

Contents

Appendices.....	2
Appendix 1: Example of Agenda for Regular Meeting	2
Appendix 2: Example of PPC Meeting Minutes.....	3
Appendix 3a: Conversations In The Spirit - Deep Discernment	4
Appendix 3b: Conversations In The Spirit - Regular Meeting	5
Appendix 4: Parish Relationships	6
Appendix 5: Pillars (Essential Elements) of Parish Life	7
Appendix 6: Examples of Parish Organizational Chart	9
Appendix 7: Archdiocese Organizational Chart	10
Appendix 8: Parishes by Deanery.....	11
Appendix 9: Vision, Mission, and Values	10
Archdiocese of St. Boniface	10
A Parish Vision and Mission Statement.....	10
Additional Documentation.....	12
PPC Outcomes	12
Prayer Before a Meeting.....	13

Appendices

Appendix 1: Example of Agenda for Regular Meeting

Parish Pastoral Council Meeting Agenda		
Location: Zoom Link:		
Date: Time:		
Chair: Recorder:		
Time	Item	Speaker
	Opening Prayer – (Prayer Before Meetings)	Member
	Update from Pastor	Pastor
	Update from Chair	Chair
	Approval of Minutes	Chair
	Approval of Agenda/ Additions	Chair
	Item 1	Member
	Item 2	Member
	Item 3	Member
	Item 4	Member
	Confirm Next Meeting Date:	Chair
	Closing Prayer – Parish Prayer	Member
	Adjournment	Chair
	Tabled Items from previous meetings	
	Attachments	

Agenda

- Is the logistic details of the meeting (date, time, location or online)
- It is the road map for the meeting
- Identifies or assigns presentation or reporting tasks
- Moves goals forward
- Provides any additional information or material needed for the meeting

Appendix 2: Example of PPC Meeting Minutes

<p>Parish Pastoral Council Meeting Minutes Date/Time/Location</p> <p>Attendees: Guests: Regrets: Absent: Regrets</p> <p style="text-align: center;">Chair: Recorder: Meeting called to order at:</p>
Opening Prayer
Update from Pastor
Update from Chair
Approval of Minutes
Approval of Agenda/ Additions
Item 1 presented by: Summary of discussion /decisions
Item 1 Action: What will be done and by whom
Item 2 presented by: Summary of discussion/decisions
Item2 Action: What will be done and by whom
Closing Prayer
Adjourned @
Tabled Items
Attachments:

The Minutes:

- Are the official record of the Council’s decisions and actions sanctioned.
- Are the historical record, and a copy must be kept in the parish’s files, and should be communicated to all parishioners on the parish website
- Are a record of adherence to the teachings of the Church, Cannon Law, Civil law and Diocesan Policy or Practices.
- Keep absent members and interested parishioners informed.
- Reminds all members of their assigned tasks.

Appendix 3a: Conversations In The Spirit - Deep Discernment

Deep Discernment used for long term decision-making or revisioning



Appendix 3b: Conversations In The Spirit - Regular Meeting

Desired Attitudes for all meeting conversations

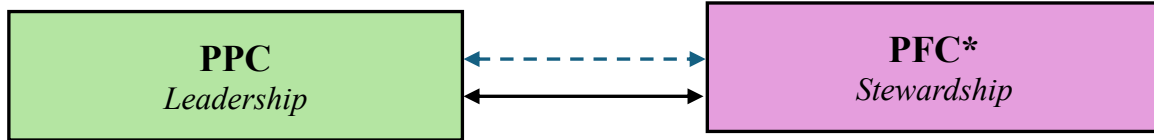
- Come Prepared
- Listen actively and attentively.
- Listen to others without judgement.
- Pay attention not only to the words, but also to the tone and feelings of the one who is speaking,
- Avoid temptation to prepare what you will say instead of listening.

