

From the Upper Room to the Ends of the Earth



**Guidelines for
PPCs**

Archdiocese of Saint-Boniface

Revised – Nov 5, 2025

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Terms and Definitions

Canon Law (CN)

Canon law is the system of laws and ecclesiastical legal principals made and enforced by the hierarchical authorities of the Catholic Church.

Church as “Communion”

Describes the “very essence” of the Church in the Council’s teachings. “A spirituality of Communion...means an ability to think of our brothers and sisters... as those ‘who are part of me.’ It also implies the ability to see what is positive in others, to welcome it and prize it as a gift from God.” (St. John Paul II). It refers to a reality of unity in faith and in charity, especially at the level of the parish.

Consensus

Consensus is derived from the Latin for “feel together.” In the context of a PPC, consensus has a starting point of open and respectful listening to all points of view and leads to a broadly accepted decision. Every person involved in the decision trusts the others involved and must be willing to compromise any unproductive rigidity of their own contrary opinion to support the decision the group has discerned in one spirit.

PPCs come to a decision by consensus, and therefore there are no motions or votes.

As in all parish matters, the pastor has the hierarchical right to oppose a PPC’s consensus in his prudential judgement (see The Roles and Responsibilities of PPC Members: The Pastor for more information). [Definition repeated on page 12.]

Co-Responsibility

Priests, PPC, and laypeople work together towards the development of the Catholic community and the spiritual growth of its members to share the Good News with all.

Diocesan / Archdiocesan

The Code of Canon Law defines a diocese as "a portion of the people of God which is entrusted to a bishop for him to shepherd with the cooperation of the presbyterium, so that, adhering to its pastor and gathered by him in the Holy Spirit through the gospel and the Eucharist, it constitutes a particular church in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative." No legal definition exists of an archdiocese, but practically speaking, an archdiocese is simply a larger territory and is overseen by an archbishop. Saint-Boniface is an

Archdiocese. Where the term “diocese” is used for Saint-Boniface in this document, it is understood to mean “archdiocese.”

Discernment

Discernment is listening carefully to the Holy Spirit, fidelity to the teaching of the Church and, at the same time, creativity, in order to discover and set in motion the most suitable instruments for the ordered participation of all, for the mutual exchange of gifts, for an incisive reading of the signs of the times, for effective planning for mission. (Synodality)

Mission

Based on the mission of the universal Church – the evangelization of the world through the building up of parish communities – as expressed and contextualized in our Archdiocesan Mission statement, the Parish’s mission defines the portion of the overall objectives that this particular Parish will focus on.

Pastor

The term pastor in this document includes pastors, parochial administrators, parish life directors and any individual or team appointed by the archbishop to oversee the functioning of the parish.

Parish Finance Council (PFC)

A Parish Finance Council is a consultative body in a parish that serves to advise the parish priest in all that concerns temporal administration.

Parish Pastoral Council (PPC)

Lay participation in pastoral planning, functioning in co-responsibility with the pastor for the spiritual growth and development of the parish.

Pillars

Refers to the overarching core essentials of a PPC under which ministries are grouped. For more information, refer to Appendix 5.

Spiritual conversation¹ -focuses on the quality of one’s capacity to listen as well as the quality of the words spoken. This means paying attention to the spiritual movements in oneself and in the other person during the conversation, which requires being attentive to more than simply the words expressed. This quality of attention is an act of respecting, welcoming, and being hospitable to others as they are. It is an approach that takes seriously what happens in the hearts

¹ https://www.synod.va/content/dam/synod/common/phases/en/EN_Step_6_Spiritual-Conversation.pdf

of those who are conversing. There are two necessary attitudes that are fundamental to this process: active listening and speaking from the heart.

The aim of spiritual conversation is to create an atmosphere of trust and welcome, so that people can express themselves more freely. This helps them to take seriously what happens within them as they listen to others and speak. Ultimately, this interior attentiveness makes us more aware of the presence and participation of the Holy Spirit in the process of sharing and discernment.

The focus of spiritual conversation is on the person to whom we are listening, on ourselves, and what we are experiencing at a spiritual level. The fundamental question is: “What is happening in the other person and in me, and how is the Lord working here?”

Synod

Refers to the concept of “synod” which is an assembly or gathering of bishops and other church leaders convened to discuss and discern matter of doctrine, governance, and pastoral care within the Catholic Church. The term “synodal” describes things or issues related to or associated with these synodal gatherings. Pope Francis has enlarged this definition to include the role of all the faithful in their relationships with each other and in the pastoral decision-making processes of the Church.

Synodality

Is a broader theological and ecclesiological concept that emphasizes the collegial, participatory, and consultative nature of the Church’s decision-making processes. It reflects the Catholic understanding that the Church is a communion of all the baptized, with the Bishop of Rome (the Pope), serving as the visible head and guarantor of unity.

Synodality affirms that the entire people of God - laity, religious and clergy - have a role to play in discerning the will of Holy Spirit and contributing to the Church’s mission. It calls for a spirit of dialogue, shared responsibility and co-responsibility among all members of the Church as they journey together.

The teachings of the Second Vatican Council, and more recently further developed by the 2021-2024 synod on synodality, have put a renewed emphasis on synodality as a key dimension of Catholic ecclesiology and pastoral practices. This underscores the Church’s commitment to a more collaborative and participatory style of governance and decision making.

