

## **Introduction**

*The Decree on the Apostolate of the Laity* from the Second Vatican Council speaks of the laity as sharers in the role of Christ as Priest, Prophet and King (#26). It is a call for understanding of Renewal and Rebirth - a process of personal and community revitalization. The *Constitution on the Church* emphasizes community, shared responsibility and mission. The existence and effective functioning of a Pastoral Council is central to these ends, with each person possessing his/her own unique role and responsibility - each sharing in the communal responsibility, as members of the People of God, to achieve the mission of the Church.

It is the responsibility of the members of the Pastoral Council to use their unique strengths to advance the mission of the Church and the goals of the Pastoral Council in order to carry out the mission of the Church within St. Paul Parish.

The goal of this manual is to promote a general understanding of the roles and responsibilities of the Pastoral Council for Saint Paul Church.

We hope that each Pastoral Council member will bring this manual to all meetings to be used as a reference. This manual will be updated regularly, and new information will be forwarded to you.

## **Parish Mission Statement**

Saint Paul Parish is a community of Catholics guided by the Spirit and called together to proclaim the Mission of Jesus Christ. The community enables its members to grow in their relationship with God and with one another.

The people of St. Paul build a community of faith by celebrating the Eucharistic Liturgy and the sacraments with praise and thanksgiving. A faith commitment, based on the Scriptures and love of God, leads to a caring people who advocate truth and justice. This commitment leads to service to members of the Church, and in an ecumenical spirit, to members of other faiths and to those whose faith is known to God alone.

# **The Parish**

Saint Paul Parish is a community of Christians who, guided by the Holy Spirit and led by the Pastor, share in the Mission of Jesus Christ. This mission includes worship, community, service, and proclaiming God's Word.

## **Community**

A sharing with each member, participation in parish life, involvement, material support and a melding of diversity to become one in Christ Jesus.

## **Service**

Members truly caring and supporting for one another, endeavoring to meet the temporal and spiritual needs of one another in the name of Christ.

## **Worship**

A sharing of the fundamental Christian mysteries through the sacraments, directed to the worship of God.

## **Proclamation**

Proclamation of the Good News of Jesus through our lives and our evangelization of others.

# Parish History

**1855**

William Daly was the first Catholic in Kensington.

**1872**

First Mass said by Reverend Luke Daly of St. Mary's Church in New Britain at Hart's Hall on Main Street with 350 Irish Catholics in attendance.

**December 13, 1872**

First Baptism recorded - James McGee baptized at Hart's Hall.

**September 14, 1873**

Sale of property by George D. Boyer to Reverend Luke Daly for Church. The property was located on Main Street, Kensington, east of where Sherwood Industries is located today.

**October 27, 1878**

Cornerstone for new Church laid.

**May, 1879**

Dedication of new building under the patronage of St. Paul.

**September 27, 1880**

The parish was incorporated as St. Paul's Church Corporation, Berlin, Conn.

**1881**

Reverend Paul F. McAlenney was designated as the first resident Pastor. The Church was unfinished at this time and the parish deeply in debt.

**October 25, 1882**

By this time the Church was finished, a rectory built and the debt paid off.

**November 1, 1882 - January 1, 1884**

Father reported the following:

3 Marriages, 27 Baptisms, 130 families in the parish

**February, 1885**

Reverend Thomas Shelly appointed as second Pastor. Had steam heat installed in the Church and rectory. Father Shelly remained as Pastor for eleven (11) years.

**June 4, 1893**

East Berlin residents were also members of St. Paul's Church and had to travel from four (4) to six (6) miles each Sunday for Mass. On this date, the Holy Sacrifice of the Mass was offered for the first time at Clark's Hall in East Berlin.

**May, 1896**

Third Pastor, Reverend Michael A. Sullivan, served on the town's School Board and had the task of providing a Church for East Berlin residents.

**November 8, 1896**

Cornerstone was laid for the new Church.

**May 30, 1897**

Sacred Heart Church was dedicated by Bishop Tierney. Today, it is the oldest Church still in existence in the New Britain Deanery.

**1900**

St. Paul Parish numbered 550 families.

**July 19, 1900**

Blessing of newly purchased bell, which still rings at St. Paul Church today.

**March 27, 1902**

Announcement by Father Sullivan that a site for a new Parish Hall had been purchased.

