



# MOST PRECIOUS BLOOD CATHOLIC CHURCH

## PARISH LIFE CHARTER

*“A parish is a definite community of the Christian faithful established on a stable basis within a particular church, (diocese); the pastoral care of the parish is entrusted to a Pastor as its own shepherd under the authority of the diocesan bishop.” (Canon 515, §1)*

### **INTRODUCTION:**

Most Precious Blood Catholic Church was established within the Diocese of Orlando by Bishop Thomas Wenski, Ordinary of the Diocese, in early 2005. Father Stephen D. Parkes was appointed its first pastor.

In the first year of its existence, a great deal of research and study was conducted by Fr. Parkes and a large number of parishioners to determine how best to build up the Kingdom of God in the geographic area in which the Parish is situated. This document describes how the life and activities of the Parish are organized so that its parishioners can better live out the Gospel of Jesus Christ through His Church.

Most Precious Blood Parish operates on a fiscal year of July 1 through June 30.

### **MISSION STATEMENT:**

*Empowered by the Eucharist,  
we humbly commit ourselves as a welcoming community  
to grow in faith and share Christ’s love  
through our joyful witness and selfless stewardship.*

All activities of Parish life are driven by our mission statement, which was developed in collaboration with a large group of parishioners involved in our planning process. Therefore the ministries, programs, and projects of the parish are determined in light of how they help to accomplish our Mission about which we are passionate. All Councils and Commissions are encouraged to read aloud the Parish Mission Statement in the opening process of every meeting as a reminder for all present. All who minister on behalf of our Parish, be they clergy, staff, or volunteers should reflect our Mission Statement in all they do.

**AUTHORITY & RESPONSIBILITY:**

**PASTOR:** *“The parish priest is the proper Pastor of the parish entrusted to him. He exercises the pastoral care of the community entrusted to him under the authority of the diocesan Bishop, whose ministry of Christ he is called to share, so that for this community he may carry out the offices of teaching, sanctifying and ruling with the cooperation of other priests or deacons and with the assistance of lay members of Christ's faithful, in accordance with the law.”* (Canon 519)

The Pastor is responsible for all day-to-day operations of the Parish and employs staff members to assist him in his pastoral ministry.

**PAROCHIAL VICAR/ASSOCIATE PASTOR:** *“Whenever it is necessary or opportune in order to carry out the pastoral care of a parish fittingly, one or more parochial vicars can be associated with the pastor. As co-workers with the pastor and sharers in his solicitude, they are to offer service in the pastoral ministry by common counsel and effort with the pastor and under his authority. A parochial vicar can be assigned either to assist in exercising the entire pastoral ministry for the whole parish, a determined part of the parish, or a certain group of the Christian faithful of the parish, or even to assist in fulfilling a specific ministry in different parishes together.”* (Canon Law 545, §1&2.)

**PARISH STAFF:** The Pastor will employ part-time or full-time staff members to assist him in day-to-day operations in the life of the Parish. The Parish Staff represents an extension of the Pastor and is positioned as a key link connecting the Pastor to the Councils, Commissions, and Ministries. Parish Staff assist the Pastor and Parochial Vicar(s) in carrying out the pastoral functions of the parish. The Pastor will assign Parish Staff members to help coordinate the activities of one or more of the various Commissions in which ministries are grouped. Reporting to the Pastor, Parish Staff are responsible for day-to-day operations and are assisted as needed by volunteers from the community.

**LAITY:** While the Pastor is ultimately responsible for the spiritual and temporal life of the parish, he also realizes the need to seek the assistance of committed and knowledgeable parishioners. Pope Paul VI wrote about this in the Dogmatic Constitution on the Church:

*“...pastors know how much the laity contribute to the welfare of the entire Church. They also know that they were not ordained by Christ to take upon themselves alone the entire salvific mission of the Church toward the world. On the contrary they understand that it is their noble duty to shepherd the faithful and to recognize their ministries and charisms, so that all according to their proper roles may cooperate in this common undertaking with one mind...Let the spiritual*

PARISH LIFE CHARTER  
Most Precious Blood Catholic Church  
Oviedo, Florida

*shepherds recognize and promote the dignity as well as the responsibility of the laity in the Church. Let them willingly employ their prudent advice. Let them confidently assign duties to them in the service of the Church, allowing them freedom and room for action.”* (Lumen Gentium, Chapter IV, § 30 & 37, Pope Paul VI, November 21, 1964.)