Vision statement

Is a broad statement of the overall direction and purpose of the parish. It focuses on tomorrow and what is the desired state of the parish.

Foundational Documents

- "The Pastoral Conversion of the Parish community in the service of the evangelizing mission of the Church" - Congregation for the Clergy, June 29, 2020

Supporting Archdiocesan Documents

- Canon Law
- "Upper Room document 2019", Archdiocese of Saint-Boniface (2019)
- "Norms for a PPC", Archdiocese of Winnipeg
- "Together in Ministry Manual", (2015), Archdiocese of Edmonton
- "Together in Ministry Reference book" (2015), Archdiocese of Edmonton
- "Revisioning the PPC" (2001) by Mary Ann Gubish & Susan Jenny, S.C.
- "Living Communion", Irish Catholic Bishop conference, 2011

Letter from Archbishop LeGatt



BUREAU DE L'ARCHEVÊQUE

ARCHEVÊCHÉ

OFFICE OF THE ARCHBISHOP

ARCHBISHOP'S HOUSE

April 10, 2019

Dear Pastors, Parish Life Directors, Members of Parish Pastoral Councils and all the Faithful of the Archdiocese of Saint-Boniface.

The Upper Room
Diocesan Guidelines for PPCs
Revised April 2019

Our goal is clear: the formation of parish communities of missionary disciples as called for by Pope Francis. Together we strive to live out the full mission of the Church, sharing the Good News of Jesus Christ and building up his reign of justice, mercy, love and peace. In all of this, **it is increasingly clear that in a parish, the two key sources and prime movers of all this are the Pastors or Parish Life Directors and the Parish Pastoral Council (surrounded by all the faithful).** It is a shared leadership of imagining and discerning where God is calling us, then a collaborative effort of planning and carrying out this will of God. **We must walk together.**

A Parish Pastoral Council is vital in the life of all our parishes; it is the principal avenue of consultation and planning in a parish. It is indispensable for fruitful leadership by the pastor; it is equally indispensable for all the lay people to properly exercise their co-responsibility for the mission of the Church. United with the pastor, the council members are to pray, reflect, and then guide and inspire the parish in defining the Pastoral situation of the parish and the initiatives required to meet its particular needs.

Regardless of the diversity of our parishes – whether a large urban or a small rural parish, whether a bilingual parish or several parishes clustered together – all are best served by a Parish Pastoral Council that is vibrant and well structured.

The revised guidelines set out in this document are a tool for pastors, parish life directors and interested parishioners to 1) form a Parish Pastoral Council; 2) analyze and renew the functioning of an already existing Parish Pastoral Council; 3) renew the vision and mission of a parish through communication and consultation.

The revisions made to the prior guidelines are the fruit of the work of the Archdiocesan Committee for the Renewal and Growth of Parish Pastoral Councils. As they have visited and aided parishes, they have continually sought to discover and set out those “best practices” that are already enlivening our parishes. This committee is always ready to visit parishes to help implement these guidelines.

In closing, I wish to underline the key element to everything that is to be lived in the parish. It is the primary condition of any possibility of true evangelization. I am speaking about communion, unity in faith and in charity, especially among all parishioners. The primary purpose of the Parish Pastoral Council is to be the leader and guarantor of this communion, always trying to achieve as large a common vision and as strong a consensus of action as possible within the parish. Thus, the Parish Pastoral Council becomes truly an instrument of the Holy Spirit leading and enabling the whole parish to proclaim the Good News of the love of Jesus Christ.

May the Holy Spirit continue to guide us day to day.

Sincerely in Christ,

A handwritten signature in cursive script, reading "+ Albert LeGatt".

+Albert LeGatt

Archbishop of Saint-Boniface

Introduction: A Vision for a Parish Pastoral Council

The Upper Room: A Biblical Image of a PPC

The practice of gathering in the council to develop the Church's Pastoral mission goes back to the very beginning of the Church. The first "Pastoral council" is described in the Acts of the Apostles. It took place in the "Upper Room" where the disciples gathered after Jesus ascended into heaven.

"... they went to the room upstairs where they were staying [...]. All were constantly devoting themselves to prayer, together with certain women, including Mary the mother of Jesus, as well as his brothers. (Acts 1:13–14)"

Jesus had already given his disciples their mission: "you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth" (Acts 1:8)—but he had told them not to set out on this mission until they received the Holy Spirit. Trusting in the promise of Jesus, the disciples went immediately to the upper room to pray and await the direction and empowerment of the Holy Spirit. A few days later, when the Holy Spirit was given at Pentecost, the disciples immediately went out from the upper room to proclaim the Good News of Jesus in the streets of Jerusalem.

A careful reading of the Acts of the Apostles indicates that upper room gatherings did not cease with Pentecost. The disciples continued to gather in this way, especially when new developments raised questions about how to continue the mission of Jesus. Thus, in a few years, they became Jesus's witnesses to the ends of the then known world.

These "Upper Room" meetings are a model for today's PPCs—a regular gathering where pastor and parishioners pray and discern together how the parish community is to take up the mission Jesus Christ entrusted to it.

In the Archdiocese of Saint-Boniface, parishes are called to become "Churches which go forth," where priests and laypeople work together, in co-responsibility, towards the development of the Catholic community and the spiritual growth of its members to share the Good News with all.