**November 18, 1903**

Concert held in the new Parish Hall for the benefit of Peck Memorial Library, sponsored by members of the Congregational, Methodist and Roman Catholic choirs.

**October 12, 1910**

First appearance of St. Paul's Fife and Drum Corps at the opening night of St. Paul's Annual Church Fair.

**September, 1911**

Reverend John C. Brennan appointed Pastor, following the death of Father Degan.

**March 5, 1913**

St. Paul's Church destroyed by fire.

**June 4, 1913**

Purchase of land from Patrick H. Condon by St. Paul Church Corporation - the location of the building site for the new Church.

**November 2, 1913**

Cornerstone laid for the present St. Paul Church.

**December 3, 1919**

The Parish Hall on Main Street was sold.

**July, 1934**

Reverend Thomas L. Greylish was appointed Pastor.

**1935**

Ladies Guild established.

**1937**

Reverend Michael D. Sullivan appointed as the first full-time resident Curate.

**1938**

St. Ann Society established.

**1950**

Cornerstone laid for new Convent.

**October 3, 1951**

Sisters of Christian Charity occupy new Convent.

**June 23, 1953**

Knights of Columbus Council established. (Monsignor Thomas L. Greylish Council)

**1956**

Reverend Mario P. Pepe appointed as the second full-time resident Curate.

**September 3, 1958**

St. Paul Junior High School opens with 7th and 8th grade students enrolled. Grade 9 was added the following year.

**1964**

New addition to the original Church started.

**1967**

New parish established - Sacred Heart in East Berlin.

**1968**

Reverend Robert D. McGrath appointed Pastor following the retirement of Monsignor Greylish.

**November 19, 1968**

First Parish Council established.

**February 9, 1969**

First ecumenical dialogue held at the Berlin Congregational Church, where Protestants, Roman Catholics and members of the Eastern Rites Church met for Bible reading, prayer and discussions.

**August 15, 1970**

Daughters of Mary of the Immaculate Conception replaced the Sisters of Christian Charity.

**1970**

The Permanent Lay Deaconate Program was established.

A change in Convent occupants took place. The new order was The Daughters of Mary of the Immaculate Conception.

The 6<sup>th</sup> Grade was added to the school.

**1975**

The first permanent Deacon was ordained and served at St. Paul Parish.

**1976**

The last 9<sup>th</sup> Grade class graduated from St. Paul School.

**1978**

This centennial year saw the debt paid and the mortgage burned on September 22, 1978.

**1985**

The first Conventual Franciscan pastoral team came to St. Paul Church.

**1993**

Position of Pastoral Care Director for the parish was established.

**1997**

St. Paul Parish joined the stewardship movement at the suggestion of the Archdiocese.

**2003**

The beginning of the 125<sup>th</sup> Jubilee Year celebration of St. Paul Church.

Restoration of the church and school began to unify the main church and wing and to expand the school facilities.

**2004**

Renovations were completed and elevators were installed to accommodate the handicapped in both the Church and School.

**November 21, 2004**

The 125<sup>th</sup> Anniversary Jubilee Mass and reception were held to bring to a close the Jubilee Year.

**August 25, 2012**

Fr. Peter Tremblay, OFM Conv. Was the first priest ordained at Saint Paul Church.

**March of 2013**

The former Kensington Grammar School property (1.9 acres and an abandoned school building) was purchased for the purpose of additional parking and a grassy area for our children to play.

**April of 2013**

Permission was sought and received from Archbishop Henry Mansell to begin a Capital Campaign to raise funds to abate and demolish the Kensington Grammar School.

**June of 2014**

The demolition of the Kensington Grammar School began and was completed in August of 2014.



# **Parish Roles**

## **Pastor**

The Pastor provides a ministry of spiritual leadership and pastoral supervision to the parish community. They bear the ultimate responsibility for the development of the faith community. The pastoral leadership is not effective without communication and consultation with the parish community through the Pastoral Council. (*Priests #4-6*)

## **Religious**

Religious - priests, brothers, deacons, sisters assigned to the parish are encouraged to be actively involved in the Pastoral Council. They bring to the community spiritual gifts, ministerial experience and a love of God for His people.

