seek to:

- Develop and update the Vicariate Strategic Pastoral Plan on a regular basis currently our Together in Faith Process,
- Assure communication and implementation of the Vicariate Strategic Pastoral Plan throughout the Vicariate,
- Assure communications that promote the education, worship, service, stewardship and evangelization opportunities that are available throughout the Vicariate and elsewhere,
- Encourage maximum collaborative use of resources throughout the Vicariate,
- Pursue personal growth as Vicariate leaders and stewards by attending as many Vicariate functions as possible, especially those not previously attended, and enrolling in training/growth opportunities when available, and
- Serve as a source of feedback to the Archdiocesan Pastoral Council, Council of Vicars and the member parishes, schools, agencies and institutions.

The Vicariate Pastoral Council will **listen to the Spirit** always present and active in all the members of the community and its ministry to ensure that we remain faithful to our Mission and Values and are the promoters of our Vision.

In order to achieve this, we will pray together, listen to one another, and challenge one another. Most of all, we will remember that our service as leaders is a **Leadership of Discernment**.

## **Discernment**

### **What is discernment?**

Discernment is a process by which we, as a community, try to discover God and God's will again and again in the day-to-day experience of the community. It is based on the belief that God's revelation is an on-going process and always through human experiences.

### **How do we discern?**

Discernment is done in a prayerful context and requires four fundamental components:

- A trusting attitude,
- A listening posture,
- A sharing posture,
- An integrity, which requires the search for all available information.

We trust that our personal experiences as well as others' experiences are "places of God's revelation." We listen to one another without judging and condemning, hearing diversity not as a threat to our own opinion but as richness. We are open and sharing. There is no private agenda, no hidden political maneuvering.

Differences of opinion are good, and should be welcome, if they take place in the context of trusting, listening and sharing.

### **Knowing Proper Discernment**

St. Paul talks about the fruits of the Spirit in the Epistle to the Galatians: “The Spirit brings: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control.” Proper discernment will bring peace of mind, unity of the community, acceptance of the diversity, and real love.

We recognize that discernment requires time and patience: there is never certainty in the discernment process. The fruits of the Spirit are signs of proper discernment and Discernment requires humility that we do not always “own” the truth. Discernment requires good group process to ensure that all and every one can fully participate.

## **Membership**

Membership should reflect the purposes of the Vicariate Pastoral Council. A process of discernment and assessment, insured through prayer, study and listening, should sustain it. The Vicar and Council will identify and prioritize the ways in which the Council is being called to live its specific mission.

The Council shall be composed of the following representatives:

- Two representatives from each of the ten member parishes' parish councils in the vicariate.
- One representative from the PAV's Pastoral Ministers' Association.
- The Vicar.
- Archdiocese of Detroit Representative, Parish Life Department.
- Executive Director, Genesis Ministries.
- Archdiocese of Detroit Campus Minister for Oakland County.
- PAV Administrative Assistant.

### **Role of the VPC Member**

The role of each VPC member is to:

- Attend each meeting on a regular basis and actively participate.
- Assure ongoing communication between the VPC and the entity they represent (Parish Councils, PMA, APC, Clergy, etc.).
- Provide on-going feedback to the VPC regarding the Pastoral plan and its impact on the different communities.
- Participate actively upon request in standing or ad-hoc committees of the VPC.
- Read all VPC communications in order to stay informed.

### **Selection Process**

The selection process of the Vicariate Pastoral Council is as follows:

- Each member parish in the vicariate will appoint (2) parish council representatives to serve on the Council.
- The Pastoral Ministers' Association will appoint a representative from the PMA.
- The Council will appoint (2) representatives to the Archdiocesan Pastoral Council from the membership of the Council.
- The VPC Executive Committee will recommend to the VPC a Chair and Vice Chair from the membership to conduct monthly council meetings.
- Those individuals that serve in the capacity of Executive Director of the Genesis Ministries, the AoD Campus Minister for Oakland County and the AoD Representative from the Parish Life Department will also occupy a seat on the council.

### **Terms**

Parish representatives serving on the Vicariate Pastoral Council will be asked to confirm their willingness and their commitment to serve on the council for a three-year period. An extension can be suggested and approved by the council.

Representatives' terms will be staggered to allow continuity and to maintain Council experience, eliminating the possibility of both representatives leaving the Council at the same time.

Exceptions apply to Genesis Ministries, AoD Campus Minister for Oakland County and Parish Life Department.

