



ST. ANNE CATHOLIC CHURCH

2014
Parish Pastoral
Council Handbook

1694 Bird Street • Rock Hill • South Carolina

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Prayers

PPC Prayer

Lord Jesus Christ
you have gathered us together
to put our gifts at the service of your Kingdom.

May we answer your call to discipleship by
listening to each other with respect and reverence
discerning the needs of our parish
fostering a sense of mission
enabling participation in our parish community
reviewing our lives and ministry
promoting dialogue and good communication
opening our hearts and minds more fully
to the action of your Spirit in our lives.

Saint Anne Prayer

Good St. Anne,
you were especially favored by God
to be the mother of the most holy Virgin Mary,
the Mother of our Savior.
By your power with your most pure daughter
and with her divine Son,
kindly obtain for us the grace and the favor we now seek.
Please secure for us also
forgiveness of our past sins,
the strength to perform faithfully our daily duties
and the help we need to persevere
in the love of Jesus and Mary.
Amen.

The Parish Pastoral Council

Saint Anne Parish Council is established in accordance with the Code of Canon Law. It is a collaborative body of the Christian faithful whose purpose is the promotion of the mission of Jesus Christ and His Church in its entirety, working in close collaboration with the Pastor, advising him in matters pertaining to pastoral ministry, promoting evangelization and outreach to others.

At Saint Anne Church, the Parish Council membership consists of Pastor, Parochial Vicar, Parish Manager, School Principal, Finance Council Chairperson, Building Committee Chair and nine other members reflecting the diversity of the parish. Mrs. Pat Swoope is the current Parish Council Chairperson.

Meetings are on the fourth Tuesday of the month.

Responsibility of PPC Members

The parish pastor is the PPC President to serve as long as he is assigned Pastor of Saint Anne. The role of the President is to:

- Set agenda in consultation with the PPC Members and parish administration
- Provide timely agenda for the meeting
- Facilitate the effective running of the meeting

The Chairperson is chosen by PPC Members to serve for a fixed period of time – one year. Only members in their second and third year are eligible. The role of the Chairperson is to:

- Encourage active participation of all PPC Members
- Liaise between the PPC and parishioners through the parish priest
- Provide and distribute timely minutes of the meetings
- Arrange a substitute in his/her meeting absence

In general PPC Members will be required to:

- Attend meetings on a regular basis
- Participate in the deliberations of the PPC
- Assist in the implementation of parish policies and procedures
- Grow in knowledge and awareness of what is happening in the parish and in the Diocese
- Be committed to regular on-going formation, taking part in at least one formation or training program offered in this parish.

As lay leaders PPC Members are called to discern, promote, initiate and evaluate parish pastoral activity with the parish clergy. PPC Members need to possess the following qualities:

- PPC Members are people of prayer, when they gather they know that prayerful meetings are fruitful meetings.
- PPC Members have missionary zeal, they continually reach out to others inviting them to participate in the life of the parish.
- PPC Members are willing to learn, they recognize the need to listen, learn and adapt in a changing Church which is part of a changing world.
- PPC Members are collaborative, they are not lone rangers but are able to work with each other, with groups and other individuals in the parish.
- PPC Members know how to delegate, they recognize the gifts of others, encourage, enthuse and share their responsibility.

The Tasks of the PPC

Reflecting and Planning – The PPC helps to clarify the focus and priorities for the parish. It provides a forum for reflection on pastoral concerns. This discernment together involves a process of listening to the congregation, making recommendations, formulating practical proposals, identifying goals, setting objectives, naming action steps and evaluating the process.

- **Listening to the congregation**
It provides the basis for the development of the parish. PPC Members need to have an overall awareness of the concerns and ideas for pastoral development in the parish. Besides, consultation of the congregation provides an opportunity for everyone to feel involved.
- **Formulating Practical Proposals**
PPC Members must bring the concerns and ideas to the attention of the Pastor as soon as possible. The Pastor's knowledge of the current parish life should bring clarity and give direction to formulating proposals. PPC Members should regularly submit agenda items.
- **Making recommendations**
When PPC reaches a consensus about a particular proposal, it is then presented to the Pastor. If this proposal is to move towards action it becomes a Recommendation.
- **Identifying goals**
Goals are broad statements of intent describing what a parish desires to achieve. They are general in their direction but outline specific end points that can be realized within a set period of time.
- **Setting objectives**
As goals are broad they need to be made attainable by breaking them down to manageable portions. So the PPC would enable the parish to set objectives. These objectives should be SMART:
Specific – detailed and focused; **M**easurable – the end result is clear and easy to evaluate; **A**ctioned – describes activity that will take place; **R**ealistic – achievable in light of resources available; **T**imed – deadlines are in place for a beginning, middle and end.
- **Naming action steps**
Once the Pastor and the PPC Members are agreed on clear objectives, the PPC should outline the basic actions steps. These steps involve: what is to be done, how it is going to be done, who will do it, when it will happen and where it will take place. This ensures that goals do not remain in the realm of dreams.
- **Evaluating the process**
This is not about judgment or criticism but rather is an essential tool in noticing if goals and objectives are being achieved. Evaluation gives the PPC an opportunity to learn from efforts and also to celebrate success.