Taken from: The Spiritual Conversation

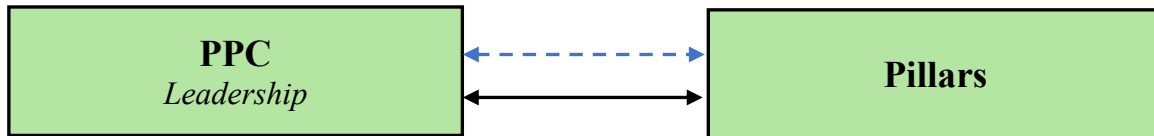
https://www.synod.va/content/dam/synod/common/phases/en/EN_Step_6_Spiritual-Conversation.pdf

Appendix 4: Parish Relationships

Parish Relationships



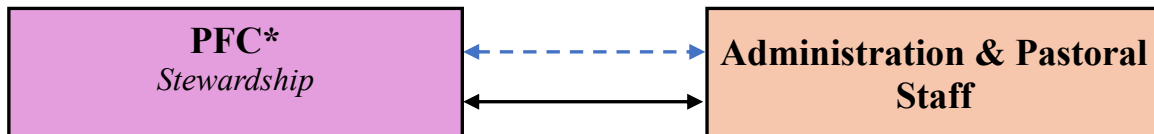
- Shared member
- Exchange of minutes
- PPC established Pastoral Direction for Parish Budget
- Shared planning for AGM



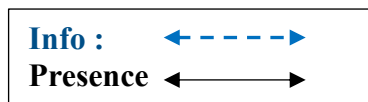
- PPC members are chairs of the Pillars.
- Represent the ministries under the Pillars.
- Information conduits between various ministries and PPC



- Collaborative exchange of information



- Jointly oversee budget and temporal responsibilities.
- Oversee and safeguard Sunday collections and donations.
- Staff representatives on PFC as non-voting members
- Provide HR services to employees.



* PFC has expanded role for oversight in parishes with schools

Appendix 5: Pillars (Essential Elements) of Parish Life

Pillars are essential elements of parish life and are identified as: *Worship, Word, Communication, Community, Evangelization, Service, Stewardship, and Leadership*. These Pillars have at their heart the community celebration of the Eucharist, the source and summit of our identity as Catholics, the center of parish life and of our faith in Jesus Christ.

They are used as a structure to assist Parish Pastoral Councils in both understanding how parish goals connect to the mission of the church and in concretely identifying those areas of parish life that require attention. Aligning parish goals to each of the elements is desirable.

Eucharist at the Center *“It is through the liturgy, especially the Eucharist, that the faithful are enabled to express in their lives and manifest to others the mystery of Christ and the real nature of the true Church.”* (Constitution on the Sacred Liturgy).

With the Eucharist at the center provides a filter which all the activities of the parish can be sifted, each falling into place as the purpose of the parish is prayerfully discerned. Everything the church does and everything it strives to be fits somewhere into this schema of church life. The elements allow the PPC to quickly connect themselves intimately to what it means to be church in a specific concrete way, helping to provide a vision that will set the stage for the parish plan.

Pillars

Worship - The spiritual life of a parish animates its mission. Personal and communal prayer are essential to the building up of the body of Christ. Worship gives expression to the faith of our communities and our degree of commitment to furthering the Reign of God. Through our worship, we are nourished and strengthened to engage in the work of ministry, which seeks to transform the world.

Word - Our spiritual journey is an ongoing lifelong process. As individuals and as a community we are called to deepen our relationship with Christ and pass it on to others. “Word” indicates a number of ways in which we do this, both formally and informally. Through catechesis, sacramental preparation, family formation, Sunday homilies, or the RCIA process, we build communities of faith through preaching, teaching, and living the Word of God.

Communication - Communication is an essential element for the successful implementation of the Mission of the Parish.

The Communication pillar of the PPC is responsible for providing the parishioners with clear, consistent, and regular news/information specifically concerning the PPC.

Parishes benefit from a coordinated communication system that provides consistent messaging whether in the church bulletin or on social media platforms.

Community - We do not worship in isolation for Catholics are a communal people. Church life draws people together in mutual support, activity, celebration, and growth. It is the unity that results from members becoming involved with one another in all other elements of the pastoral mission. Community is the human dynamic through which the mission of the church is embodied and embraced.