## **VPC Operating Guidelines**

### **I. Frequency and Planning of Council**

## Meetings

- A. The Vicariate Pastoral Council will meet once a month from August through June, except December, or more often if special needs require it.
- B. The VPC Executive Committee will meet prior to each Council meeting to set the agenda.
- C. The agenda will be communicated to all Council members before the meeting. It is the responsibility of each member to come prepared for each meeting.
- D. Minutes of the Council meeting will be distributed within one week after each meeting and will become an integral part of the discernment process.
- E. Special meetings of the VPC may be called by the Vicar, the Chairs or by request of three (3) members of the Council, on seven (7) days notice to each Council member, which notice will state time, place and purpose of the meeting. The seven-day notice may be waived by a simple majority of the Council members.
- F. Members of the VPC may invite guests to the Council meetings provided advance notice is given to the Vicar or Chairs. Such guest's participation shall be restricted to consideration of the special matters for which they were invited.
- G. Sixty percent (60%) of the members of the VPC shall constitute a quorum for all meetings of the VPC and VPC Executive Committee. No Council decisions will be made without a quorum present.
- H. The Vicar must ratify the decisions of the VPC before they become final. He will not do so when Church Law, the theology of the Church, or known policy of our Archbishop is violated. The Council, with a 2/3rds vote, may appeal the Vicar's ruling to the Archdiocesan Pastoral Council. Its decision shall be binding on the Council.

## II. Committees

### A. VPC Executive Committee

The Vicariate Pastoral Council Executive Committee is composed of the Vicar, Chair, Vice Chair, Pastoral Ministers' Association Representative, Archdiocesan Pastoral Council Representative, and PAV Administrative Assistant. The responsibilities of the members of the VPC Executive Committee and the function of the Executive Committee are:

#### 1. Members

##### a. Vicar

- Provides leadership and support to the VPC and Executive Committee in the implementation of the PAV Mission, Vision, Values and Goals as well as the Objectives and action plans.
- Reports key issues from the Council of Vicars' meeting to the VPC.
- Maintains a good working relationship with the Archdiocese of Detroit.

##### b. Chair

- Conducts VPC and Executive Council meetings.
- Assists the Vicar in conducting the Council's work as directed.

##### c. Vice Chair

- Conducts the VPC and Executive Council meetings in the absence of the Chair.
- Monitors the progress of the vicariate pastoral plan and annual objectives.
- Assists the Chair in the discharge of his/her duties.
- Assists the Vicar in conducting the Council's work as directed.

- d. Pastoral Ministers' Association Representative**
  - Attends all Pastoral Ministers' Association meetings.
  - Reports key issues from the PMA meeting to the Council.
  - Assists the Vicar in conducting the Council's work as directed.
- e. Archdiocesan Pastoral Council Representative**
  - Attends all Archdiocesan Pastoral Council meetings.
  - Reports key issues from the APC meeting to the Council.
  - Assists the Vicar in conducting the Council's work as directed.
- f. PAV Deacon assigned to the Vicar—Ex Officio Member**
- g. PAV Administrative Assistant**
  - Handles all administrative tasks as directed by the Vicar.
  - Manages all Council communications and serves as PAV Webmaster.
  - Prepares and distributes within one week VPC and VPC Executive Committee meeting minutes.
  - Serves as Editor of the quarterly PAV Newsletter.

## **2. Role of the Executive Committee**

- a. Prepare the agenda for each Council meeting.
- b. Insure good communication among the Council members.
- c. Meet with other groups, i.e. pastoral team members, ministries etc., upon request or as appropriate.
- d. Coordinate the replacement of VPC members created by vacancies on the Council.

## B. Standing Committees

### 1. Finance Committee

a. **Mission Statement:** The Pontiac Area Vicariate Finance Committee focuses on the effective management and use of the Vicariate financial resources.

#### b. Finance Committee Guidelines

- Review quarterly financial statements and provide a status report to the VPC and the PMA.
- Provide input, review, and make a recommendation on the PAV Annual Operating Budget.
- Insure the objectives set by the VPC are receiving the proper funding.
- Review the Annual Report for submission to the Archdiocese.
- Provide a yearly report on the Vicariate fiscal status to the VPC.
- Provide an oversight function for the PAV Vision 2000 Campaign.
- Conduct a yearly review of the internal controls over Vicariate funds.
- Conduct quarterly reviews of the PAV bank reconciliations.

