

TRINITY VICARIATE – ARTICLES OF OPERATION

ARTICLE I. NAME and PURPOSE

1. **Name:** The name of this body shall be: Trinity Vicariate Pastoral Council (hereinafter referred to as the “Council or VPC”).
2. **Goals:**
 - (A) **Purpose:**
 - a. **Relationship:** To connect the Cardinal to the faithful in the vicariate through the collaborative efforts of the Vicar and the Archdiocesan Pastoral Council (APC) Representatives;
 - b. **Benefits:** Since the Council is serving as a representative and a collaborative and a consultative body, mutual benefits, may be realized for the Cardinal, the Council, and the worshipping communities in its constituent parishes.
 - (B) **Mission:**
 - b. **Facilitate:** The Council shall carry out the mission of the Church of Detroit.
 - c. **Promotion:** It shall promote and support the work of pastoral ministry in the vicariate, particularly the ministries of evangelization, education, service, worship and stewardship.

ARTICLE II. MEMBERS

1. **Council Membership shall consist of active (providing consensus) and non-active (not providing consensus):**
 - (A) **“Non-Consensus” members may be one parish representative from each listed discipline:**
 - a. Director Religious Formation,
 - b. Christian Service Coordinator,
 - c. School Principal,
 - d. Youth Minister, and/or Senior Rep and/or Rep Persons with Special Needs,
 - e. Music Director,
 - f. Business Administrator or Manager,
 - g. Pastoral Associate or Pastor/Rector or Administrator;
 - (B) **Other “Consensus” members shall be the:**
 - a. Vicar,
 - b. APC Representative(s),
 - c. Parish Representatives, two from each vicariate parish, who are currently elected, selected or appointed by their parish pastoral councils.
2. **Eligibility:**
 - (A) **Conflict of Interest:** Consensus Parish Representatives may not voice their consensus on any matter in which they may have a conflict of interest regarding their parish/school to which they are employed.
 - (B) **Monitoring:** Each parish should be responsible to keep track of its members’ term of office.

3. Term of Office for Selected VPC Members:

(A) Number of Years:

- a. **Term of Office:** 1-3 years.
- b. **Term Length:**
 - i. **Starts** on day immediately after their selection or appointment; and,
 - ii. **Ends** on the day of their replacement, during the September-June term.
 - iii. **Service** continues until their successors are installed (not withstanding other provisions);
{ officers are vicar, chair, vice-chair, treasurer, and secretary }.
- c. **Re-Appointment and Re-Selection:** A member who has completed a 1-3 year term may be re-selected or re-appointed to the Council for up to 2 consecutive terms as long as that person desires to serve and the vicariate desires to have their leadership. After serving two consecutive terms there shall normally be a lapse of 2 years before re-selection or appointment to a new term provided parish has a new appointee available to fill the vacancy.

3. To ensure the continuity of the work of the Council:

(A) **Maximum Replacement:** No more than one-third (1/3) of the Council membership should be replaced by new members in any given year.

(B) **First year of VPC Inception:** Notwithstanding sections 3A. and 4A; and, in order to realize their implementation more successfully, the following procedure shall control the first year of VPC inception:

- a. **1-Year Term:** Approximately one-third (1/3) of the membership of the Council shall be selected or appointed for a one (1) year term;
- b. **2-Year Term:** Approximately one-third (1/3) of the membership of the Council shall be selected or appointed for a two (2) year term; and,
- c. **3-Year Term:** Approximately one-third (1/3) of the membership of the Council shall be selected or appointed for a three (3) year term.
- d. **Term End:** At the end of these respective terms sections 3A and 4A shall come into effect.

ARTICLE III. SELECTION OF THE VICAR

1. Term of Office for Vicar:

(A) The Vicar's Term of Office shall be 3 years, Cardinal-approved and vicariate-assembly-desired.

2. Re-Selection Procedures for Vicar:

(B) The Vicar is eligible to run for re-selection for up to two consecutive terms as long as the Vicar desires to serve, is Cardinal-approved, and, the Council desires his leadership.

