

**Pastoral Council**  
**Model Agenda Outline**

**General Guidelines**

**January 28 version**

Meetings should last about one hour.

Council members are asked to be thoroughly prepared to dialog on the topics for which prework has been provided

Reports by the Pastor and Parish Manager are at their discretion. Recommended topics may be focused on emerging issues, with high priority, with timelines that are near. Topics where previous events or activities have generated concern, or for thanks or celebration are welcome.

Topic objectives should be stated: information, seeking advice, celebration, problem solving, alert to further tasks, etc. From experience, most items are information sharing or requests for assistance or participation. Seeking advice, problem solving, and seeking approval or agreement take time.

The agenda should be a realistic number of topics to attain the desired objectives in the one-hour meeting timeframe. Dialogue takes time. Every member of the Council has a voice at the table and are expected to contribute.

There may be occasions where a “learning element” is included in the agenda. Such as a guest speaker, video presentation, sharing learning experiences from conferences or meetings etc.

**Model Agenda Outline**

**Opening Prayer** by Council member

**Introduction and Welcome of Guests**

**Approval** of previous Meeting Minutes

**Old Business:** Follow up to tasks identified from previous meetings. Reports, status, dialog with summary of future actions relative to the topic discussed

**Pastors Report**

**Parish Manager’s Report**

**Ministry updates:** Either visitors present items of interest or concern: or Council Liaison members give reports as needed or requested

**Learning element** Optional item

**New Business:** Topics from the Pastor, Parish Manager or Council members where the objective is stated, and the subject can be handled within the meeting timeframe or recommended follow through.

**Summary** of meeting dialog and results such as advice and council to Parish leadership, action items identified and other topics that are covered during the meeting. **Pastor and Chair**

**Closing Prayer**

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