#### c. Finance Committee Membership

- Three to five people plus the PAV Business Manager.
- Members should be from the VPC and/or parish finance committees.
- The membership terms should be 3 year, staggered terms.
- Meetings should be conducted quarterly before VPC meetings.

### 2. Services Operations Committee—being developed

### 3. *Future Standing Committee*

### **C. Ad Hoc Committees**

1. The Vicariate Pastoral Council may establish Ad Hoc Committees to serve and advise the VPC.
2. The membership of these committees is not restricted to those who are members of the Council.
3. The Chair of an Ad Hoc Committee, upon the discretion of the Vicar, may be any member of the Vicariate.
4. The Vicar shall be an ex-officio member of all committees.

## **III. Attendance and Vacancy on the VPC**

Council members are expected to attend every meeting. In case of excused absence, the Council member who missed a meeting will make very effort to be informed of the results of the missed meeting. Any member absent from two (2) consecutive meetings, without prior notification to the Vicar or Chairs of the VPC, may be asked to resign from the VPC.

In the event a parish representative resigns from the Council, it will be that specific member parish's responsibility to replace the representative. In the case of other member vacancies, the VPC Executive Committee will be responsible for replacements. The PAV Administrative Assistant will coordinate each of these issues as directed by the Vicar

## **IV. Retreat for Vicariate Pastoral Council**

At the beginning of each new Vicariate Pastoral Council year, the members will participate in a Retreat (usually one day) to get to know each other better, to share a common understanding of the discernment process, to pray

and reflect about the Mission, Vision and Values of the Vicariate, to develop group work skill and the establish plans for the coming year. This Retreat is considered essential for all members to set the tone for the coming year.

## **V. Group Behaviors for Pastoral Council**

Vicariate Pastoral Council members are expected to maintain a high level of openness, receptivity and non-judgmental attitudes during council meetings. The Council is expected to maintain a free atmosphere in the Council deliberations and a respect for confidentiality.

## **VI. Amendments**

As the occasion and need shall arise, all members of the Vicariate Pastoral Council can propose amendments to these Guidelines and Operating Procedures.

- A. Any VPC member with a proposed amendment to VPC Guidelines & Operating Procedures shall submit the proposal in writing to the Vicariate Pastoral Council at least two (2) weeks prior to the regular VPC meeting.
- B. Once presented within this timeline, the proposed amendment will be a priority agenda item at the next council meeting.
- C. At that subsequent meeting, the proposed amendment will be acted upon by the VPC members.
- D. The Vicar must ratify the decisions of the Council before they become final as previously stipulated above in “Frequency and Planning of Council Meetings.”



## **Pastoral Ministers' Association**

The Pastoral Ministers' Association helps in the integration, collaboration and networking of the various ministries within the Vicariate and provides mutual support and resources for the ministers. This group served as the Vicariate Pastoral Council immediately after Synod '69 and remained as such until 1998. At that time it became the Association of Pastoral Ministers.

All ministers from our Catholic parishes, schools, institutions, agencies, religious communities and chaplaincies are invited and encouraged to participate in our Association meetings.

The Planning Team of the PMA prepares the agendas and programs scheduled for the year and takes a leadership role at the monthly meetings.

## **PAV Roles and Job Descriptions**

### **Vicar**

The Archdiocesan Vicar is a priest appointed by the Archbishop, after consultation with priests and other members of the faith community, to share the pastoral leadership of the Archbishop as his representative in the Vicariate

### **Job Description of the Vicar**

#### **I. Pastoral Care**

The Archdiocesan Vicar exercises pastoral leadership within the Vicariate and:

- A. Promotes the growth and development of the Vicariate through the Vicariate Pastoral Plan/Together in Faith and makes possible a greater degree of collaboration among the Vicariate's parish communities;
- B. Makes himself available for regular contact and consultation with each parish as needed;
- C. Develops a sense of collegiality and collaborative spirit among all those who engage in pastoral ministry in the Vicariate ( Priests, Pastoral Ministers, School Principals, Agency Directors, Parish Councils and Vicariate Pastoral Council);
- D. Gives advice and counsel to priests who desire it or who are in difficult circumstances or are otherwise in special need; and
- E. Collaborates with the Vicariate Pastoral Council, the Archdiocesan Pastoral Council (APC) Representative and the Archdiocese of Detroit to facilitate the planning process in the Vicariate.