Vatican II (Canon Law 536)

The first generation of parish councils following the Second Vatican Council tended to be administrative in nature, caring for parish finances, facilities, organizations and programs. Most dioceses in North America have now evaluated this experience and issued new guidelines for parish councils. These new guidelines are unanimous in proposing that councils shift their focus from parish administration to the Pastoral mission of the parish. Hence the name "PPC" is used rather than "parish council."

Today's PPC originates from the outcome of the Second Vatican Council as an expression of the Council's agenda for the renewal of the Church and its mission.

The Church as Communion

Key to understanding both the Council's agenda and the PPC is the concept of "communion"—the word which St. John Paul II says, describes the "very essence" of the church in the Council's teachings. "A spirituality of Communion...means an ability to think of our brothers and sisters... as those 'who are part of me.' It also implies the ability to see what is positive in others, to welcome it and prize it as a gift from God."

As the PPC exists to foster the parish's mission, its origin, its mode of operation, and its goals can best be expressed by the word "communion". Communion seeks to nurture and build up a relationship in faith and in charity within a parish. This shift of focus follows from the renewed emphasis of the Second Vatican Council on the mission of Jesus, whose mission has been entrusted to the whole Church and to all its members.

An Opportunity and a Challenge for Parishes

When guided by the vision of Scripture and the Second Vatican Council, the task of establishing an effective PPC offers a wonderful opportunity for a parish. It will also present exciting challenges for growth and renewal such as:

- Developing a renewed vision of the parish focused on the mission of Jesus Christ.
- Building relationships of trust.
- Learning to plan and make Pastoral decisions together in a synodal fashion, as described in the Acts of the Apostles where the disciples gathered, in the Upper Room, after Jesus ascended into heaven.

Archdiocesan Guidelines for PPCs

What follows is an outline of the essential features of a PPC. Individual parishes are encouraged to formulate guidelines specific to their parish based on these Archdiocesan guidelines.

What A PPC Is

A PPC is a consultative, faith-filled group of parishioners who work in co-responsibility with the Parish Priest on Pastoral issues. The PPC is representative of and speaks on behalf of the faithful of the parish. It discerns the needs of all the members of the Parish community and offers the Pastor insights and wisdom towards effective Pastoral planning.

The Purpose of a PPC

Pope Francis: “The purpose of such a Council ‘should not be ecclesiastical organization but rather the missionary aspiration of reaching everyone.’”

Basic guidelines for a PPC are from the Code of Canon Law 536.

A PPC

- Communicates with the parish regarding its pastoral priorities and decisions.
- Aims to engage and enable the whole parish community to a fuller participation in the mission of the parish.
- Exists in co-responsibility with the pastor to foster Pastoral activity in accordance with and which expresses the mission of the parish.
- Ensures good representation of the whole parish. The PPC should include people who are members because of their roles in the parish and recognized for their gifts and expertise.
- Works closely with the Parish Finance Council (PFC) but maintains a clear separation of responsibility and members. A PPC is not intended to decide upon finances or administration.

The Functioning of a PPC

Pope St. Paul VI: “It is the function of the PPC to investigate everything pertaining to Pastoral activities, to weigh them carefully and to set forth practical conclusions concerning them so as to promote conformity of the life and actions of the People of God with the Gospel.”

The PPC acts as a compass to help the parish maintain the course of its mission. It is vital in the life of all our parishes in its unique and distinctive role as the primary deliberative body of a parish. In co-responsibility with the pastor, the council members are to pray as our ancestors did in the Upper Room. They are to reflect as Jesus taught us throughout his life, to guide and inspire the parish with their gifts of wisdom, knowledge and understanding in defining the Pastoral situation of the parish and the initiatives required to meet all its Pastoral needs.

In consideration of the Upper Room experience and the vision of establishing “communion” and evangelization, the proper functioning of a PPC includes the following:

Consensus

Consensus is derived from the Latin for “feel together.” In the context of a PPC, consensus has a starting point of open and respectful listening to all points of view and leads to a broadly accepted decision. Every person involved in the decision trusts the others involved and must be willing to

compromise any unproductive rigidity of their own contrary opinion to support the decision the group has discerned in one spirit.

PPCs come to a decision by consensus, and therefore there are no motions or votes.

As in all parish matters, the pastor has the hierarchical right to oppose a PPC's consensus in his prudential judgement (see *The Roles and Responsibilities of PPC Members: The Pastor* for more information, page 15).

Prayer and discernment

Like the disciples in the "Upper Room," an effective council is rooted in prayer as it leads the parish to discern and develop its pastoral focus. This includes developing the initial Mission and Vision statement in reference to the diocesan Mission and Vision statement, and in all the pastoral activity towards fulfillment of that Mission and Vision.

Community development, collaboration, and consensus

One of the central goals of the PPC is to favour communion between parishioners, i.e. to develop a strong sense of community. The key to building community is the collaborative way the council functions, expressed by seeking to reach consensus in all decisions.

Needs assessment and reading "the signs of the times"

One of the PPC's main tasks is to come to a fuller understanding of the Pastoral needs of all people served by the parish and to define these needs.

Calling forth and enabling participation

Another vital goal of the PPC is to guide and inspire, to engage the parish community. This is done by calling all parishioners to participate more fully in the life of the parish in accordance with their gifts and experiences.

