



Archidiocèse de  
**Saint-Boniface**  
Archdiocese

## **Guide**

# **Forming or Revitalizing a Parish Pastoral Council (PPC)**



Prepared by the Diocesan Committee for the Renewal and  
Growth of Parish Pastoral Councils

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# Archbishop LeGatt

## Forming and Revitalizing a Parish Pastoral Council

***“It is increasingly clear that in a parish, the two key sources and prime movers are the Pastors or s, and the Parish Pastoral Council (PPC)”. Archbishop LeGatt, April 2018***

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### Mission

To actively assist parishes in the Archdiocese of Saint Boniface, in the development and implementation of Parish Pastoral Councils (PPC).

### Vision

That each parish in the Archdiocese of Saint Boniface have an active Parish Pastoral Council (PPC) focused on the particular needs of the parish and its Mission and Vision.

Forming and Revitalizing a PPC is the first step toward revitalising the parish. Whether a parish already has a Parish Pastoral Council (PPC) and would like to revitalize it, or whether there is no existing PPC, the following are steps that guide the process. The Diocesan Committee for the Renewal and Growth of Parish Pastoral Councils (PPC) exists to assist parishes with the process.

**The primary ingredients are Prayer and Discernment.**

## Definitions and Conventions

**Use of masculine or feminine:** When using the masculine in this document it could also represent the feminine. It is not intended to mean only the male gender.

**Pastor:** The word Pastor in this document also means the Parish Life Director.

**Parish Pastoral Council (PPC):** A group of parishioners who exist in co-responsibility with the pastor to foster pastoral activity in accordance with and which expresses the mission of the parish.

**Pastoral:** relates to the spiritual, emotional, social, and physical well-being of the people.

**Parishioner:** is a person that has been baptized in the Catholic faith and is a registered member, in good standing, of the parish.

**Renewal and Growth Committee (R&G)** is a Diocesan service which actively assists parishes in the Archdiocese of Saint Boniface, in the development (Revitalization) and implementation (Formation) of Parish Pastoral Councils (PPC).

**R&G Team:** Specific members of the Renewal and Growth Committee designated to work with a particular parish.

## What is an Ad Hoc Committee

An Ad Hoc Committee is a group of 8 – 12 people, including the Pastor or, gathered for a short term to reach specific GOALS. It is important that the Ad Hoc committee is representative of the parish, (gender, culture, age...)

### Parishes With A PPC

1. To open the dialogue as to the needs of the parish, the Archbishop and member(s) of the R&G team meet with the Pastor.
2. R&G team member(s) then meets with the Pastor and the existing PPC Chair(s) to learn more about the current situation and the needs of their Parish.
3. After determining the need for revitalization, R&G team will make a presentation to the PPC.
4. Pastor and members of the PPC reach out to a group of parishioners to attend an informational meeting. These parishioners may be involved in the parish in one way or another and have talents, charisms, and experiences that would be valuable.
5. A date will be set for the informational meeting where R&G team present the Revitalization Process.
6. Those parishioners and current PPC members willing to remain involved become the Ad Hoc Committee. The committee should be no greater than 12 members plus the Pastor.

### Parishes Without A PPC:

1. To open the dialogue as to the needs of the parish, the Archbishop and member(s) of the R&G team meet with the Pastor.
2. Pastor reaches out to a group of parishioners to attend an informational meeting. These parishioners may be involved in the parish in one way or another and have talents, charisms, and experiences that would be valuable.
3. A date will be set for the informational meeting where R&G team present the Formation Process.
4. Those parishioners willing to remain involved become the Ad Hoc Committee. The committee should be no greater than 12 members plus the Pastor.