## **II. Extending Episcopal Authority**

The Archdiocesan Vicar:

- A. Grants faculties of the Archdiocese of Detroit that are not provided for by the Code of Canon Law of the Church to priests from dioceses in the United States or Canada on a temporary basis, provided they enjoy the faculties of their own diocese; and
- B. In extraordinary circumstances:
  - a. Grants permission to witness the marriage of a Catholic and a baptized non Catholic (or a Catholic who has left the Church by a formal act), and
  - b. Grants the dispensation from certain impediments to marriage.

## **III. Communication**

The Archdiocesan Vicar:

- A. Accurately and faithfully portrays the consensus of the faithful in the Vicariate expressed through the Vicariate Pastoral Council and other consultative bodies to the Archbishop through the Council of Vicars;
- B. Communicates the pastoral judgment of the Archbishop and the developments at the Council of Vicars meetings to the Vicariate through the Presbyterate gatherings, the Vicariate Pastoral Council (VPC) and the Pastoral Ministers Association (PMA).
- C. Fosters communication between the different parishes through newsletter, gathering of leadership and any other appropriate means.

## **IV. Convener**

The Archdiocesan Vicar functions most effectively in the area of convening. The Vicar:

- A. Meets with other Vicars of the Archdiocese as a body, the Council of Vicars. This important function gives the Vicar the opportunity to:
  - a. Provide consultation to the Archbishop;
  - b. Collaborate with colleagues in pastoral planning;
  - c. Attend the monthly meetings;
  - d. Participate fully in the work of the committees
  - e. Act as a liaison for communication between the Archdiocese and the Vicariate.

- B. Draws the priests of the Vicariate together as a Presbyterate and exercises leadership in their regular gatherings. The Vicar:
  - a. Meets regularly with the Presbyterate of the Vicariate to ensure communion and communication between the different faith communities of the Vicariate.
  - b. In collaboration with the Vicariate Pastoral Council and the Presbyterate initiates discussion and schedules speakers from time to time concerning pastoral planning, common problems and projects in order to advance the faith life of the parishes in the Vicariate through the development of its leadership.
  
- C. Encourages, along with the VPC chairperson, the promotion and facilitation of the Vicariate Pastoral Council. The Vicar:
  - a. Attends this council's meetings and acts as a liaison between it and the priests of the Vicariate;
  - b. Works with the VPC Executive Committee including the APC Representative, the VPC Chair and Vice-Chair, the PMA Representative and the Vicariate Administrative Assistant on the preparation of the agenda for regular and special meetings of the VPC.

## **V. Conflict Mediation**

The Archdiocesan Vicar:

- A. Is available as the first level of conciliation for conflict mediation when difficulties arise in or between parishes, and
- B. Provides for follow-up and referral.

## **Job Description of the PAV Administrative Assistant**

### **I. General Administrative Duties**

- A. Maintain email addresses and lists for VPC and PMA
- B. Send out email when needed
- C. Handle general correspondence: thank you letters, sympathy cards, etc.
- D. Other items that arise or are requested by Vicar

### **II. Duties regarding the Vicariate Pastoral Council (VPC) and the corresponding Executive Committee**

- A. Maintain email and membership lists
- B. Prepare and email Agenda
- C. Set up for meeting including sign in and name tags
- D. Notify members of meeting duties – presentations, hospitality, etc.
- E. Maintain annual calendar of meeting agenda items
- F. Take minutes and distribute within one week
- G. Prepare and distribute additional materials/handouts for the meeting

### **III. Duties regarding the Pastoral Ministers' Association (PMA) and the corresponding Planning Team**

- A. Maintain email and membership lists
- B. Prepare and email Agenda
- C. Set up for meeting including sign in and name tags
- D. Notify hosting facility of responsibilities
- E. Send thank you letter to speakers
- F. Take minutes and distribute
- G. Prepare and distribute additional materials/handouts for the meeting

