

Monroe Vicariate Pastoral Council Operational Procedures

I. Mission

The Monroe Vicariate Pastoral Council (MVPC) seeks to enhance communications of the Catholic faith throughout our fourteen (14) parishes and institutions in Monroe County. We desire to work together as Disciples of Christ Jesus and as a family of parishes and institutions for the sake of the gospel. (“Institutions” was added to the current, approved mission statement”)

II. Purpose

The purpose of the MVPC is to serve as a representative, collaborative and consultative body to the Vicar, parishes, the institutions, the Vicariate and the APC in the ministry of education, service, worship, youth and stewardship. In a deliberate process of discernment that seeks the collective wisdom of its members the MVPC is committed to the growth of the Catholic community in Monroe County thereby contributing to the mission of the Church in the Archdiocese of Detroit.

III. Membership

A. Membership on the MVPC includes:

1. The local Vicar
2. The Archdiocesan Pastoral Council (APC) representative and alternate
3. Parish representative from each of the 14 Vicariate Parishes and alternates
4. One representative from each of the Standing and Subcommittees of the VPC, as listed in these Operating Procedures
5. One Priest representative
6. One parochial school Principal representative
7. One Religious Education representative
8. One Youth Minister representative
9. St. Mary Catholic Central High School representative and alternate
10. One Catholic Charities representative
11. Sisters Servants of the Immaculate Heart of Mary representative and alternate

B. Terms of Office for MVPC Members:

1. The term of office of an elected or appointed member of the MVPC is three (3) years. The term begins July 1 of the year of their selection and ends on the day of their replacement. They will serve until their successor is installed. No member who has completed two three-year terms may be elected or appointed again to the MVPC before a lapse

of two (2) years, unless a specific waiver of this term limit is obtained from the Vicar.

2. To ensure the continuity of the work of the MVPC, no more than one-third of the terms of the MVPC should end in any given year. The assurance of the progression of terms is the responsibility of the elected MVPC Secretary.

C. Requirements for Members of the MVPC:

1. The representative from the parishes should serve concurrently on their parish council.
2. It is recommended that parishes and institutions have a selection process to select the VPC rep.
3. Each parish and institution will have an alternate representative that is encouraged to attend all MVPC meetings.
4. While formal voting is rare, because the MVPC is committed to a discernment and consensus process for its decisions, the alternate representative can only vote in the absence of the primary representative.

D. Decisions by Consensus:

Decisions by the MVPC shall be by consensus whenever possible. If a vote is required, only the members identified above may vote. All members present at the MVPC meeting may vote.

IV. PROCESS FOR SELECTING A VICAR

Vicars are nominated by Clergy per instruction of the Archdiocesan Bishop. Names of those who accept nomination are submitted to the Chancellor for approval by the Archbishop. (At least two are required; three are preferable.) Vicars are then elected by the Archdiocesan presbyterate at large to the Presbyteral Council.

V. Election of the APC Representative

- A. APC representatives are selected by the Archbishop after a process of application and consultation.

VI. Officers of the MVPC

- A. The elected officers of the MVPC shall be:
 1. A Chairperson
 2. A Vice-Chairperson
 3. A Secretary
 4. A Treasurer
- B. These officers shall be selected or elected from the MVPC membership at the September meeting following the July 1st start of new members to

the MVPC. The previous chair of the MVPC will conduct the business of the MVPC at this meeting. The term of office of the newly selected Officers will be three (3) years.

- C. Any or all of these officers may be removed from office by consensus of no confidence from the MVPC members. New elections will then be held at the next MVPC meeting.
- D. The officers should be independent of a particular parish interest as much as possible. Thus, any parish representative becoming an officer shall, upon election, relinquish their parish representation. The parish of the officer will decide if the officer will become the alternate on the VPC or a new parishioner will take the officer's place as the MVPC's parish representative. We suggest that this paragraph (D) be removed due an absence of any conflict of interest. If there were a problem, paragraph C above could be invoked.
- E. Duties of Officers:
 - 1. The Chairperson shall:
 - a. Conduct all MVPC meetings in accordance with the agenda and the dictates of the MVPC.
 - b. Be responsible for maintaining membership on the Council and for appointing and, when necessary, dissolving Standing Committees, Subcommittees and Ad Hoc Committees.
 - c. Meet with the Vicar and the APC representative for preparation of the agenda that could include urgent issues recommended by the members. Agendas would be prepared for regular and special meetings of the Council or its Officers.
 - d. Ensure the implementation of the Together In Faith Plan
 - e. Provide for all Officers, Standing and Subcommittees, Priests and APC Representatives, an opportunity to report their findings for discussion at each MVPC meeting.
 - f. In the event that a vote is taken by the MVPC, the MVPC chairperson shall only vote in cases of a tie among members.
 - 2. The Vice Chairperson shall:
 - a. Assist the Chairperson with the duties of this Office.
 - b. Conduct meetings of the MVPC in the absence of the Chairperson
 - c. Maintain all attendance records for the MVPC. Contact members who have missed 3 or more meetings without communicating with the secretary.
 - d. Carry out additional responsibilities designated by the Chairperson.
 - e. Shall assist the Chairperson at regular and special meetings of the Council.
 - 3. The Secretary shall:
 - a. Keep an accurate record of the MVPC proceedings and shall distribute copies of these records along with the agenda for the next meeting to the MVPC members at least five (5) days prior to a scheduled meeting.