Pastoral planning, developing and evaluating pastoral activities

To carry out the mission and respond to the needs of the parish, Pastoral initiatives such as Pastoral planning, developing Pastoral programs and services, and evaluating the effectiveness of Pastoral initiatives are put in place.

Investigation, reflection, and recommendations

A council follows a practical course of action proposed for PPCs in Vatican II's Decree on Bishops: investigate the pastoral reality of their parish, reflect upon / study it, recommend their conclusions to the Pastor.

Selection of Parish Council Members

At one time, most parishes selected new members either through appointments by the pastor or by elections. Today a variety of means are employed to choose members of PPCs. Though appointment or elections still remain valid, a more life-giving, participatory form of discernment is encouraged to ensure that the gifts necessary for a collaborative and mission-oriented process are placed at the service of the Church.

In lieu of an election process, the congregation will be apprised of the role of the PPC, time and work commitment. All parishioners would be asked to pray and discern in order to:

- Recommend someone they believe has the charism and skillset for the council.
- Respond to an invitation from the Pastor and existing PPC membership.

Selection process

1. Recommended candidates should be approached by the Pastor or the appropriate PPC member to ask if they are willing to accept the nomination.
2. After prayer and discernment, the Pastor, and current members of the PPC select those who will be invited to fill the vacant position(s).
3. It is important that those who have been approached are informed of that decision before the announcements are made to the congregation.

Qualifications of a PPC Member

- A practising Catholic.
- Already concretely engaged in the pastoral life of the parish.
- Understands the purpose of a PPC and its function.
- Committed to the mission of the whole parish, not just a particular group or interest.
- Works well with others.
- Has good communication skills.
- Reflects the diversity of the parish such as age, gender, ethnicity.

Size of PPC and Length of Terms

- The size of the PPC may vary according to the size and diversity of the parish. However, the maximum number of members would normally be 12. Circumstances may call for a greater number.
- A common practice is a three-year term with terms staggered so that the council is renewed each year.
- An individual may serve 2 consecutive three-year terms (six years) on council and may return following a one-year break.

- If a member resigns mid-term the new member completes the term. This ensures that the change of members remains evenly distributed over a three-year period.
- In the interest of providing better pastoral services, a single PPC may serve two or more smaller parishes which are served by the same pastor.
- In exceptional circumstances, very small parishes may consider having a PPC merge its functions with the PFC, as long as the duties of both councils are fulfilled.

The Roles and Responsibilities of PPC Members

The Pastor

- Is responsible for the pastoral mission of the parish. This includes assuring that any recommendations or decisions of the PPC are in accordance with the teachings of the Church, Canon Law, civil law, and diocesan policies.
- By virtue of his appointment from the Bishop, he is the president of the PPC, however, meetings are facilitated by the PPC chair.
- Works in co-responsibility with the PPC and other members of the parish. He therefore solicits the opinions and active collaboration of the PPC.
- May accept or reject a council's recommendation, or require further discernment and discussion. However, with few exceptions, he approves them since he has been part of the discussion all along. If he chooses not to accept the recommendation, a clear account of his reasons must be presented. Reasons for non-acceptance would be based on the pastor's prudential judgement.

Chairperson

- Works with the Pastor to prepare the agenda (Appendix 1) for Council meetings.
- Facilitates meetings in a manner that allows for open dialogue and full participation to achieve consensus among council members.
- Attends or ensures that someone from the PPC attends the Diocesan Pastoral Council (DPC) meetings.
- Attends Diocesan, Deanery or other meetings requiring his/her presence.

Vice-chairperson

- Attends Executive meetings.
- Participates in discussions, planning.
- Assumes the duties of the Chairperson when he/she is absent.
- In collaboration with the Chair, assesses the leadership development of the PPC members. Contacts the Diocesan Renewal and Growth (R&G) of the PPCs for assistance.
- Attends DPC meetings.

Secretary

- May or may not be a PPC member but cannot be a staff person. In this situation, complete confidentiality is expected.
- Prepares material for meetings to be distributed with the agenda.
- Keeps an accurate minute of meetings (Appendix 2).
- Keeps track of attendance at meetings (present, regrets, and absences).
- Distributes approved minutes according to established practices.
- Maintains historical records of agendas, minutes, reports and attachments and provides them to the parish for filing.
- Forwards draft minutes within a week.
- Other duties as assigned by PPC.

PPC members

- Represent the whole parish in their ability to attend to the pastoral realities and needs of the whole parish.
- Assist the pastor so he can better carry out his responsibility for the life and mission of the parish.
- Call forth fuller participation of the whole parish community in the pastoral mission of the parish.
- Attend or ensure that someone from the PPC attends presentations, meetings or workshops that deal with PPCs, and shares the information received for the purpose of assuring ongoing formation of the PPC.
- Remain informed of pastoral priorities proposed by the archdiocese and other committees at the level of the archdiocese and the deanery.
- Encourage spiritual growth and leadership formation of parishioners.
- Work in collaboration with the finance committee to plan for the annual general meeting.
- Act as liaisons between PPC and the ministries, groups and organizations under their designated pillars.
- Are expected to exercise discretion when discussing matters from the PPC meetings.

Filling Positions

If faced with challenges in filling the roles of chair, vice-chair, secretary, and pillar liaison, sharing responsibilities may be an option. The benefits of sharing responsibilities:

- Ensures that the whole mission of the Church – evangelization by building up community – is addressed appropriately.
- Encourages a willingness to accept a position knowing the duties are shared.
- Adds flexibility for busy lives.
- Adds diversity to a key leadership role.