## **Laity**

Vatican II defined the role and obligation of the laity in the ministry of Christian leadership; challenging them to develop and utilize their gifts in the service of Christian community. The ministry is a conversion of heart and acceptance of Christ's call to care for and serve others - to accept and live the discipleship of Jesus.

## **Parish Trustees**

The Parish Trustees exercise a public ministry to the Church as "trustee" or "steward" and are accountable to it. They are responsible for the legal and financial aspects of parish administration. They need to know the parish goals, priorities and decisions, for effective stewardship cannot be exercised apart from the Pastoral Council.

## **Parish Finance Council**

By a directive of the Revised Canon Law, every parish must have a Finance Council. The Finance Council is responsible for advising the pastor/team on financial matters. It is expected that there will be an ex-officio link between the Finance Council and Pastoral Council. The Pastoral Council, therefore, is not directly concerned with financial questions of the parish.

# THE PASTORAL COUNCIL

## Essential Characteristics of a Pastoral Council

1. A Pastoral Council is **prayerful**. A Pastoral Council strives to provide sufficient time to reflect on the Gospel so members more clearly understand Christ's ministry in order to bring that ministry into the life of the parish. Prayer is crucial to the work of the Pastoral Council; therefore, some time should be set aside for prayer and formation. The Pastoral Council must pay attention to the active presence of the Holy Spirit through prayer and formation, which takes place both within the Pastoral Council meeting and at retreats or days of reflection.

2. A Pastoral Council is **pastoral**. Through Baptism, Confirmation and Eucharist, all Christians are called to serve the people of God. The ministries of work, worship, service and administration are basic to the practice of being pastoral in the community. Pastoral Councils try to find the best resources and methods to serve the people of the parish as they fulfill the Mission of the Church in this time and place.

3. A Pastoral Council is **representative**. Each Pastoral Council member needs to listen to parishioners and then faithfully present those expressed concerns, ideas and questions to the Pastoral Council, thus representing the tenor of the community. The Pastoral Council is a representative body rather than a body of representatives. The group strives to represent all aspects of the parish so that faith needs are met.

4. A Pastoral Council is **discerning**. The Pastoral Council makes decisions in an atmosphere of prayer and openness to the Holy Spirit. *DECISION-MAKING* is guided by a faith-oriented value system, which is flexible and open. The Pastoral Council

works to determine how the Mission of the Church is accomplished in its own community, molding its actions in response to that Mission.

5. A Pastoral Council is **prophetic**. The Pastoral Council needs to have the courage and foresight to set the direction for the parish community, challenging the parish to grow in response to the Gospel. This task will involve patience, as the prophetic voice of the Holy Spirit calls the change within the community. This prophetic work is not predicting the future, but interpreting the path of the parish on its current faith journey in response to the Gospel.

6. A Pastoral Council is **enabling**. The Pastoral Council calls forth the gifts and talents of parish members to foster the faith growth of the individual, the parish and the broader community. This growth in faith means learning more about people in the parish as well as calling and affirming them in living out the Mission of the Church in their daily lives.

7. A Pastoral Council is **collaborative**. The Pastoral Council challenges itself as well as individual parish members, the parish staff, committees, organizations and other groups in the parish to work together. A clear, common understanding of the parish's Mission fosters collaboration. The parish will then seek ways to collaborate with other parishes, community organizations and congregations to foster the common good of the broader community. In society and in the Church, the demands of the future will stretch limited resources. Collaboration is an effective way to meet those needs and to utilize the available resources.

# **Saint Paul Pastoral Council Members**

**2014 - 2015**

## **Introduction**

Pastoral Council service is a ministry. It is a gift from God and council members respond because they sense a call from God to use that gift. They are members of the Pastoral Council because God has "gifted" them and called them to serve the whole parish.

Members of the Pastoral Council are accountable to Our Lord, to the Diocesan Church, to the Council itself and to the whole parish community.

## **Qualifications**

The Pastoral Council is established to furthering the faith, growth and mission of the parish community. Persons called to this ministry should:

1. be persons of prayer, of personal growth in Christ and a living sign of Christ;
2. be knowledgeable concerning Church today;
3. be familiar with Scripture, so that participation in the policy-forming process is shaped by Gospel values;
4. be understanding of parish as community and center for spiritual growth;
5. be willing to become involved in the parish and willing to contribute to directions of the parish;
6. be willing to be held accountable for parish involvement;
7. offer a talent, skill, or knowledge to Council ministry;
8. have a sense of mission, and an awareness of the need to utilize the variety of parishioners' talents and gifts for the building up of the Church;
9. have had activity or experience in parish activities;
10. have the ability to work creatively and constructively in the committee structure.