**PARISH ORGANIZATIONS:**

All organizations of the parish are solely consultative bodies, and they serve at the discretion of the Pastor, who makes all final decisions. All organizations operate through prayerful reflection and a consensus process<sup>(1)</sup>. To be eligible for any of the roles enumerated in this document, one must be a registered and actively participating member of the parish.

At least once per year, all those in leadership roles within these organizations, including at-large members of the Parish Pastoral Council and Ministry Facilitators shall participate in the Annual Leadership Gathering provided by and organized for our community.

**OPERATIONS COUNCIL:** The operations for the parish are advised by an Operations Council which consists of a Finance Council and a Facilities Team.

**FINANCE COUNCIL:** Canon Law 537 requires each parish to have a Finance Council to help the Pastor in the administration of the finances and temporal goods of the parish. The Finance Council is appointed by and reports directly to the Pastor and serves at his discretion. In collaboration with the Pastor, the Finance Council develops the annual budget, an annual report and sound accounting of all assets and liabilities of the Parish. Finance Council meetings should take place quarterly to review the financial records of the parish. The Chair of the Finance Council (appointed by the Pastor) is responsible for working with the Pastor and Parish Staff to set the agenda for meetings and ensures that minutes are recorded and filed at the Parish Office. Participants are asked to sign a separate Finance Council Charter, which gives more detail regarding the role and responsibilities of the Finance Council.

**FACILITIES TEAM:** The Facilities Team is responsible for advising the Pastor and Staff on matters regarding buildings and grounds of our parish campus. Participants on the Facilities Team should have an interest and background in planning, construction, maintenance, and project management. Meetings are held as needed depending upon the stage of construction and development of projects. The Chair of the Facilities Team as well as all participants, are appointed by the Pastor. Terms of service are dependent upon need and duration of construction projects.

PARISH LIFE CHARTER  
Most Precious Blood Catholic Church  
Oviedo, Florida

**PASTORAL COUNCIL:** In compliance with Canon Law 536, the Pastoral Council serves as a consultative body to the pastor. Section one of Canon Law 536 states,

*“In this council, which is presided over by the parish priest, (pastor), Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.”*

The purpose of the Pastoral Council is to foster full participation of the entire parish community in the life and mission of the Church. The Pastoral Council members serve as the primary advisors to the Pastor, helping him to develop plans for the future direction of the parish and better communicate throughout the Parish. The Pastoral Council is not responsible for day-to-day operations; its purpose is to help fulfill the mission of the parish as a whole.

The Pastoral Council serves as representatives of the membership of the parish and includes the leader or liaison of each of the various Commissions of parish life, as well as at-large members selected by the Pastor. Each member of the Pastoral Council serves a three year term of office, and appointments are staggered in time to ensure continuity and smooth transitions.

The Pastor will appoint members of the Council to the office of Chairperson, Vice-Chairperson, and Secretary. Within the Council the Chairperson, Vice-Chairperson, and Secretary will serve as a Core Team to assist the Pastor in preparation for and follow-up of Council meetings and other assignments as determined by the Pastor.

The Pastoral Council shall meet quarterly, and an agenda for each meeting shall be prepared by the Core Team in collaboration with the Pastor and shall be provided to the other members of the Council at least one week before the scheduled meeting. The Secretary will record and publish minutes of the meetings, which will be kept on file in the Parish Office and which will be open for all.

**PARISH LIFE COMMISSIONS:** For effective coordination, communication, and efficiency the ministries of the parish are grouped into seven Areas of Parish Life. These Areas are as follows: Worship, Community, Communications, Faith Formation & Discipleship, Care & Outreach, Evangelization, and Stewardship.

On the following page a descriptive table is provided that divides our Mission Statement by each phrase. Each phrase within the statement corresponds to one of the seven Areas of Parish Life. A reference from Sacred Scripture is also included so that we may realize the importance of continued inspiration for our parish community.