## First Meeting Between Ad Hoc Committee and R&G

**Agenda:** Meeting Facilitated by R&G

1. Welcome
2. Prayer to Holy Spirit
3. Introduction of Diocesan Renewal & Growth team. (history, overall view...)
4. **OVERALL GOAL #1:** With the help and guidance of the Diocesan Renewal & Growth team, this Ad Hoc Committee will follow the 6–7-week process leading to the formation or revitalization of a PPC.  
**OVERALL GOAL #2:** At the end of the process, the Ad Hoc committee will compile and present the feedback & priorities from the Parish Survey. This feedback will be used to establish priorities for the newly revitalized or formed PPC.
5. Outcomes for this meeting:
  1. Form three Subcommittees:
    1. Prayer Subcommittee
    2. Communications Subcommittee
    3. Survey Subcommittee
  2. Understand the role of the Ad Hoc Chair
6. A brief overview of the role of the Ad Hoc chairperson and the three Subcommittees is presented.  
The participants are then invited to choose the Subcommittee that interests them.  
Break-out Session
7. Participants are called back together to Review the Flow of Relationships chart. (pg7)
8. General discussion/questions.
9. An Ad Hoc Committee chairperson is selected, and each Subcommittee is asked to choose a leader.
10. Set a date for the Launch Weekend. Survey weekend date is 6-7 weeks from the Launch.
11. Each Subcommittee determines their individual meeting dates.
12. Set next Ad Hoc meeting date to review the draft prayer, confirm launch and survey dates, and review communication assignments.
13. Closing Prayer

# Ad Hoc Committee Roles and Responsibilities

## Ad Hoc Committee Chairperson:

- Ensures that each meeting is planned effectively, and matters are dealt with in an orderly, efficient manner.
- Oversee the Subcommittees by keeping up to date of all progress.
- Maintains communication with the R&G team (R&G).

## Three Subcommittees

### Prayer Subcommittee (Appendix 1)

- Formulate a “Parish Prayer” for the successful Formation or Revitalization of the PPC. This prayer should reflect your parish strengths, needs & goals.
- Present the prayer to the Ad Hoc for input and blessing before the prayer cards are printed.

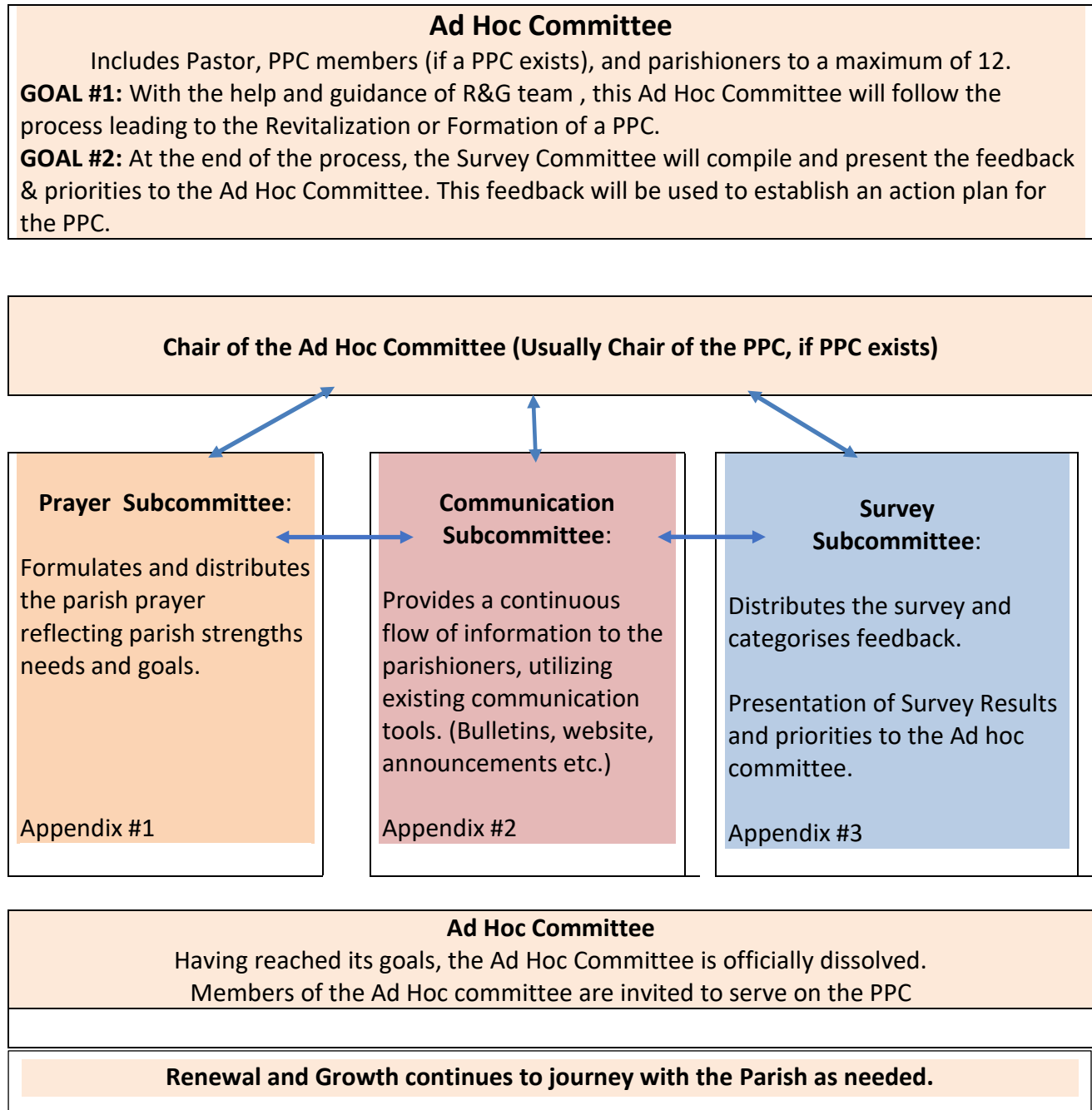
### Communications Subcommittee (Appendix 2)