3. Procedure for Selection of a Vicar:

(A) **Identification of Candidates:** Names of vicar-candidates (who must be priests) can be offered at:

- a. vicariate clergy meetings (if held)
- b. pastoral ministers meetings (if held); and,
- c. VPC meetings,
- d. all present may offer a nomination.

(B) **Approval by Cardinal:** The Cardinal shall approve all vicar-candidates whose names were submitted to the Chancellor. (at least two are required; three are preferable.)

(C) **Additional Review:** A list of approved nominees is returned to the current vicar or his delegate.

(D) **Determination of Nominations' Status:** Nominees are asked to accept or reject candidacy.

(E) **Vicar Selection Procedure:** Selection of a vicar is conducted by selecting a piece of paper indicating a candidate's name at a VPC meeting. All present are encouraged to pray for Holy Spirit's guidance.

(F) **Appointment by Cardinal:**

- a. new vicar's name is submitted to the Chancellor,
- b. vicar is appointed by Cardinal as specified listed by the Cardinal.

(G) **Valid Archdiocesan Guidelines:** The above section guidelines were put forth by the Archdiocese of Detroit (AOD) and revised January 16, 2002. This section will automatically amend if, as, and when new guidelines are put forth by the AOD.

ARTICLE IV. OFFICERS

1. The selected officers of the Council shall be the:

- A. Chairperson,
- B. Vice-Chairperson,
- C. Secretary, and,
- D. Treasurer.

2. Term of Office for Elected Officers:

- A. Officers: selected from VPC Membership;
- B. Term of Office: staggered, between 1-3 years.

3. Selection Committee Procedures of VPC Officers:

- A. **Selections:** Every two (2) years a Selections Committee, consisting of 5 members from different parishes within the Vicariate,
 - a. will accept nominations from the general Council body;
 - b. follow up with identified candidates to ascertain their nomination acceptance or rejection;
 - c. facilitate selection process on the designated date as well as the time preceding the actual vote.

- d. It is recommended that (a different officer) one (1) officer each year be selected to ensure diversity and continuity in the fulfillment of leadership roles, for example, Year 1- Secretary, Year 2 – Vice Chair, Year 3 – Chair & Treasurer.
- e. Job descriptions should be made available to interested parties and those wishing to be nominated for vacant positions.

B. Removal from Office:

- a. Any one or all of the Council-selected officers may be removed from office by an affirmative vote of no-confidence due to misconduct, i.e., unethical behavior, two unexcused missed meetings or missing ¾ of meetings, not serving role in good faith, as upheld by the VPC.
- b. New selections will then be required at the next regular Council meeting.

4. Officers’ Role(s), Status and Eligibility:

- A. Neither the Vicar nor the APC representative(s) can serve as an officer(s).
- B. The newly selected officer(s) will complete any remaining term of office.

ARTICLE V. DUTIES of OFFICERS

1. The Chairperson shall:

- (A) *conduct* all Council meetings in accordance with the agenda and the dictates of the Council; and, will determine along with the Vicar to limit the time spent on a specific topic if the topic is causing the meeting to run past the prescribed time. This discussion can be placed on the following month’s agenda if the Vicar, Chair and the Council agree.
- (B) *monitor* and be responsible for maintaining Council membership and various committees;
- (C) *work collaboratively* with the Vicar and the APC representative(s) on the preparation of the agenda for regular and special meetings of the Council; and, accept agenda items sent from parish representatives or other officers via voice-mail or electronically;
- (D) *oversee* the implementation of the Council's goals and objectives and shall see to the selection or appointment of committees that will expedite the realization of these goals and objectives;
- (E) *chair* the Coordinating Committee;

2. The Vice-Chairperson shall:

- (A) *assist* the Chairperson in her/his duties and responsibilities;
- (B) *conduct* meetings of the Council in the absence of the Chairperson.;
- (C) *exercise* additional responsibilities designated by the Chairperson;
- (D) *assist* the Chairperson at regular and special meetings of the Council;
- (E) *assumes* Chair’s role for the following year (2 year terms): Leading into the June 2008 selections, APC reps will be made aware that the Vice Chair who is elected in June 2008 will assume the Chair’s role in the following 2 year term. Upon approval of the Operations Procedures Document, this article will be made effective without any grandfathering in of prior or current officers.