- b. Maintain an accurate record of the activities of the MVPC Standing and Subcommittees. These minutes will be submitted to the MVPC membership at least one-week prior to a MVPC meeting.
 - c. Cooperate with the other Officers in the timely distribution of pertinent information to the membership.
 - d. Assist the Chairperson and Vicar on the preparation and distribution of the agenda for meetings of the MVPC.
 - e. Guarantee that all correspondence of the MVPC is answered in a timely and appropriate manner.
 - f. Maintain a current roster of all MVPC representatives, as well as Standing Committees, Subcommittees and Ad Hoc Committee members.
4. The Treasurer shall:
- a. Maintain proper financial records of the approved Vicariate budget, as well as maintaining all accounts wherein the MVPC budget monies are kept.
 - b. Work closely with the Vicar and Chairperson in preparing financial reports.
 - c. Offer to the MVPC members a written monthly financial statement of the Vicariate finances. Alert the members to any financial concerns at the regular meeting.
 - d. Conduct an annual review of the income and expenditures of the Vicariate with the MVPC members sometime prior to the May meeting.
 - e. Prepare a draft annual budget and seek final approval from the members at the February meeting.
 - f. Be a co-signer with the Vicar or MVPC Chairperson for the MVPC financial transactions.
 - g. Assure proper implementation of the Accountability Guidelines as listed in Attachment A

VII. Meetings of the MVPC

- A. Attendance at the regular and special meetings of the MVPC is vital to the work of the MVPC.
- B. The MVPC shall convene regularly at a time and place determined by the membership. Exceptions will be determined by the membership.
- C. Members shall be emailed or be able to obtain a copy of the agenda by other means, such as the Vicariate website, (including date, time and place of the next meeting) and also the draft minutes of the previous meeting at least five (5) days in advance of the scheduled meeting date.
- D. A quorum for all regular or special meetings is required for transacting legitimate business of the Council. A quorum consists of the Vicar or his delegate and one more than fifty (50) percent of the membership.
- E. Members understand they work to keep their focus on the Holy Spirit's guidance and to seek the overall good of all involved. Members share

their thoughts openly in the spirit of discernment and trust. Decisions shall whenever possible be made on a consensus basis.

- F. To assure adequate representation, after three (3) consecutive absences the parish or institution will be notified by the Vice-Chair of the absence of the MVPC member and determine if a new representative needs to be selected by the parish.
- G. Whenever possible, decisions of the MVPC are made by consensus.
- H. To facilitate communication only Officers, VPC members or their alternates in the absence of the member, will sit at the meeting table. Guests and alternates are to sit in chairs provided outside of the meeting table. Guests wishing to address the MVPC will either obtain approval from the Vicar or the MVPC Chairperson for inclusion on the agenda. If approval is obtained before the start of the meeting from the Vicar or the MVPC Chairperson, the guest will be allowed to speak at an appropriate time during the meeting as determined by the Chairperson and only if the Chairperson decides that time allows.

VIII. Committees of the MVPC

A. Standing Committees:

The Standing and Subcommittees as approved by Cardinal Maida in his letter of March 28, 2006, are the approved Standing and Subcommittees of the MVPC. These are: Family Issues/Youth Standing Committee; Peace and Justice Standing Committee; Parish Life Standing Committee, with the Hispanic Ministry and Vocations Subcommittees; Schools Standing Committee; Evangelization and Adult Faith Formation Standing Committee; and the Administration Standing Committee, with the Stewardship and Communication Subcommittees and the Vicar's Administrative Assistant.

The existence and roles of these committees are subject to amendment by consensus of the VPC.

B. The Role of the Standing Committees:

1. As defined in the POA, the chair of each Standing Committee and Subcommittee is appointed by the MVPC chair from one of the members of the MVPC. After the Standing Committee or Subcommittee is organized and have selected their own chairperson, the appointed MVPC representative acts as the liaison from their Standing Committee or Subcommittee to the full MVPC, unless the Chair of the Standing Committee or Subcommittee, or their designee, acts as spokesperson for the Standing Committee. The Chair or their representative cannot serve on the MVPC for more than two three-year terms.