- Gives an added focus/perspective on the PPC practices and management.
- Allows for the possibility of one more experienced member to share the position with someone less experienced, assuring that new leadership skills may be acquired.
- Varying the Terms of Office for each position assures a greater possibility of seamless succession.

The Executive Committee

The Executive Committee is comprised of the Pastor as President of the PPC, the Chairperson and the Vice-Chairperson. The Executive is selected/elected or may be appointed by the Pastor from amongst the existing members of the Council and with their approval (consensus). Their task is to prepare for and facilitate PPC meetings and to maintain a close relationship with parish and diocesan groups.

The Meetings of the PPC

The dynamics of a PPC meeting are not the same as an ordinary business meeting. Although the pastor attends each meeting, he does not chair the meetings.

Regular Meetings

- Dates and times for regular meetings should be set in advance.
- Meetings are to be held in an environment where confidentiality can be assured.
- Time is given for prayer and spiritual reflection.
- Pastor and PPC chair prepare an agenda which is forwarded to the secretary.
- The PPC chair is responsible to see that all materials are sent to members in advance.
- The length of meetings should be decided upon beforehand. Meetings start and end on time.
- Attendance at meetings is an expectation. Non-attendance at three consecutive meetings may require the Pastor and Chairperson to discuss the member's continued involvement on the PPC.
- Meetings are conducted in a synodal framework (Appendix 3).
- Council decisions/recommendations are made by consensus.
- Chairperson ensures the agenda is followed, discussions remain focussed, and all voices are heard.
- Secretary keeps clear, concise records which includes Actions Items and who is responsible.
- Presentations and Pillar updates are brief, i.e. what is successful and what is upcoming.

Generally speaking, PPC discussions are not private. Some scenarios, however, may arise where there is a need for discussion of sensitive/private matters. An in-camera meeting may be necessary.

Ad Hoc meetings

An Ad Hoc Committee is a group of people including the pastor who gather for a defined term to reach a specific goal. The committee includes at least two PPC members and parishioners. Wherever possible the Ad Hoc committee should reflect the diversity of the parish.

Annual General Meeting

The AGM is developed in partnership between the PPC and PFC. It should be held at a time that is best for the parish, ensuring the largest number of parishioners can attend. Parishes may wish to choose a title (other than AGM) for this meeting to reflect the pastoral nature. Some examples include “Celebration of Gifts and Talents” or “Annual Meeting of Parishioners.”

- At this meeting the PPC reports on the effectiveness in the implementation of the Goals, Objectives, and Strategies contained in their Action Plan. Pillar Chairs share their reports in turn. The council then solicits feedback and recommendations for the coming year.
- The PFC provides a financial update and addresses comments and questions raised by the parishioners.

Informational or Special Meetings

At any time, the PPC may call an informal gathering of all the parishioners to discuss or address a specific need or respond to a request from the archdiocese. Should this incur a major expenditure, the Finance Committee would be included.

The Relationship with Other Parish and Archdiocesan Groups

Parish

Parish Relationships Appendix 4

The Parish Finance Council

The PFC has distinct responsibilities from those of the PPC and functions independently of it. However, the two bodies need to work together closely and develop clear mechanisms for regular communication, such as:

- Exchange of meeting minutes.
- Have members who serve on both bodies, or have a representative of one attend the meeting of the other.
- Have a joint meeting at least once a year.
- Prepare an annual parish budget together, specifically the portion of the budget which pertains to Pastoral activities.
- Works with the PPC to plan for the Annual General Meeting.

Parish staff

The PPC is not responsible for directing the work of parish staff. Staff is accountable to the Pastor.

Pillars, Parish Ministries, Organizations and Groups

Good communication between the PPC and ministries, groups and organizations within the parish is essential for building a strong faith community. To facilitate the continual exchange of information, parishes are encouraged to use the Pillar system. Pillars are clusters of ministries, groups, and organisations with similar focuses such as Faith Formation, Liturgy, and Service.

Refer to Parish Pastoral Council Pillars, Appendix 5

Examples of Pillars for Parishes, Appendix 6

The Archdiocese

A PPC needs to keep informed of Pastoral priorities proposed by the Archdiocesan Church. It should maintain active representation and good two-way communication with the Diocese and other committees at the level of the Diocese, the deanery, and the region.

Organizational Structure of the Archdiocese, Appendix 7

List of Parishes by Deanery, Appendix 8

Diocesan Committee for the Renewal and Growth of PPCs (R&G)

The committee is a point of contact for parishes in need of information and support.

- Exists to offer guidance, suggest resources, and offer formation and training to local PPCs. This includes going out to assist parishes where required and as needed.
- Promotes the implementation of the Archdiocesan policies and best practices.
- Develops and delivers presentations and workshops in answer to the needs discerned principally by the Diocesan Pastoral Council.
- Maintains a list of current resource materials on the archdiocesan website.
- Prepares periodic communiques.
- Provides new information that address the changing needs of PPCs.