- Assure that the flow of information to the parishioners continues throughout the Revitalization process.

### Survey Subcommittee (Appendix 3)

- Decide how the survey will be distributed.
- Conduct the survey.
- Tabulate and present responses to the Ad Hoc

## Flow of Relationships Chart





## Progress Management Chart with Subcommittee Tasks

	Initial Meeting with R&G	Prayer Approval	Launch week 1	Weeks 2 – to Survey Weekend				Survey Weekend (s)	Survey Analysis	Survey results	Final Meeting with R&G
AD HOC											
Prayer											
Communications											
Survey											

**Initial Meeting with R&G** After Ad Hoc Committee is selected

**Ad Hoc committee meets to:**

- Review process
- Select an Ad Hoc committee chairperson.
- Set a tentative date for the Survey Weekend.
- Form subcommittees.

**Subcommittees**

- Select a team leader.
- Develop their plan for moving forward with their tasks.

**Prayer Approval**

- **Prayer Subcommittee presents** Parish prayer to Ad Hoc Committee.
- Prayer cards are printed for Launch Weekend distribution.
- Survey weekend date is set based on 6- 7 weeks from Launch weekend.
- **Survey Subcommittee** prepares survey questions, prints the survey questions in preparation for Survey Weekend.
- **Communications Subcommittee** begins announcements and bulletin inserts which include the prayer and the survey questions.

**Launch Weekend ( Week 1 )**

- Communication Subcommittee prepares announcements and arranges presenters.
- Prayer introduced to the congregation.
- Ad Hoc members assist as needed.

**Week 2 to Survey Weekend (s)**

- Communication Committee prepares announcements for the current week and arranges presenters. Ad Hoc members assist as needed.

**Survey Weekend(s)**

- The in-person Survey is conducted during the first 10 minutes of mass. The survey may also be available in other means as determined by the subcommittee.

**After Survey Weekend**

- Survey Subcommittee with the help of other Ad Hoc committee members, gathers and classifies responses based on Essential Elements.

**Final Meeting Ad Hoc, PPC and R&G Team**

- Survey results/priorities presented.
- In parishes without a PPC, the Ad Hoc Committee members are invited to become the initial PPC members .
- AD Hoc is dissolved.

## Final Meeting

Meeting Jointly chaired by Ad Hoc Committee Chair and R&G member

### Agenda

1. Parish Prayer
2. Welcome (Chairperson of Ad Hoc Committee or PPC chair)
3. General Re-Cap of Revitalization Process (Ad Hoc Committee chair)
4. Re-Cap from Prayer Subcommittee Leader
5. Re-Cap from Communications Subcommittee Leader
6. Re-Cap from Survey Subcommittee and results/priorities by the Parish Survey by Survey Subcommittee leader.
7. Invitation to join the existing PPC or to become the new PPC (R&G member)
8. Dissolving of the existing Ad Hoc Committee (R&G member)
9. Welcoming core group (R&G member)
10. Next Steps presented (R&G member)
11. General discussion/questions
12. Closing comments and prayer (Pastor)

## Revitalization and Formation

### Parishes with PPC - Revitalization:

The Ad Hoc Committee hands over the organized Survey responses to the PPC. Using the feedback presented and the priorities indicated, the PPC reorganizes accordingly. This marks the end of the Ad Hoc Committee's mandate.