3. The Secretary shall:

- i. *produce* accurate record of Council proceedings and shall distribute copies of records, along with agenda for the next meeting, to Council members at least seven to ten (7-10) days prior to the day named for the meeting by electronic means or US Mail;
- (B) *cooperate* with the Chairperson and Vice-Chairperson in the timely distribution of pertinent information to the membership;

- (C) *ensure* a timely and appropriate response to correspondence directed to the Council;
- (D) *maintain* an accurate record of member attendance and shall inform the Vicar and the Chair should any member become delinquent;
- (E) *ensure* that VPC newsletters are published on a regular basis by collaboratively working with the Chair and at the Chair's direction;
- (F) *maintain and update* the VPC website if applicable;

4. The Treasurer shall:

- (A) *perform* Treasurer's duties by managing -- generating, documenting, maintaining and reporting:
 - a. account balances;
 - b. periodic income statements;
 - c. expense reports;
 - d. related treasurer duties that the Council may require;

5. Meeting Attendance and "Consensus Rights" Delinquency:

- (A) It is only the duty of the parish for whom they represent to remove parish representatives' "consensus rights" for meeting attendance delinquency, i.e., ¾ of meetings or 2 unexcused consecutive meeting absences, not the duty of the Vicariate.
- (B) The Vicar has the right to question an officer missing 3 quarters (or 2 unexcused consecutive meetings) of the meetings and work with the Chair to handle the situation, up to and including the replacement of such officer.
- (C) Notice of meeting absence must be sent via voice-mail, electronically, or in some form to one of the officers prior to that particular meeting.

ARTICLE V SELECTION of (APC) REPRESENTATIVES

1. Selection Procedures for APC Representatives:

(A) APC Representative Selection Committee:

- a. At the end of an APC Representative's term or following his/her resignation, the Vicar and 2 members appointed by the Chair shall serve as the committee for the selection of the APC Rep
- b. The term of office and APC Reps' responsibilities shall be as specified by the AOD and APC.
- c. Whenever possible, the term of office for multiple APC representatives is to overlap to provide continuity.
- d. APC Representative selections will be fulfilled by those individuals who demonstrate a willingness and desire to serve as APC Representatives.

(B) Obtaining APC Representative Candidates: This committee shall obtain the consent of the persons it wishes to nominate. Only lay representatives serving on the Vicariate Council are eligible candidates.

(C) Selection of APC Representatives: The committee shall then conduct a selection process, i.e., drawing pieces of paper indicating candidates' names, from among members of the Council present at a general Council meeting, along with the invocation of the Holy Spirit for guidance.

2. APC Representative Duties:

- (A) Term of Office:
 - a. 2 years of service.
- (B) In addition to duties specified by Archdiocese of Detroit, the **APC Representative(s)' duties are to:**
 - a. **participate** in all general meetings of the APC;
 - b. **report** regularly to Trinity Vicariate Pastoral Council the activities of the APC.;
 - c. **prepare and present** reports to the VPC in an agreed-upon manner;
 - d. **present** any concerns of the VPC to the APC;

3. Vicariate-APC Representative Status:

- (A) **Simultaneous Functions:** When a person is selected/appointed as an APC representative from the Council body, that person still remains a functioning member of the Vicariate Council and as such will then function as both Parish Vicariate Representative and APC Representative simultaneously.
- (B) **Dual Roles:** APC Reps can not serve as vicariate pastoral council officers.
- (C) **Status/Eligibility:** APC Reps are lay persons, non-paid staff.

4. Role and Responsibilities:

- (A) To provide overall coordination of all efforts of the Vicariate Pastoral Council in developing, revising and oversight in implementation of the Vicariate Pastoral Plan and Vision.

5. APC Representative Selection:

- (A) **The members given in Section {V (B)} shall be:**
 - a. **selected** from the VPC Membership following the selection of officers;
 - b. **in service** for the same term as the officers;
 - c. **be present** to accept nomination made from the floor;

(B) Consensus Procedure:

- a. **Consensus Vote:** The selection of the members shall be by voicing their consensus/non of present Council members at the general Council meeting. Voiced “consensus” may be individually or collectively obtained, whichever method produces discernable results.