(Arch)Diocesan Pastoral Council (DPC)

A. Quoted from our Archdiocesan Website: “Organizational Structure of the Archdiocese”

Among the consultative bodies recommended by Vatican II to assist the Archbishop in his role as pastor is the Diocesan Pastoral Council. This Council’s role is consultative so as to bring forth recommendations in a synodal manner to the archbishop. Its attention is directed towards any matters concerning pastoral works in the Archdiocese. After studying these under the authority of the Archbishop, the Council may propose practical courses of action. The diocesan pastoral council is an expression of the multi-faceted life of a particular Church. Its membership should reflect all categories of Christ’s faithful who are in full communion with the Catholic Church. Out of its richness and diversity, truly valuable advice can be given to the Archbishop, and it becomes one more avenue for communication between the Archbishop and the faithful of the Archdiocese as a whole. This Council meets twice yearly.

B. Definition by our committee:

The Archdiocesan Pastoral Council (APC) is a consultative body. Under the authority of the Archbishop, this council is composed of Archbishop, Vicar General, Pastors, the Director of Pastoral Services, and PPC Chairs and Vice-Chairs or their representatives. The Archbishop is the President; the DPC Chair presides over the meetings. DPC meetings take place once in the Spring and once in the Fall.

The role of the members of the Diocesan Pastoral Council:

- Participate in and contribute to discussions and discernment to arrive at recommendations.
- Share their vision for the future of living out the mission of Christ in this particular Church (the Archdiocese) and propose concrete initiatives to that end.
- Receive information to bring back to their PPC.
- Share with the Archbishop and the Director of Pastoral Services the successes and challenges of Pastoral life in their parish.

Guidelines for PPCs

Each PPC is encouraged to develop their own “Guidelines”, applying these Archdiocesan guidelines to the circumstances of their parish.

Parish Vision and Mission

If the parish does not have a Vision and Mission statement, it is recommended that the PPC embark on a process that would include the whole parish. The parish vision and mission statement should align with those of the archdiocese.

See **Appendix 9** for information on when and how to create or revise your parish’s Vision and Mission statement. More information can be found on the Archdiocesan website as well.

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 | |

The Agenda

- Contains the logistical 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 style="text-align: center;">Parish Pastoral Council Meeting Minutes Date/Time/Location</p> <p>Attendees: Guests: Regrets: Absent:</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

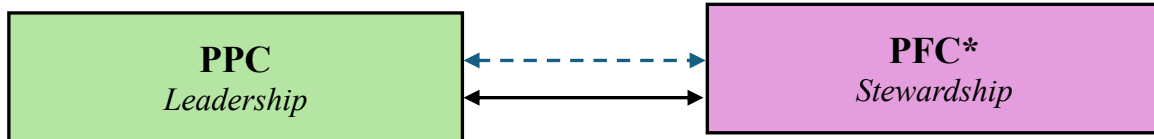
- Come prepared.
- Listen actively and attentively.
- Listen to others without judgement.
- Pay attention not only to the words, but also to the tone and feelings of the one who is speaking,
- Avoid temptation to prepare what you will say instead of listening.

Taken from: The Spiritual Conversation

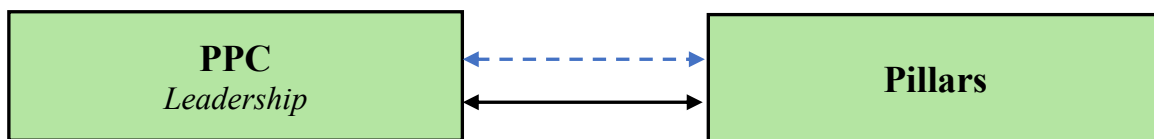
https://www.synod.va/content/dam/synod/common/phases/en/EN_Step_6_Spiritual-Conversation.pdf

Appendix 4: Parish Relationships

Parish Relationships



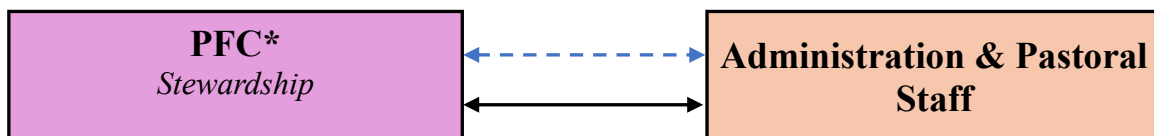
- Shared member.
- Exchange of minutes.
- PPC established Pastoral Direction for Parish Budget.
- Shared planning for AGM.



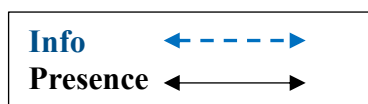
- PPC members are chairs of the Pillars.
- Represent the ministries under the Pillars.
- Information conduits between various ministries and PPC.



- 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 Human Resources 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: *Liturgy, Faith Formation, Communication, Community, Evangelization, Service, and Marriage, Family, and Life*. 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 PPCs 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).

The Eucharist at the center provides a filter through 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

Liturgy

The spiritual life of a parish animates its mission. Personal and communal prayer are essential to the building up of the body of Christ. The liturgy 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.

Faith Formation

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. “Faith Formation” 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. In the context of a PPC, communication requires a bidirectional and respectful flow of information between the PPC, the priest, and the parishioners as a body.

Communication from the PPC about the pastoral life of the parish always considers the available parish resources (people, technology, finances), and is mindful of its audience's language comprehension, culture, and faith maturity. Each message and how it is relayed (face-to-face, electronically, posters, announcements, bulletin corner) is intentionally discerned and planned.