Parishioners are invited to become members of the PPC as well members of Ad Hoc Committee who were already on the PPC may remain to form the new PPC. See Upper Room Guidelines. – (<https://www.archsaintboniface.ca/>)

### Parishes without PPC - Formation:

The Ad Hoc Committee members are invited to remain to form core group the PPC. The new PPC will continue to invite additional parishioners to join to a maximum of 12 members. The priorities raised in the Survey will guide the PPC on where to begin to formulate an Action Plan.. The Upper Room (Guidelines) document provides the information for the formation of the PPC.

# Appendices

# APPENDIX 1 - Prayer Sub-Committee Guide

## Overview of the Task Responsibilities

- Formulate a “Parish Prayer” for the successful Formation or Revitalization of the PPC. This prayer should reflect your parish strengths, needs and goals. (The numerous prayer examples provided are for inspiration; remembering words and/or phrases may be used to help formulate your own prayer.)
- Present draft to whole committee to agree as a final copy.
- Print Prayer Cards (4”x6”/10x15cm) with the newly formulated prayer. (Prayer card examples are available.)
- Distribute prayer cards to all parishioners before masses on the “Launch Weekend”.
- Prayer cards may be distributed to other organizations in your parish asking them to pray for the success of this initiative and to encourage members to participate (Knights of Columbus, prayers groups, catechetics, Catholic Women’s League...)
- Prayer cards should be available for a few weekends assuring that all parishioners receive a copy.

Note:

- \*The Prayer sub-committee works very closely with the Survey and communications sub-committees to assure that all information is received by the parishioners (bulletins and all available media supports).
- \*The Prayer sub-committee leader keeps the ad hoc committee chairperson informed of all progress.

## PRAYER EXAMPLES

To make the Parish Prayer your own, you may already have one that suits you OR you may choose certain words/phrases that you feel best speak for your parish from the samples here and compose your own.

1. Heavenly Father, we thank you for gathering us together at \_\_\_\_\_ Parish.  
Thank you for calling us to serve as your disciples.  
You have charged us through you Son Jesus, with the great mission of evangelizing and witnessing your love in our community and to the world.  
Send you Holy Spirit to guide us as we discern Your will for the spiritual renewal and growth of our parish.  
Give us strength, courage and clear vision as we use our gifts to serve you.  
We entrust our parish family to your care and ask for guidance as we strive to bear witness to the Gospel and to build a vibrant loving parish.  
We ask this through Jesus Christ our Lord.

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2. Thank you, Jesus, for we have found a home in the parish of \_\_\_\_\_  
It is here that we hope to learn, to grow, to love, to share, and to renew our lives. Send your Holy Spirit as we discern the path that we must take, that will lead us closer to You.  
Help us to cherish and to appreciate our brothers and sisters, to offer our gifts and talents when needed, to pray, to look after the sick and the needy, and to welcome the stranger and the outcast. Teach us to be patient humble, gentle and kind in the relationships that we build.  
Help us to take responsibility for the life of our parish and to labour for the holiness of its members. We ask this in the name of the Father and the Son and the Holy Spirit.

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3. As we journey together toward a strong and vibrant parish,  
We gather as your children to ask You, Holy Spirit, to guide us with Your wisdom.  
Help us respond willingly to Your call to serve,  
Remind us to strive for unity, compassion and kindness as we gather as brothers and sisters of  
\_\_\_\_\_ (parish)

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4. We pray the Lord to grant us courage when experiencing tensions, fears, failures and conflicts  
We pray the Lord to grant us discernment to move forward, to dare, to continue.  
We pray to grant us peace: to be an oasis for the suffering.  
We pray the Lord to grant us love: love for the little ones, love for the sick, and love for those who are absent.  
We pray the Lord to give us the strength of forgiveness: to avoid being focussed on the past.  
We pray the Lord to grant us an abundance of patience: patience to listen, patience to begin again, to welcome.  
We pray the Lord to grant us faith to announce, to echo God's word.  
We pray the Lord to grant us openness: openness to welcome others, to share, to enrich to move forward.  
We pray to the Lord to grant us generosity to share offer our gifts, talents, experiences, to serve our fellow parishioners in leadership roles and answer the needs of our (name of parish) church community.