“The parish is where the Church lives. Parishes are communities of faith, of action, and of hope. They are where the gospel is proclaimed and celebrated, where believers are formed and sent to renew the Earth.” (Communities of Salt and Light, NCCB)

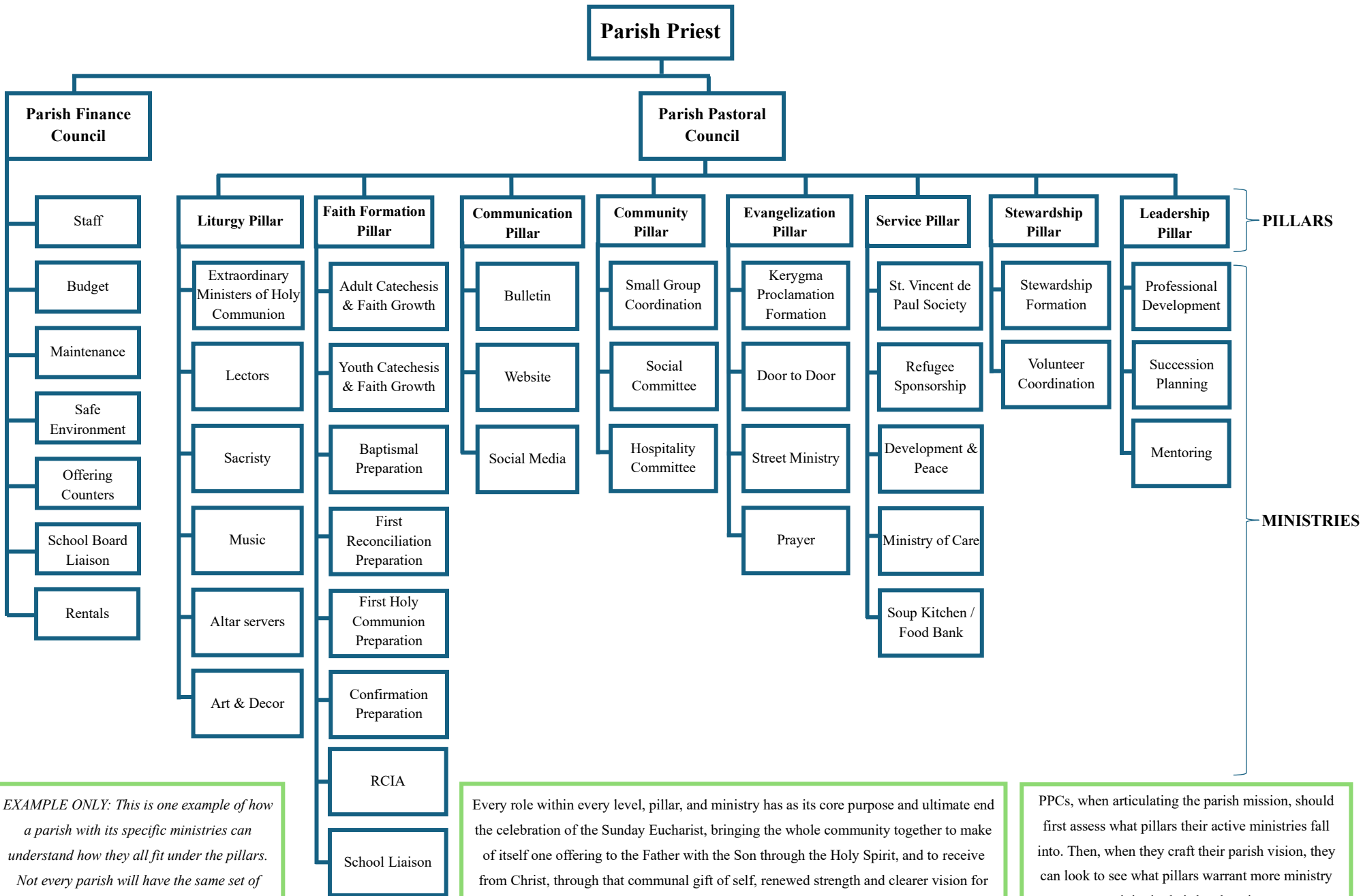
Evangelization - The term evangelization encompasses any way in which the Church continues to spread the Good News of Jesus. Evangelization is at the heart of the mission of the Church. We evangelize by sharing our enthusiasm for the faith, inviting others to join or recommit themselves to the faith, and fostering gospel values in our families and society to transform the world. This is done especially, although not exclusively, through personal and corporate sharing of faith. Parishes have active programs of evangelization to share the Catholic faith and mission to arouse the beginning of Faith.