6. The membership of the Coordinating Committee shall be comprised of:

- (A) Vicar,
- (B) Chair,
- (C) Vice-Chair,
- (D) Secretary,
- (E) Treasurer,
- (F) APC Representative(s)

7. The duties of Coordinating Committee shall be to:

- (A) **prepare the agenda** for the General Meetings of the Council by:
 - a. including relevant topics to the VPC and

- b. receiving via voice-mil or electronically, any agenda items of concern to the VPC;
- (B) **oversee committee activities:**
 - a. Standing Committees regarding the implementation of the Vicariate Pastoral Plan;
 - b. Ad Hoc Committees;
- (C) **assist in the coordination** of committee activities:
 - a. Standing Committees
 - b. Ad Hoc Committees;
- (D) **develop revisions** to the existing Vicariate Pastoral Plan by:
 - a. **utilizing input** from Standing or Ad Hoc Committees;
 - b. **editing text** to submit to entire Council for approval prior to Archdiocesan submission;
- (E) **act in the name of the entire Council** where:
 - a. immediate action is required to meet an unexpected need; and, to
 - b. accept notification of any such emergency or unexpected action.

ARTICLE VI. MEETINGS

1. Meetings shall be effectively managed by these guidelines:

- A. **Meeting Attendance:** Regular and Special Council meetings is vital to continue its work;
- B. **Meeting Parameters:**
 - a. **Timing of Meetings:** Meetings shall start and end promptly by the direction of the Chair;
 - b. **Membership Participation:** Members of the Council who are present and desire to participate in meetings shall conduct themselves in a manner that is in accordance with appropriate meeting guidelines, ground-rules and parameters as set forth by the Chair, that are conducive to effectively fulfilling Vicariate goals.
- C. **Meetings' Schedule:**
 - a. **Monthly:** The Council shall meet monthly at a time and place determined by the membership.
 - b. **Exception:** If a meeting shall not be convened during any month, that decision shall be agreed by the method of consensus by the membership.
- D. **Meeting Announcement:** A written notice indicating the date, time, place and agenda for the meetings together with the minutes of the previous meeting shall be given to each member personally, by electronic mail or U.S. Mail at least seven to ten (10) days prior to the meeting date.
- E. **Special or Emergency Meetings:** Special Council meetings shall be called at the Council's discretion.
- F. **Quorum:** At all regular or special Council meetings, a quorum is necessary to transact business in the Council's name. A quorum shall consist of the Vicar or his delegate and one more than fifty (50) percent of the membership, again reaching decisions by the method of consensus.

ARTICLE VII. BY-LAWS

1. Purpose of By-Laws:

- A. **Purpose:** The Council shall establish By-Laws for itself to:
 - a. *ensure uniformity* in the fulfillment of its mission,
 - b. *serve as a guide* in the Council's undertakings, and
 - c. *provide direction* in the Council's relationships with other consultative bodies, those engaged in pastoral ministry, and the worshipping communities themselves in the vicariate.

- B. **Provisions:** Provisions should also be made in the By-Laws to allow for *review and update from time to time* at the membership's discretion.

- C. **Purpose of Operations Procedures Document:** This Trinity Vicariate Operations Procedures Document will serve as both Trinity Operations Procedures and By-Laws.

ARTICLE VIII. AMENDMENTS

1. Amendments:

- A. **Procedure to Engage or Initiate:** This Operations Procedures Document may be amended at any Council meeting utilizing the method of consensus.

- B. **Notice of Amendments:** Notice of such proposed amendments, with a copy attached, shall be sent (electronically or US Mail) to the entire Council membership not less than one (1) month in advance of such a meeting.

ARTICLE IX. METHOD BY WHICH DECISIONS ARE MADE

1. Decision-Making and Problem-Solving Procedure:

- A. **Consensus Method:** The Council will use the "consensus" method of reaching decisions and problem-solving,

- B. **Exception:** A vote (secret or voice) ballot may be used at the discretion of The Chair for any issues or decisions where it may be deemed necessary, determined on a case-by-case basis.