**Responsibilities:**

The commitment to serve as a Council member comes with it certain responsibilities:

1. actively involved in personal and parish spiritual renewal;
2. attending and contributing to council meetings;
3. serving on at least one committee and actively participating in meetings of the committee;
4. executing the assignments given by the Council between meeting times;
5. participating in goal setting and evaluation sessions;
6. preparing for Council and committee meetings by whatever study and preparatory work is necessary;
7. maintaining confidentiality and security regarding information obtained through Council activities.

## **Chair of the Pastoral Council**

The Chair of the Pastoral Council is elected by the Pastoral Council as determined by the By-laws. (Article 3, Section A) The Chair is to serve as the leader of the Pastoral Council and presides over all meetings of the Pastoral Council.

The responsibilities of the Chair include:

- \* stimulating and encouraging discussion so that all perspectives are addressed;
- \* ensuring the observance of the By-laws and parliamentary procedures;
- \* facilitating the Executive Board meetings in its preparation of the agenda for meetings of the Pastoral Council, the review of minutes and ensuring appropriate follow up action;
- \* appointing Council members to standing committees by the October meeting, taking into consideration the wishes and interests of the individual members;
- \* providing for the review of the effectiveness and working of all committees;
- \* ensuring that the Pastoral Council sets objectives and action plans to meet objectives/goals;
- \* ensuring an ongoing educational program for the Pastoral Council;
- \* calling special meetings as provided in the By-laws;
- \* collaborating with the Pastor in presenting the necessary reports to the Pastoral Council;
- \* appointing members of the Nominating/Membership Committee.

## **Executive Board**

The Executive Board is elected by the Council to transact any necessary business in between Parish Council meetings. The responsibilities of the Executive Board shall include:

- \* reviewing, prior to the Pastoral Council meeting, all appropriate reports relevant to the Council Meeting agenda; preparing the agenda;
- \* calling special meetings of the Pastoral Council as appropriate;
- \* maintaining minutes of each meeting and submitting the minutes of the previous Council Meeting to the Pastoral Council for approval;

# **SAINT PAUL PARISH PASTORAL COUNCIL BY LAWS**

## **ARTICLE I- PURPOSE AND FUNCTION**

- A. To serve as an instrument for sharing the Mission of Jesus, proclaiming His Word, building His community, celebrating His liturgy and serving His people.
- B. To encourage more lay involvement in the life of the parish community.
- C. To establish and serve as a medium of communication between pastoral staff and laity in the spiritual and material needs of the parish community.
- D. To cooperate with other church and civic organizations in serving the community at large.
- E. To collaborate with the Pastor in the development of spiritual and material matters in the parish.
- F. To reach out to those who no longer practice their faith.

## **ARTICLE II- MEMBERSHIP**

### **SECTION A - Composition and Eligibility**

The Council consists of:

- 1. **NOMINATED MEMBERS:**  
Twenty members of the parish, eighteen years of age or over.
- 2. **EX OFFICIO MEMBERS:**
  - a. Pastor and designates of Pastoral Staff, and
  - b. the immediate past Chair of the Council, who serves for one year following his/her term of office, even if his/her term has expired;
  - c. a representative from the trustees of the parish;
  - d. other representatives as deemed necessary by the Executive Committee and/or the Pastor.



## SECTION B - Membership Selection

1. The Nominating/Membership Committee carries out annually the following procedure for the members of the Council:
  - a. Any any age eligible parishioner may express interest in serving on the Pastoral Council either by indicating their willingness to serve (e.g. on the Time and Talent Survey, by approaching the Pastor or member of the Council).
  - b. The Pastoral Council and/or the Pastor will nominate new members each year to replace the terms of those expiring.
  - c. The Pastor will carefully consider those nominated and will ensure that those nominated are willing to serve before making a final decision.

## SECTION C - Term

1. Members serve for a term of two years, effective at the regular September meeting of the Council following the appointment.
2. No member shall serve more than two consecutive terms. A member who serves two consecutive terms may become eligible to serve again after a waiting period of one year.
3. Ex-officio members serve for the term of their appointment.