PARISH LIFE CHARTER  
 Most Precious Blood Catholic Church  
 Oviedo, Florida

<b><u>MISSION STATEMENT</u></b>	<b><u>AREA OF PARISH LIFE</u></b>	<b><u>SCRIPTURE REFERENCE</u></b>
<i>Empowered by the Eucharist</i>	<b>WORSHIP</b>	<i>I am the bread of life.</i> John 6:35
<i>we humbly commit ourselves</i>	<b>COMMUNITY</b>	<i>At once they left their nets and followed Him.</i> Matthew 4:20
<i>as a welcoming community</i>	<b>COMMUNICATIONS</b>	<i>He who welcomes one of these little ones in my name, welcomes me; and whoever welcomes me, welcomes not me but the one who sent me.</i> Mark 9:37
<i>to grow in faith</i>	<b>FAITH FORMATION AND DISCIPLESHIP</b>	<i>His disciples came to Him and He began to teach them.</i> Mark 5:5
<i>and share Christ's love</i>	<b>CARE AND OUTREACH</b>	<i>As I have loved you, so you also should love one another.</i> John 13:34
<i>through our joyful witness</i>	<b>EVANGELIZATION</b>	<i>Go out into the whole world and proclaim the Good News.</i> Mark 16:15
<i>and selfless stewardship</i>	<b>STEWARDSHIP</b>	<i>How can I repay the Lord for all the good He has done for me?</i> Psalm 116:12

Each Commission consists of a chairperson who is appointed by the Pastor and a minimum of five (5) other parishioners appointed by the Pastor in consultation with the Staff Liaison(s) and Chair. The chairperson of the Commission represents this Area of Parish Life on the Pastoral Council and is appointed for a three year term of office. Staff Liaison(s) will also be appointed by the Pastor to assist the Commission.

Participants in the Commissions should have a desire to learn more about the Commission's Area of Parish Life and may or may not be involved in a particular ministry that falls under the Commission.

Commission meetings are to be called by the chairperson of each Commission on a quarterly basis and will be scheduled by June for the following fiscal year. The chairperson of the Commission will ensure that an agenda is developed in consultation with the Pastor and Staff Liaison(s) and sent to all participants one week prior to meetings.

Because faith formation is a life-long experience, a brief educational component related to and directed towards the Commission's purpose will be incorporated into each meeting. These lessons are provided to enlighten Commission members and strengthen

PARISH LIFE CHARTER  
Most Precious Blood Catholic Church  
Oviedo, Florida

their faith. The lessons do not have to be cumbersome and can be from a number of sources such as but not limited to: Scripture, the Catechism of the Catholic Church; the lives or writings of holy men and women, devotional meditations, and religious books.

The chairperson of the Commission will ensure that minutes are prepared no later than two weeks after meetings and are forwarded to the Pastor, Commission members and Staff Liaison(s) who will ensure they are kept on file at the Parish Office.

In the third year of service, the chairperson of each Commission will identify and recommend to the Pastor a member of the Commission who illustrates the time and talent necessary to fulfill the position of Chairperson. Only the Pastor will invite the Commission Chairs to their positions. Once the invitation has been made and accepted, the current chairperson will act as a mentor to ensure a smooth transition at the end of the term. The Commission staff members will invite Special Advisors, and the Ministry Support and Development staff member will invite Ministry Facilitators with the consultation of the Pastor.

The chairperson must ensure that effective communication to and from all special advisors and ministry facilitators within the Commission takes place. *(The definition of "communication" currently used within this parish is "All that we do to give and get understanding," with understanding being the critical element of communication.)*

Each Commission shall submit an annual report to the Pastoral Council outlining its ministries, its accomplishments for the past year, and a needs assessment for the upcoming year.

Listed below are more detailed descriptions of the various commissions:

### **WORSHIP COMMISSION**

Worship Ministries are responsible for maintaining the integrity of our liturgical celebrations and ensuring that all worship experiences, especially the Mass, are the source and summit of our parish life.

#### **Responsibilities**

- Promote the Eucharist as the source and summit of our lives as disciples;
- Evaluate and guide our liturgical atmosphere;
- Plan and coordinate seasonal schedules and training;
- Facilitate effective communication among commission ministries.

## **COMMUNITY COMMISSION**

Community Ministries ensure that all ages of parish life are being reached by promoting a spirit of welcome and enthusiasm and to inspire a spirit of connectedness and fellowship.

### **Responsibilities**

- Plan, coordinate, implement, and evaluate community events throughout the fiscal year;
- Facilitate effective communication among commission ministries;
- Develop a coordinated calendar of events.