Stewardship – If the Church is to fulfill its mission, we must be deeply committed to sharing our gifts, talents, money, and material resources in the same spirit of generosity as the Lord Jesus Christ, who gave all that He had for our salvation. With an understanding of what membership in the Church involves, this sharing is not so much an option for Catholics but a serious duty that both keeps the church alive and honors those gifts we have been given through the grace of the Holy Spirit. Active stewardship has Eucharist at the center.

Service – The Church is called to serve the needs of others and eliminate the causes of injustice. “Service” therefore includes the elements of both charity and justice. Far from being a burden to parish life, social ministry is part of what keeps a parish alive, making it truly Catholic and reflecting the Gospel mission.

Leadership – While the pastor bears ultimate responsibility and authority with a parish, effective councils require a shared leadership among clergy and laity, which calls forth the gifts of visioning, planning, empowering, and evaluating. The PPC leads as servants of God, drawing forth the gifts of others, through active participation.

Appendix 6: Examples of Parish Organizational Chart

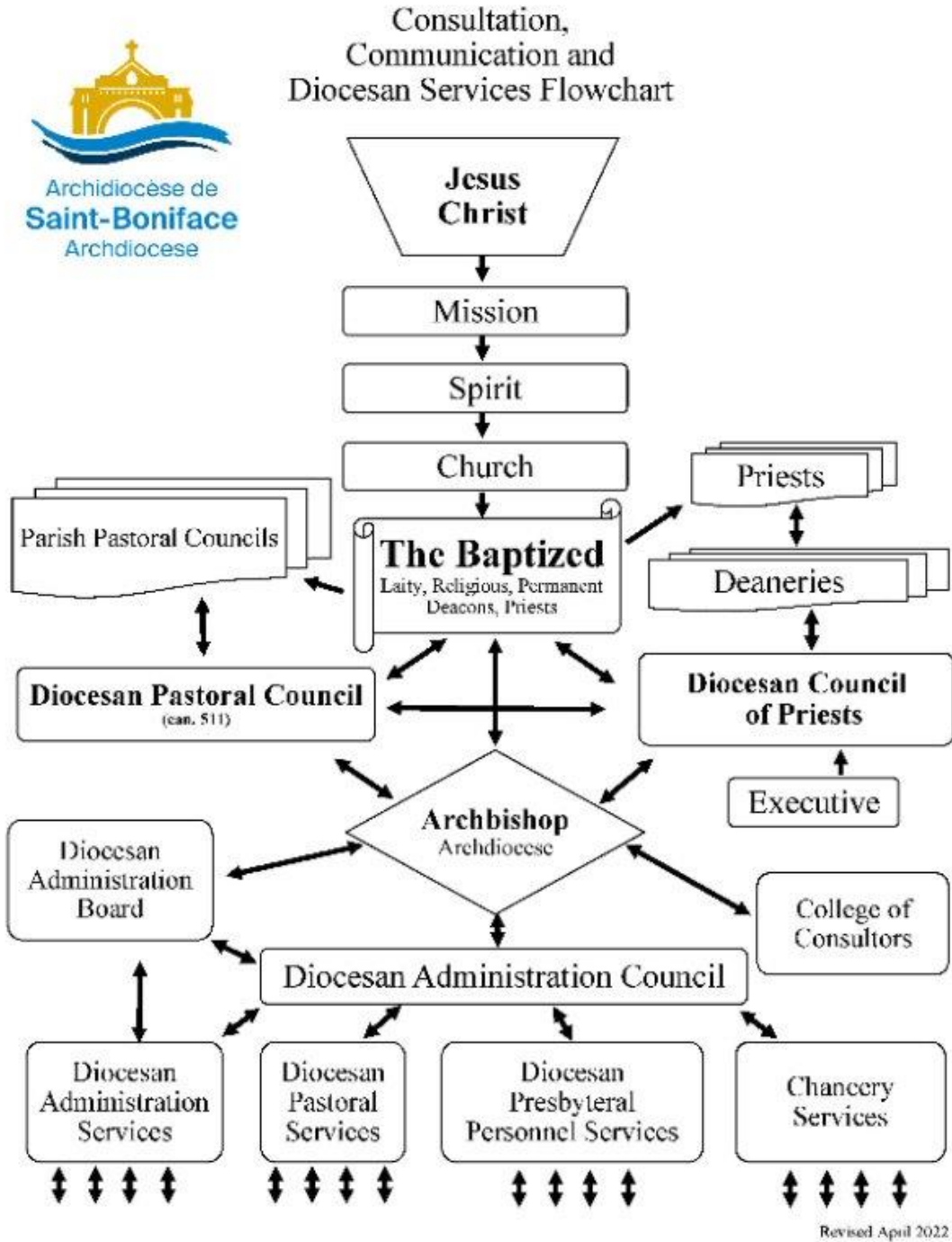


EXAMPLE ONLY: This is one example of how a parish with its specific ministries can understand how they all fit under the pillars. Not every parish will have the same set of ministries, but the pillars are essential.