Communication to the PPC is made simple and accessible, by establishing and publishing who on the PPC covers which aspects of the pastoral life of the parish. The PPC openly invites input and feedback through means such as a public email address (owned and shared by the parish, not by an individual on the PPC), a suggestion box, an annual photograph directory of PPC members, etc.

Meeting minutes should be made easily available for all parishioners to read (posted on the website, printed copies available at the back of the church, etc.).

A PPC invests time in forming its members to build a positive culture of proactive and open communication.

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.

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,

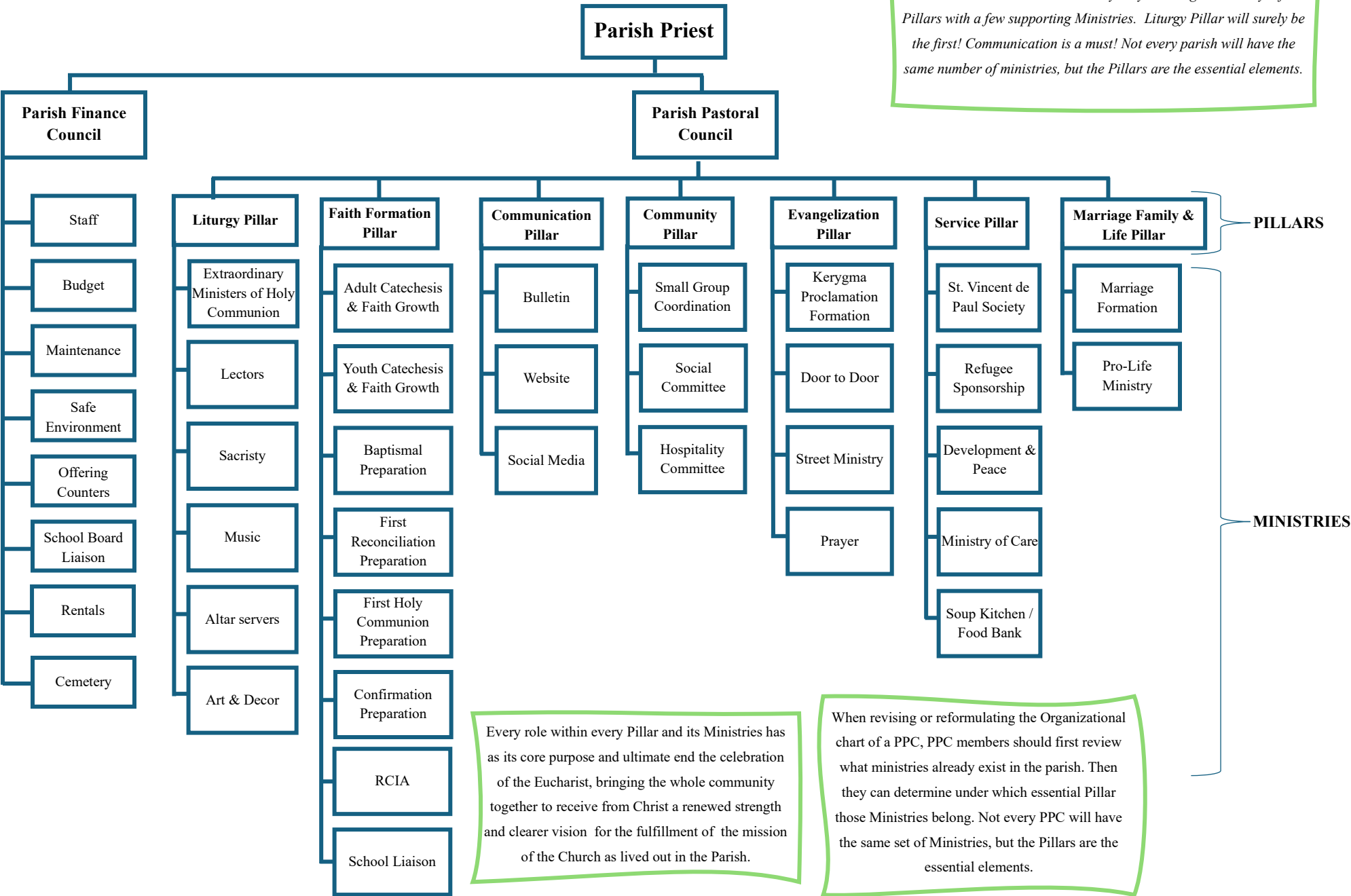
social ministry is part of what keeps a parish alive, making it truly Catholic and reflecting the Gospel mission.