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5. Heavenly Father, thank you for gathering us together at \_\_\_\_\_ Parish.  
We come before you, conscious of our failings, united in Your name and longing for your blessing.  
Lord Jesus, grant us wisdom and forgiveness.  
Teach us to grow, love, share, and renew our lives.  
Help us to learn from the past and enter confidently into the future.  
Help us to cherish, value and respect one another as the Body of Christ.  
Holy Spirit, inspire us to offer our gifts and talents where needed;  
Help us to become flames of faith, hope and love, in our families, in our communities,  
and in our workplaces.  
Help us to tend to the needy and the sick,  
to welcome the stranger and the outcast.  
Holy Trinity, guide us as we discern Your will for the spiritual renewal and growth of our parish.  
Come to us, remain with us, and enlighten our path.  
You desire justice for all; enable us to uphold the rights of others.  
Through patience, love, and true charity lead us forward in Your Light.

---

6. Lord, with trust in Your name,  
As we work together toward a revitalized Parish,  
We, the parishioners of \_\_\_\_\_  
Ask you, Holy Spirit, to respond willingly to Your call,  
to guide us,  
to thirst for living sacraments,  
to respond willingly to Your call,  
to strive for humility, patience and kindness in building stronger relationship with You and those around us.

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7. Lord, trusting in your grace,  
We gather as your children to ask You, Holy Spirit,  
To guide us, as we strive to revitalize and unite our parish,  
To respond willingly to your call with kindness and compassion,

To work together with humility and patience a so that Your love will be known by all.

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8. Prayer before a meeting

Heavenly Father, we come to You, asking for Your guidance, wisdom, and support as we begin this meeting.

We give You thanks for the tasks you have entrusted us to accomplish.

We ask that You make us worth of Your trust,

Send your Holy Spirit to kindle a flame within us.

Give us light and strength to know Your will, to make it our own and to live it in our lives.

Guide us by Your wisdom, support us by Your power.

Allow us to grow closer as a group to discern Your will.

Help us to engage in meaningful discussion.

As we strive to make decisions, fill us with Your Grace and strength, Lord God, to carry out the vision of our parish.

Continue to remind us that, what we do today, all that we accomplish, is for the pursuit of truth for Your greater glory and the service of our brothers and sisters. We ask these things in Your name.

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9. Heavenly Father, Thank you for your many blessings in our daily lives.

Thank You, Lord Jesus, for gathering us together as we strive for the spiritual renewal and growth of our parish thru love and prayer.

Holy Spirit, inspire us to offer our gifts and talents freely with humility, compassion, and caring, for it is through giving of ourselves that we serve you.

Our Lady of Good Help, pray for us to be loving and faithful servants.

Saint ....., our patron, intercede for us and help us to be united through Christ our Lord.

9. God, Father full of tenderness for your children.

You fill us with your grace, your joy and your peace.

Guide us as we journey toward a revitalized, strong and united parish.

As Disciples of Christ, we ask that every member of our Christian community be made aware of their vocation to share their gifts and charisms by putting them at the service of their brothers and sisters.

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10. Holy Spirit, in these challenging times, we recognize your powerful presence.

We ask for your continued guidance and special grace as we seek to enrich and renew our parish, our minds and our hearts.

Help us to grow in unity and fellowship.

May our community serve as a place of hope and healing,

a place of worship and spiritual growth; a place of nourishment and support.

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12. Heavenly Father, Thank You for all your gracious blessings.

We humbly place our (name Parish) into your hands as we strive to revitalize our parish and rekindle our faith.

We ask for your guidance as we work and pray together, sharing Your unconditional love, peace and witness to all.

Holy Trinity, instill within us the desire to use our talents and increase our caring and compassion for one another, for it is through giving of ourselves that we serve You.

Blessed Mother Mary, please pray for us to become loving and faithful servants by following your Son's teachings.

13. Heavenly Father, thank you for gathering us together at.....parish. Send your Holy Spirit to guide us as we discern your will for the spiritual renewal and growth of our parish. Give us strength, courage, wisdom and light as we offer our gifts to you to develop a strong and vibrant parish. Help us to become flames of faith, hope and love, in our families in our communities and in our work places. May our community serve as a place of hope and healing, a place of worship and spiritual growth, a place of nourishment and support. We pray that we be welcoming to all who walk through our doors.