2. The POA recommends that each parish have a representative on each Standing Committee and Subcommittee. The executive committee suggests that the VOPs be reassessed in the light of three years of experience of TOGETHER in FAITH
3. Members of the Standing Committee and Subcommittee are expected to accept work and complete tasks, as defined in the POA or as directed by the MVPC members and/or Chairperson. Members are expected to attend all meetings of their assigned Standing Committee or Subcommittee. The Standing Committee and Subcommittee's spokesperson is expected to regularly report its workings to the MVPC.
4. The detailed work of the Standing Committees and Subcommittee is outlined in the POA, as amended annually by the MVPC to accommodate the new goals and objectives for the upcoming fiscal year. The Chair and members are urged to be creative in developing and implementing the POA in their strategic area of responsibility.
5. Each Standing Committee and Subcommittee should be offered an opportunity to give their reports at the regular meetings of the MVPC.
6. The minutes of any meetings held by a Standing Committee or Subcommittee, since the last MVPC meeting, are to be submitted to the MVPC Secretary at least seven days before a MVPC meeting. Such minutes shall be distributed to MVPC members with the upcoming meeting agenda and draft minutes within five days of the meeting. Such minutes will be attached to the meeting minutes, as approved by the MVPC.
7. The use of the title "Monroe Vicariate" is reserved to the MVPC and its approved Standing Committees and Subcommittees and may be used by other organizations only with MVPC approval. Any MVPC approved Subcommittee will basically follow the same meeting procedures as the Standing Committee to which it is assigned.

MVPC letterhead should be used in all communication in the Vicariate to promote unity and shared purpose.

C. Ad hoc Committees:

1. At times there is a need for an immediate issue to be resolved. The MVPC Chairperson can appoint an Ad hoc Committee to research the issue and/or recommend a solution. The Ad hoc Committee will be dissolved by the MVPC Chairperson, once the issue has been resolved.
2. The Ad hoc Committee can report directly to the chair or to the MVPC at a regular or special meeting.
3. The minutes of these Ad hoc Committees are to be submitted to the Vicariate secretary at least seven days before an MVPC meeting and be distributed by the Secretary with the agenda and minutes of the next MVPC meeting.

IX. Amendments to the Operational Procedures

An amendment to these Operational Procedures may be proposed at any meeting of the MVPC by a consensus decision of the members present. Notice of the proposed amendment, with a copy attached, shall be sent to the entire membership of the MVPC not less than one (1) month in advance of the MVPC meeting at which time a final decision on the amendment will be decided. No amendment can be proposed and decided upon at the same MVPC meeting. Once approved, the MVPC Secretary will update the Operational Procedures accordingly.

2. The updated Operational Procedures will be added as an attachment to the POA, as submitted to the Archdiocese Tracking Committee on March 6, 2006

ATTACHMENT A

Monroe Vicariate Pastoral Council (MVPC) Accountability Guidelines

Annual MVPC budgets and parish assessments will be explained to the clergy of the Vicariate Parishes at a joint meeting of the MVPC before submittal of the MVPC budgets to the Archdiocesan Tracking Committee. These assessments are due and payable on July 1 of the current fiscal year.

A spreadsheet will be used to track income from Parishes. The expenses will be tracked on the spreadsheets, as allocated to the Standing Committees within their budget.

All money received will be deposited in the Vicariate checking account.

The MVPC savings account will contain a minimum balance of \$2,000 at the beginning of each Fiscal Year.

The checking account will maintain a minimum of 500.00 dollars; money in excess of \$500. in the checking account above the Fiscal Year's budgeted amount will be transferred to the Archdiocese of Detroit's saving account in the Vicariate's name at the end of each Fiscal year.

Requests for budgeted monies will begin on July 1 of the approved Fiscal Year. These requests must be written on an official MVPC invoice form, with proof of expense, if the money is in the budget. Any request for money not contained in the Fiscal Year's budget must be submitted to the Vicar and approved by the MVPC before being issued.

Checks from the invoices will be written twice a month on the 15 and 30th. These checks will be signed by two authorized MVPC members. The authorized MVPC members responsible for signing checks will be the Vicar, MVPC Chair and Treasurer.

Unused monies in the budget at the end of the Fiscal Year will be returned to the general fund for use in the following year's budget.

The Vicar, through his parish, will be responsible for the Vicariate's administrative forms, as required by law.

Proposed Revision by MVPC: May 5, 2010