Marriage, Family, and Life

Marriages, families, and human life form the very fabric of our parishes, the essence of our communities, and the pillars of society. The Church of today is confronted with increasingly complex marital and family situations, as well as growing challenges to upholding the sanctity of life. The parish's pastoral ministry to and with families is of paramount importance, for, "as the family goes, so goes the nation, and so goes the whole world in which we live." (Pope John Paul II, Nov 30, 1986)

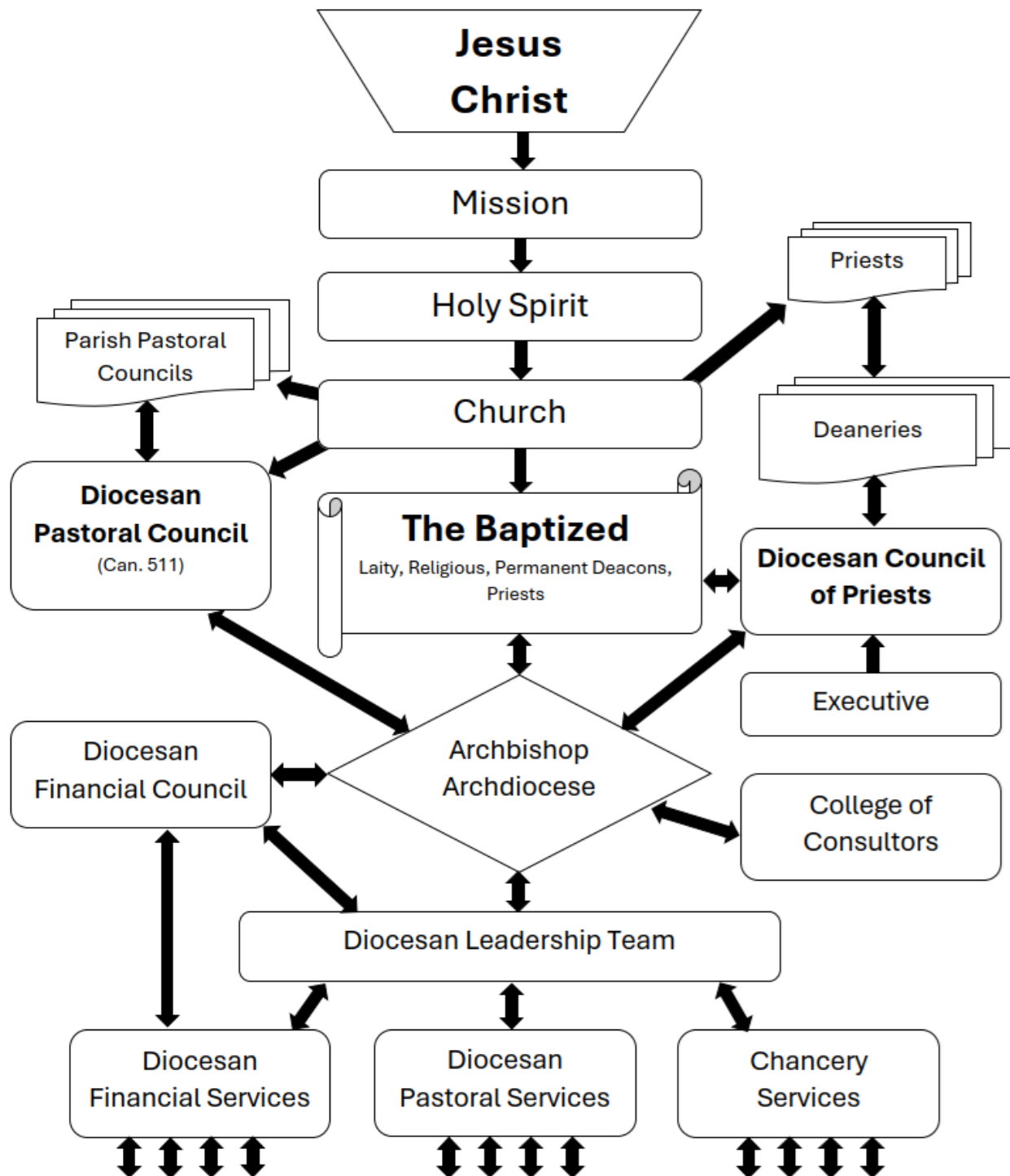
The pastoral care of those preparing for marriage, and of the families in our parishes, seeks to listen, accompany and journey with couples and families, proclaiming the love of God to each and helping them embrace their vocation to love and discipleship. The pastoral care of human life aims to foster a deep respect for life at every stage from conception to natural death so that all can become more empowered to advocate for the sanctity of life.

Appendix 6: Examples of Parish Organizational Chart



Appendix 7: Archdiocese Organizational Chart

Consultation, Communication, and Diocesan Services Flowchart



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)

Saint-Boniface Cathedral
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)
Manigotagan I.R. (St. Louis, King of France)
Pauingassi First Nation
Poplar River (St. John Bosco)

Red River Deanery

La Salle (St. Hyacinthe)
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)
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)

Mountain Deanery

Bruxelles (St. Gerard Majella)
Carman (Our Lady of Mount Carmel)
Cypress River (Our Lady of the Cypress)
Elm Creek (St. Mary's)
Emerson (Sacred Heart of Jesus)
Haywood (Saint-Denis)
Holland (St. John Berchmans)
Manitou (St. Patrick)
Mariapolis (Our Lady of Assumption)
Morden (St. John the Evangelist)
Morris (St. Maurice)
Notre-Dame-de-Lourdes
Pilot Mound (St. Gregory)
Rathwell (Sainte-Monique)
Saint-Claude
Saint-Léon
Somerset (Notre-Dame-de-la-Nativité)
St. Alphonse
Starbuck (St. Paul)
Swan Lake (St. Martin of Tours)
Treherne (Sacred Heart of Jesus)

Appendix 9: Vision, Mission, and Values

Archdiocese of Saint-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 Three 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 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 and makes disciples.
- Will have established an Action Plan for developing and 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 PFC.
- 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 worthy 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.

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

We ask these things in Your name.

Amen.