## **COMMUNICATIONS COMMISSION**

Communications Ministries implement a plan to inform and inspire parishioners and the public about the work of our parish and its plans for the future. Effective communication must take place in all parts of our Parish, and the Commission must provide information to all the other commissions on how to encourage good communication when needed in their ministries as well.

### **Responsibilities:**

- Evaluate the parish's communications methods;
- Provide consultation for ministries in need of communications materials;
- Ensure consistency of our style and brand;
- Develop the Annual Report.

## **FAITH FORMATION & DISCIPLESHIP COMMISSION**

Faith Formation and Discipleship ministries help our community to listen and respond to our call to know, love, and serve God, through His Church. This parish operates under a "life-long approach" to faith formation.

### **Responsibilities:**

- Serve as an advisory board for the Director of Faith Formation and the Faith Formation Programs;
- Encourage and support Faith Formation Programs;
- Promote and encourage an increase in Religious Vocations.

### **CARE & OUTREACH COMMISSION**

Care and Outreach Ministries identify areas of need both inside and outside of our community and formulate ways that our parish can serve to meet these needs.

#### **Responsibilities:**

- Provide caring assistance within our parish and our community to people of all ages, particularly during times of illness, loss, and personal, emotional, physical, financial, or spiritual need;
- Identify these needs and leverage existing community services, diocesan resources, or parish ministries to meet these needs;
- Identify unmet needs, discern parish resources, and encourage new parish ministry development;
- Encourage and support existing community services and parish ministries;
- Determine recipients of our annual Lenten and Advent outreach projects.

### **EVANGELIZATION COMMISSION**

Evangelization Ministries help to spread the Word of God, ensuring that our Catholic faith is shared and nourished. Through the seeking of new knowledge and the growth of one's personal spiritual life, the Good News is spread by inspiring others through the daily actions of one's life. Evangelization takes place in all parts of our Parish, and the role of the Commission is to provide information to the entire parish and the surrounding community.

#### **Responsibilities:**

- Encourage parishioners to deepen their faith, grow in holiness, and witness to others the fullness of faith in God through Jesus Christ and His Church;
- Identify inactive Catholics and invite and encourage them to come home to their Catholic faith;
- Implement Adult Formation and Evangelization opportunities for parish leadership as well as for the parents of our Faith Formation students;
- Continue to develop and implement studies, retreats, and programs that help nurture the growth of our Catholic faith.

## **STEWARDSHIP & DEVELOPMENT COMMISSION**

Stewardship and Development Ministries promote spiritual stewardship and generosity as a way of life in our parish by encouraging active participation, identification, and sharing of time, talent, and treasure. Stewardship must take place in all parts of our Parish, and the Commission must provide information to all the other commissions on how to encourage stewardship in their ministries as well.

### **Responsibilities:**

- Establish recipients of our parish tithe and charitable giving;
- Ensure that we have an annual speaker at all Masses regarding the topic of stewardship (specifically taking a Step in Faith with our treasure);
- Coordinate a bi-annual Ministry Fair;
- Encourage and support Ministry Facilitators;
- Continue follow-up on the Alive in Christ Campaign.

### **MINISTRIES:**

The Ministries of Most Precious Blood Catholic Church are inspired and driven by our Mission Statement and are grouped into the seven Areas of Parish Life. Ministries are established in collaboration with the Pastor, the staff person responsible for Ministry Support and Development, and person(s) interested in leading and serving in the ministry.

Ministry Facilitators are invited into a three year term of leadership by the Ministry Support and Development staff member with recommendations given by the Pastor. In the third year of service, the Ministry Facilitator will meet with the staff member to identify a parishioner with the time and talent necessary to fulfill his or her position as Facilitator. The Ministry Support and Development staff member will review and consult the potential candidates with the Pastor. Once decisions have been made, current Facilitators will act as mentors for the new leadership to assist with a smooth transition at the end of the current Facilitator's three year term. The Facilitator must ensure that effective communication to and from the Ministry and the Commission to which it is attached takes place.

The Pastor and the Ministry Support and Development staff person will regularly review the ministries and assess the effectiveness of each ministry in light of the Parish Mission Statement.

### **FOOTNOTES:**

1. Described in the book Revisioning the Parish Pastoral Council by Mary Ann Gubish and Susan Jenny, S.C., with Arlene McGannon, published by Paulist Press, pages 56-61