Be-attitudes of a PPC

The following principles should be kept in mind when PPC Members are seeking to respond to God's call to serve the parish and community at large:

Inclusivity – The PPC should be mindful of Jesus' indiscriminate welcome to all people. Particular welcome should be given to insights from those with disabilities, children and young people, the frail and the elderly, those on the margins.

Empowerment – The PPC needs to be mindful of the danger of relying on a small handful of competent and trusted people in the parish. In a vibrant parish the giftedness of all is recognized, developed and utilized.

Prayerfulness – This is not about saying a prayer at the beginning and end of a meeting, but about realizing that everything is done in a spirit of prayer. As the PPC struggles with difficult and challenging issues it is good to acknowledge that the future of the parish is in God's care.

Openness – No one PPC Member has all the answers or all the resources. PPC Members need to be open to actively learning from the successes and mistakes of parishes, churches and dioceses.

Realism – Initial enthusiasm and the desire to meet every need and take up every issue can lead to despondency and burn out. The PPC needs to use its God-given common sense to set realistic goals for themselves and for the parish.

Sensitivity – The PPC should model good patterns of care for each other, this includes providing adequate formation for tasks as well as support for each other and affirmation.

Visibility – The PPC needs to be visibly present to the parish, otherwise its significance will be undermined. Regular communication of the PPC's activities and issues to the parish will promote a willingness to work together.

Communication

The task of facilitating the meeting is led by the Pastor, however every member of the PPC is responsible for encouraging participation, focusing the group, coming to consensus and resolving conflict.

Communication skills enable PPC to share and receive information more effectively. PPC Members need the following key communication skills:

Active Listening

- Pay attention to the person talking
- Show interest by keeping eye contact and turning towards the speaker
- Check out they have understood the message correctly
- Paraphrase what the other has shared
- Listen before contributing ideas

Clear Articulation

- Be sure you are clear about what you want to say before you begin to speak
- Explain where you are coming from
- Use simple terms that everyone will understand

Positive Attitudes

- Express ideas in a positive rather than a critical way
- Be confident about the contribution of others
- Identifying what is good in what the other person is saying
- Value silence as a way of gathering thoughts and taking more time for reflection

Key Skills for PPC Members

Sharing Responsibility – The PPC should model good collaboration by drawing the parish into initiatives. The key is to encourage the parish to take responsibility.

Action Steps – The PPC should formulate action plans, naming the practical steps which need to be taken to achieve an objective.

Calendar – The PPC should have a calendar that reflects the life and activities of the PPC. Calendar well ahead enables the PPC to maximize participation. The following should be kept in mind:

- Liturgical dates, e.g., seasons, Holy and Feast Days
- Important parish dates
- Holidays and school breaks

Below you will find a draft of what our year calendar will look like:

January	<i>New members introduced to the PPC</i>
February	
March	
April	<i>Pastoral Planning Updates</i>
May	<i>Parish (church and school) Budget Overview Presentation</i>
June	
July	<i>Pastoral Planning Revision</i>
August	
September	
October	<i>Pastoral Planning Updates</i>
November	<i>Evaluation of PPC meetings and work</i>
December	<i>No meeting – Christmas break</i>

Working Well Together

The elements that enable the PPC to work well together are:

Before Meeting – PPC Members are responsible for listening to the needs of parishioners, praying for PPC Members and Parish, submitting agenda items, reading assigned material.

Facilitating Environment – arranging the meeting space so that it enables the active participation of the whole group. All members should be able to see and hear each other.

Good Agenda – This is planned and distributed ahead of time with any reading material that is required. There should be an allocated time for each item. Focusing on a limited numbers of pastoral issues prevents frustration.

During Meeting – PPC Members are responsible for arriving before the meeting starts, sitting in a different place at each meeting to network with each other, keeping to the agenda and keeping to the point, participating in discussion, speaking and listening in a charitable manner, avoiding side conversations and sarcastic remarks.

Succinct Minutes – PPC minutes should record the issues addressed and the agreed outcomes. This includes revisions and agreed actions, who will carry them out and by when.

Accountability – PPC should support each other in their ministry particularly by holding each other accountable to commitments that are made, calling those who have missed meetings, undertaking to work with each other rather than alone. PPC is also accountable to the parish congregation.

Parish Pastoral Council Evaluation

1. What went well this year?

2. What went less well this year?

3. Have we achieved what we set out to do throughout the year?

4. How might we improve the Parish Pastoral Council?

Key Quotes

St. Paulinus of Nola

Let us listen to what the faithful have to say because in every one of them the Spirit of God breathes

Pope John Paul II

Pastoral planning, in the context of prayer, observes the essential primacy of grace

Pontifical Council for Social Communication

The Church is a communion of persons and Eucharistic communities, and this is why the Church's practice of communication should be exemplary

2 Peter 3:18

Go on growing in the grace and in the knowledge of our Lord and Saviour, Jesus Christ

John 10:10

I have come that they may have life, and have it to the full

Luke 17:21

The Kingdom of God is among you

John 21:15

Feed my sheep

Proverbs 29:18

Where there is no vision the people perish