

## Components of a Parish Pastoral Council Meeting

1. Gathering
  - a. At the beginning of the meeting, taking time to catch up with one another is one too for building a faith community.
2. Prayer
  - a. Prayer can be more meaningful when we know one another's needs, family, joys and sorrows.
3. Formation
  - a. Time is spent community building, faith sharing and learning more about religion. A study of the council manual, books, tapes, videos are sources that can be used for is portion of the meeting. Speakers are excellent for topics pertinent to Parish Councils. Reading and reflecting on the following Sunday's readings or reading a section fm a spiritual book and reflecting on what is read is one way of offering formation.
4. Decision Items
  - a. Items ready for decision (e.g. items previously discussed, minutes to be approved or changed). All decisions are done by consensus.
5. Discussion items
  - a. All items that require discussion are placed in this time slot first. These items are moved to the decision time after the council has discussed and received as much information as necessary.
6. Pastors time
  - a. Parish news, happenings, numerous administrative tasks have taken place since the last council meeting and may be addressed at this time.
7. Social Time
  - a. Allowance for socializing and light refreshment.
8. Members of the council take turns preparing Prayer, Formation and Social Time.
9. Each month the agenda is planned two weeks before the council meeting. The pastor and/or associate, chairperson and one member of the council plan the agenda each month.