Every role within every level, pillar, and ministry has as its core purpose and ultimate end the celebration of the Sunday Eucharist, bringing the whole community together to make of itself one offering to the Father with the Son through the Holy Spirit, and to receive from Christ, through that communal gift of self, renewed strength and clearer vision for the fulfilment of the mission of the Church as lived out in the parish.

PPCs, when articulating the parish mission, should first assess what pillars their active ministries fall into. Then, when they craft their parish vision, they can look to see what pillars warrant more ministry activity in their local setting.

Appendix 7: Archdiocese Organizational Chart



Appendix 8: Parishes by Deanery

South Urban English Deanery (SUED)

Christ the King
Holy Cross
Holy Family / Sainte-Famille
Mary, Mother of the Church
St. Andrew Bobola
St. Bernadette
St. Emile
St. Philip Minh
St. Thomas More
St. Timothy
St. Norbert - English

French Urban Deanery (DUF)

St. Boniface Cathedral
Coeur Immaculé de Marie
Nuestra Señora de la Asunción
St. Eugène
St. Kizito African Catholic Community
St. Norbert - French
Sts. Martyrs Canadiens

Kilcona Deanery

Blessed Sacrament
Holy Redeemer
St. Alphonsus
St. Gerard
St. Joseph the Worker

Native Ministry Deanery

Berens River I.R. (Our Lady of the Snow)
Bloodvein I.R. (St. Margaret)
Fort Alexander Sagkeeng I.R. (St. Alexandre)
Hollow Water (Hole River) I.R. (Sacred Heart of Jesus)
Little Grand Rapids I.R. (St. John the Evangelist)
Manitogagan I.R. (St. Louis, King of France)
Pauingassi First Nation
Poplar River (St. John Bosco)

Red River Deanery

Otterburne (St. Viateur)
St. Jean Baptiste
St. Joseph
St. Malo
St. Malo (Blessed Margaret Pole Catholic Community)
St. Pierre-Jolys (St. Pierre)
Ste. Agathe
Vita (St. Isidore) - Filipino community

Seine River Deanery

Hadashville (St. John the Baptist)
Île des Chênes (Notre Dame de la Miséricorde)
La Broquerie (St. Joachim)
La Salle (St. Hyacinthe)
Lorette (Notre Dame de Lorette)
St. Adolphe
St. Labre (St. Benoît Labre)
Ste. Anne des Chênes and Pastoral Region
South Junction (Notre Dame de l'Assomption)
Steinbach (Christ Our Saviour)
Vassar (Sacred Heart of Jesus)
Woodridge (St. Alexandre)

Winnipeg River Deanery

Anola (Our Lady of Hope)
Beausejour (St. Mary)
Cook's Creek (St. Michael)
East Selkirk (St. Stanislaus)
Garson (Sacred Heart of Jesus)
Grand Marais (St. Theresa of the Child Jesus)
Lac du Bonnet (Notre Dame du Lac)
Narol (Corpus Christi)
Oakbank (St. John Paul II)
Pinawa (St. Francis of Assisi)
Powerview (Notre Dame du Laus)
St. Georges
Stead (Our Lady of Mount Carmel)
Traverse Bay (Ste. Marguerite)

Appendix 9: Vision, Mission, and Values

Archdiocese of St. Boniface

Mission

We are the people of God, the body of Christ, and the temple of the Holy Spirit of the Archdiocese of Saint Boniface. We live and share the three-fold Mission of Christ, the Priest, the Prophet, and the Shepherd-King. This is our commitment to live and celebrate our call to holiness to evangelize, and to build a community in God's image, grounded in love, justice, peace, and reconciliation.

Vision

The gifts and charisms of the baptized, that is lay and religious people, deacons, priest, and the Archbishop, are recognized and valued. As Christ's disciples, the baptized acknowledge their personal vocation and respond affirmatively to invitations to share their gifts and charisms and are committed to a personal relationship with Christ.