### **IV. PAV Web Site**

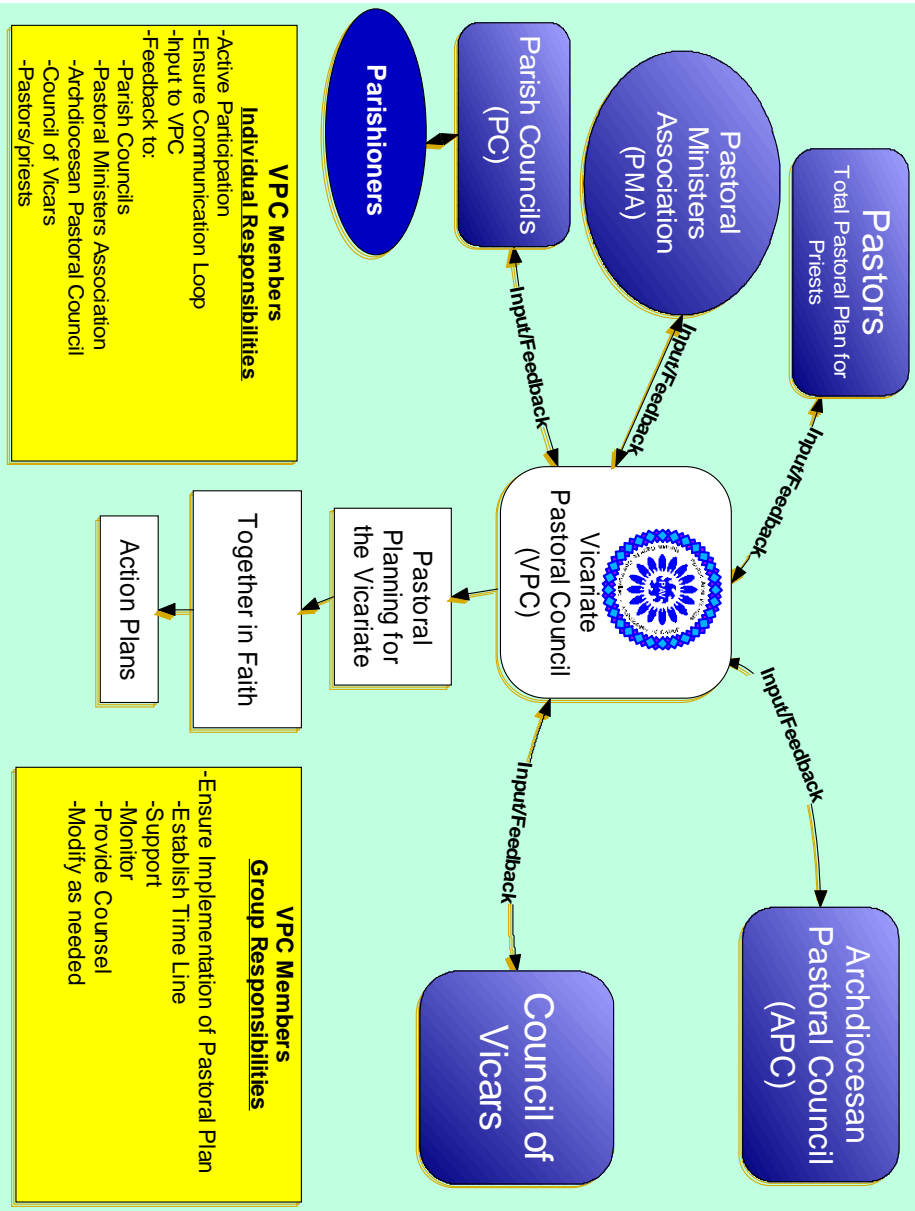
- A. Continue to develop, update and market PAV, parishes, schools, agencies and institutions through the Web Site.

### **V. PAV Quarterly Newsletter**

- A. Work with VPC Executive Committee to plan each issue and solicit pertinent Area Church/Vicariate articles for the quarterly newsletter
- B. Edit, proofread, layout and submit to Parish Publications
- C. Notify VPC members of delivery date so parishes can insert in their bulletins
- D. Deliver copy to Spanish translator

### **VI. Monthly Bulletin articles**

- A. Work with VPC Executive Committee to solicit pertinent Area Church/Vicariate articles, information, Ad Hoc Committee updates etc. for the PAV parish bulletin articles in months when the newsletter is not printed.



We stand before you, Holy Spirit conscious of our sinfulness, but aware that we gather in your name. Come to us, remain with us, and enlighten our hearts. Give us light and strength to know your will, to make it our own, and to live it in our lives. You desire justice for all; enable us to uphold the rights of others; do not allow us to be misled by ignorance or corrupted by fear or favor. Unite us to yourself in the bond of love, and keep us faithful



to all that is true. As we gather in your name may we temper justice with love, so that all our reflections and discussions may be pleasing to you, and earn the reward promised to good and faithful servants. Guide us by your wisdom, support us by your power, for you are God, sharing the glory of Father and Son, one God, for ever and ever. We ask this through Christ our Lord. Amen