

# PARISH ADVISORY BOARD CHARTER

In accord with Canon 536 of the *Code of Canon Law*, and as directed by the Bishop of San Diego, this Pastoral Council Charter is hereby established for:

## Mission San Luis Rey Parish, Oceanside, CA

### ARTICLE I – Purpose

The purpose of the Parish Advisory Board is to assist the pastor or administrator in the pastoral aspects of parish life, including all ministries and parish activities and events.

**The Mission Statement of Mission San Luis Rey parish** is to welcome all, and to live the Gospel of Jesus Christ. **The Mission Statement of the Parish Advisory Board is:**

- To foster an environment in which all are welcomed, the Gospel of Christ is lived, and stewardship is practiced in response to that Gospel;
- To facilitate and enhance the educational, pastoral, social, spiritual and charitable works of the Parish. To these ends, we commit ourselves to:
  - Model leadership through training opportunities (educational)
  - Respect our multicultural diversity (pastoral)
  - Show hospitality by building community (social)
  - Worship and pray together in order to promote reconciliation & evangelization (spiritual)
  - Model social justice (charitable)

### ARTICLE II – Authority and Areas of Concern

The Parish Advisory Board is consultative. Its areas of concern include:

1. Education – Parochial School and/or Religious Education
2. Liturgy
3. Social Action and Charitable Outreach
4. Youth and Young Adults
5. Marriage and Family Life
6. Priestly and Religious Vocations
7. Ecumenical and Interreligious Cooperation
8. Parish Activities and Events

### ARTICLE III – Responsibilities

**Responsibilities of the Parish Pastoral Council include:**

1. Engaging parishioners in the spiritual and pastoral life of the parish;
2. Collaborating with the pastor or administrator in providing direction and oversight for all pastoral aspects of parish life;
3. Reviewing the pastoral policies of the diocese for parish implementation;
4. Establishing pastoral priorities with goals and objectives.

## ARTICLE IV – Membership and Officers

### **Section 1 – Number:**

Membership on the Parish Advisory Board includes the pastor, who is ex-officio president of the Board, the Business Manager, Executive Director of the Mission and no less than nine (9), nor more than (12) others who are parishioners and staff persons. Parishioners on the Board should be at least 18 years old, and have been registered in the parish for at least three years; staff persons need not be members of the parish.

### **Section 2 – Membership:**

The Parish Advisory Board may include:

- Ex-Officio members as determined by the pastor such as staff person, the directors of various ministries and heads of parish activities or events;
- Members appointed by the pastor reflecting various elements of the parish population such as age, gender, cultural and economic differences.

### **Section 3. – Officers:**

- **Pastor is responsible for:**
  - Preparing the agenda for each meeting
  - Presiding at all meetings of the Board
  - Calling for consultative votes on issues when necessary
  - Appointing standing and other committees as needed and appointing chairpersons of the committees
  
- **Chairperson is responsible for:**
  - Assisting the Pastor in facilitating the meeting
  - Representing the Advisory Board at the Pastor's request
  - Providing the secretary with the agenda in advance
  - Calling for approval of all minutes and Board correspondence
  
- **Vice- Chairperson is responsible for:**
  - Preparing and closing the meeting place
  - Serving as timekeeper at Board meetings
  - Performing the duties of the Chairperson in his/her absence
  
- **Secretary is responsible for:**
  - Sending the agenda for upcoming meetings and minutes of previous meetings to all members within forty-eight (48) hours of the next scheduled meeting
  - Recording the minutes & attendance at each meeting
  - Communicating matter of importance to all Board Members
  - Updating the contact list of members
  - Submitting all official Board documents to the parish Business Manager
  
- **Business Manager:** maintains all official Board records & documents, including By-Laws and minutes, at the parish so that these documents can be made available at all times.

**Section 4 – Attendance:** Board members are expected to attend all regular meetings.

**Section 5 – Selection:**

Selection is by the Pastor in consultation with the Board. Each November, the Board will begin soliciting names of people who would like to serve on the Board by personal contacts, pulpit announcements, Sunday handouts, presentation to the parish leaders and groups, and any other parish media. Board Members will consider the following criteria when soliciting new members:

- Work experience & religious background
- Working knowledge of our Parish
- Ability to listen to & empower others
- Desire to work with groups & build consensus
- Desire for spiritual growth

The Board will:

- Meet with and approve prospective members at its March meeting. Appointment is by the Pastor following a consultative vote by the Board.  
Notify newly selected members of the determination of the Board within one week of the decision.
- Publish the names of new members in the parish bulletin.

**Section 6 – Term of Office:** All selected members shall serve for three (3) years. Alternate members shall serve the remainder of the term of the member they replace.

**ARTICLE V – Committees**

The Parish Advisory Board may establish committees as needed, either standing or ad hoc, to assist in carrying out its responsibilities. Committee Chairpersons shall be appointed by the pastor and shall serve until a successor is appointed or objectives of the committee are accomplished. Such committees may include areas such as the Quarterly Leadership Meeting (QLM) and a communications liaison.

**ARTICLE VI – Voting**

When voting is necessary for the pastor or administrator to get the sense of the Board , Board members enjoy a consultative vote.

**ARTICLE VII – Meetings and Agenda**

The Parish Advisory Board shall have a minimum of four (4) regular meetings annually. The President may call special meetings. He sets the agenda for all meetings and presides at them.

Insofar as possible, the agenda and appropriate materials should be communicated to council members before their meetings.

**Section 1 – Annual Spring Retreat:**

The Advisory Board shall attend an Annual Spring Retreat. During this Retreat, the Advisory Board will work with the pastor:

- To select new officers; Chairperson, Vice-Chairperson, and Secretary
- To conduct the training of new members
- To select a theme to focus the Board’s energies for the coming year

**Section 2 – Monthly Meetings**

Regular meetings of the advisory Board shall be held on the day/time/place voted on at the Annual Retreat. All of these meetings are open to the public. Any individual wishing to submit topics for discussion at a meeting, or to address the Board must notify the Pastor in advance. The Pastor and Business Manager should approve all agenda items.

**Section 3 – Executive Session:**

An Executive Session of the Advisory Board is a session which is closed to the public in order to discuss particularly sensitive issues, as determined by the Pastor and Business Manager. Only Board Members may attend these meetings.

**ARTICLE VIII – Charter Review and Change**

This charter is to be reviewed on an as-needed basis or annually and adjusted as may be beneficial to the pastoral good of the parish. It is subject to review and change following the appointment of a new pastor or administrator.

Signed: \_\_\_\_\_  
Pastor

Date: \_\_\_\_\_