Values

The baptized share the following:

- 1) God is revealed in all welcoming communities committed to evangelization, prayer, charitable works, social justice, and education.
- 2) The Church is a communion of the baptized united in faith and charity.
- 3) The Church is in dialogue with the world; it is close to people, inclusive, and responsive to the needs of the wider community.

A Parish Vision and Mission Statement

Essential First 3 Steps

Whether creating statements or renewing existing statements:

- 1) Form an Ad Hoc Committee with members from PPC and Parishioners
- 2) Select Chair and Recorder
- 3) Decide whether to use an experienced facilitator.

Using a trained facilitator to create MISSION and VISION statements.

Pros: It is more efficient. Improves chances of for powerful statements.

Cons: Cost and access to experienced facilitators. Check the congregation, you may have a trained facilitator in your pews.

Creating A Mission and Vision and Values/Beliefs Statement

1. Gather an Ad Hoc committee comprised of some members of the PPC and parishioners at large. God blesses churches with members who have a wide variety of gifts and may be interested in helping creating vision, mission, and values session.
2. It is recommended that an experienced facilitator be invited to guide you through these meetings.
3. Take the time to pray to the Holy Spirit. The development of a statement must be grounded in faith, which will allow the Ad Hoc committee to discern the will of the Holy Spirit.
4. Chose a leader and a secretary of the Ad Hoc committee.
5. Agree on a target date for completion of the mission statement.
6. Have chart paper, white board etc. available.
7. Clarify the task at hand.
8. Distribute copies of definitions etc. of Mission, Vision statements and the Differences
9. Review and discuss so that everyone is clear

Evaluating Your Existing Mission, Vision and Values/Belief Statements

- 1) How old are the existing statements?
- 2) To what degree was the parish community involved in shaping this statement?
- 3) How much does it influence current parish life?
- 4) Is it in keeping with the Diocesan statement and the seven essential elements of a parish?
(See archdiocesan website)
- 5) Are our present strengths and needs reflected in it?
- 6) Does it still inspire as the foundation of the pastoral plan?
- 7) Would our parish profit by “revisiting” the statement, allowing the PPC to revise the statement to reflect the current reality of our parish more accurately?

Additional Documentation

PPC Outcomes

As a consultative body to the Pastor, the PPC:

- Will have established a climate of prayer, reflection, collaboration, and consensus.
- Will have established a collaborative, co-responsible relationship with the Pastor, serving and advising the Pastoral mission of the parish.
- Will have recognized the Pastoral needs of all in the parish.
- Will have established a Vision/Mission/Beliefs statement reflecting the Archdiocese's vision of turning the parish into a church that evangelizes & makes disciples.
- Will have established an Action Plan for developing & evaluating Pastoral activities in accordance with and which express the mission of the parish.
- Will have engaged the community by recognizing the charisms (talents) of all and by encouraging participation in ministries.
- Will have invited active participation in leadership roles on the PPC.
- Will have worked collaboratively with the Parish Finance Committee.
- Will have encouraged and participated in diocesan workshops/orientations to support and inform the mission of the parish.

(based on Upper Room document & Vision for the Parishes, Sept 2017)

Prayer Before a Meeting

Heavenly Father, we come to You, asking for Your guidance, wisdom, and support as we begin this meeting.

We give You thanks for the tasks you have entrusted us to accomplish.

We ask that You make us worth of Your trust,

Send your Holy Spirit to kindle a flame within us.

Allow us to grow closer as a group to discern Your will.

Help us to engage in meaningful discussion.

As we strive to make decisions, fill us with Your Grace and strength, Lord God, to carry out the vision of our parish.

Continue to remind us that, what we do today, all that we accomplish, is for the pursuit of truth for Your greater glory and the service of our brothers and sisters.

We ask these things in Your name.

Guide us by Your wisdom, support us by Your power. Allow us to grow closer as a group to discern Your will.

Help us to engage in meaningful discussion.

As we strive to make decisions, fill us with Your Grace and strength, Lord God, to carry out the vision of our parish.

Continue to remind us that, what we do today, all that we accomplish, is for the pursuit of truth for Your greater glory and the service of our brothers and sisters.

We ask these things in Your name.