## SECTION D - Vacancies

1. A vacancy exists when a member dies, becomes incapacitated, moves from the parish, resigns his/her position or is dropped from the roll of the Council.
2. When a vacancy exists, the membership selection process will be followed.
3. A member filling a vacancy for more than one year shall be considered to have served one term.

## **ARTICLE III - OFFICERS**

### SECTION A - Nominations, Elections, Terms, Vacancies

1. The officers are:
  - a. Chair
  - b. Vice-Chair
  - c. Secretary
2. They are elected annually in May from the elected members of the Council by a majority of those present and voting.
3. A simple majority of the Council constitutes a quorum for the election of officers.
4. The Chair presents the slate of officers. Members may also self-nominate.
5. Newly elected officers take possession of their office at the beginning of the next meeting and serve until their successors begin their term.
6. A vacancy in any office shall be filled according to the procedure above.

### SECTION B - Duties of the Officers

1. Chair: shall preside at Council and Executive Board meetings, appoint members to committees and perform all other duties usually associated with this office.
2. Vice-Chair: performs all Chair duties in the absence of the Chair, serves as Spiritual Program Coordinator for the Council, and such duties as the Chair designates.
3. Secretary: keeps records and distributes minutes of the meeting to each member, is responsible for all correspondence of the Council, keeps attendance records at regular meetings and maintains Council records in the Parish Center.

## SECTION C - Executive Board

1. The Executive Board of the Council consists of:
  - a. The Officers,
  - b. The immediate Past Chair,
  - c. The Pastor
2. This Board prepares the Council meeting agenda, convenes special meetings, and transacts any necessary business in between Council meetings.
3. Council members may submit items for inclusion on the next Council meeting's agenda to any member of the Executive Board.

## ARTICLE IV - COMMITTEES

### SECTION A - General Responsibilities

1. Committees implement the goals and objectives of the Council in their areas of responsibility.
2. Committees provide recommendations to the Council as required.
3. Committees shall choose their own chairpersons.
4. The Chair of the Council appoints members to the standing committees by the October meeting, taking into consideration the wishes and interests of the individual members.
5. The Chair of the committee has the right, and is encouraged, to expand the membership of the committee with other members of the parish besides Council members. However, each committee will have at least one Parish Council member serving on that committee.
6. All committees must present projects requiring special funding to the Pastor.

## SECTION B - Standing Committees and Their Responsibilities

1. **PARISH FELLOWSHIP COMMITTEE:** Involved in parish, sense of community and helps others get involved in the parish. Time and talent community building.
2. **MINISTRY LEADERSHIP COMMITTEE:** Supports the ministries of the parish, promoting cross ministry collaboration in fulfilling their mission.
3. **EVANGELIZATION:** Reaches out to those who are alienated from the Church by developing programs to re-establish and re-integrate them into the spiritual life of the Christian community. Assists the Vice-Chair in spiritual programming for the Council.

## ARTICLE V - MEETINGS

### SECTION A - Council Meetings

1. Regular meetings of the Council shall be held nine times a year, on the third Tuesday of each month, from September through May. In special circumstances, the Executive Board may change the regular meeting date of the Council with one month's notice.
2. At the request of any member of the Council, the Executive Board may convene a special meeting of the Council. Except when waived, a written notice of at least ten days shall be given by the Secretary of any special meeting of the Council.
3. All members of the Council are expected to attend all regular meetings.

### SECTION C - Quorum

A majority of members of the Council shall constitute a quorum for all meetings.

## SECTION D - Voting

1. Each member of the Council is entitled to one vote. There shall be no proxies.
2. Any member of the Council employed by the parish is ineligible to vote on areas that will affect their financial gain.
3. Ex-officio representatives are voting members of the Council.

## ARTICLE VI - AMENDMENTS

Amendments to this document may be made at any meeting of the Council by a two-thirds majority of the Council membership, provided that a written notice of the proposed amendment is provided to all members at least two weeks prior to the meeting.

**Revised:** March 10, 1999

**Revised:** November 19, 2002

**Revised:** September 16, 2003 - Chair of Finance Council/Ex-Officio

**Revised:** August 13, 2014

# **DOCUMENTS**

Meeting Schedule

Ministry Directory

Pastoral Council Directory

# MINUTES