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## APPENDIX 2 – Communications Sub-Committee

*It should be noted that the Communications Sub-committee is the only Sub-committee that becomes an ongoing ministry of the PPC .*

The Communications Sub-committee is responsible for:

- Preparing announcements and assigning presenters for each mass. A presenter could be your parish priest, the PPC chairperson, chairperson of the Ad Hoc committee, the appointed spokespersons from the Prayer sub-committee and Survey sub-committees. All members of the Ad Hoc committee and PPC should be considered as potential presenters.
- Having announcements made in the appropriate language(s) before every mass.
- Preparing bulletin inserts and providing them to the Bulletin editor in a timely manner.
- Identifying the most effective mechanisms for communicating with the greatest number of parishioners, this includes communicating directly with well established parish groups such as the Knights of Columbus , Catholic Women’s League, Prayer Groups and Adult Faith Formation.
- Posters including the date of the survey and the questions may be used. A smaller version of the poster could also be included in the bulletin.

The Communications Sub-committee coordinates with the Prayer and Survey Subcommittees to assure that all information gets to the parishioners in a timely and cohesive manner.

The essential function of the Communications committee is to create and build anticipation for this event. This is accomplished with continuous **announcements at mass** and **bulletin inserts**. The parishioners will receive information about a PPC, its purpose and functions. The Prayer should be in every bulletin from Launch Week forward. The Survey questions will be introduced in Week 2. Repeating the Survey questions prior to the Survey Weekend, gives the parishioners a chance to think about their responses to these important questions.

It is important that there is a consistent exchange of information among the Ad Hoc chairperson and the leaders of the 3 committees regarding the information to be shared with the parishioners each week.

### **Announcements**

Announcements should be made before each Mass and in the languages spoken in your parish. With the permission of your pastor, these announcements may be made by Pastor, PPC or Ad

Hoc Committee Chair, or by the lead of the Prayer Subcommittee and the Survey committee. All members of the Ad Hoc committee and the existing PPC should be considered for making announcements. This helps the parishioners to get to know who is involved.

The Prayer should be recited at every Mass. Your Pastor may choose to have it recited as part of the announcements or read with the Prayers of the People

The Survey questions as well as the Prayer should appear in every bulletin in addition to weekly bulletin inserts.

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Note: \*The Communications Sub-committee leader keeps the ad hoc committee chairperson informed of all progress.

### **Announcements and Bulletin Inserts (7 Weeks)**

*If you wish, these may be used verbatim by your speaker before the mass and bulletin inserts may be copied and pasted into your bulletin and onto your social media platforms.*

#### **WEEK 1: ANOUNCEMENT:**

Speaker: Good morning. My name is... I am a member of the Parish Renewal Committee. Our committee has been meeting with members of the Diocesan Committee for the Renewal & Growth of Parish Pastoral Councils. We are taking steps toward revitalizing and solidifying our own PPC with the goal of putting into action the priorities expressed by you, our parishioners. You will be hearing much more in the weeks to come.

As a first step, we have composed a Parish Prayer which you have received today. You will also find it in all future bulletins. We invite each parishioner to pray for our parish during this time of discernment over the next few weeks.

As we move forward, we wish to ensure that everyone's voice is heard. We will be asking everyone to complete a brief survey, in person or through electronic options. This will be held on: \_\_\_\_\_, here at our parish. The anonymous survey will ask these questions and have room for comments.

After the survey responses have been submitted, the committee will analyze the responses. This will help determine the Parish Pastoral Council's (PPC) priorities and plans for the future. Your responses are vital to the success of our endeavour.

Information will continue to be available to you!

Let us take time to recite our parish prayer together now

#### **WEEK #1: BULLETIN**

The Parish Prayer (to be included in bulletin from now on)

Through prayer, reflection and dialogue, our Parish Renewal Committee and has taken the first steps by organizing into three committees, each with a specific task:

Chair of Parish Renewal Ad Hoc Committee: name & info.

The Prayer Subcommittee has developed the Prayer for Parish Renewal. Chair and members

The Communications Subcommittee will continue keeping parishioners informed thorough various media, speaking at masses, and involving other organized groups in the parish. Chair & members

The Survey Subcommittee has formulated the 2 main Survey Questions and will continue to inform as to procedures. Chair and members.

**WEEK #2: ANNOUNCEMENT:**

Good morning. My name is \_\_\_\_\_ I am a member of the Parish Renewal Committee.

Last week, our Parish Prayer was introduced and distributed. Hopefully those who did not receive it then, have received it today. Please feel free to bring one to someone who may not be able to attend Mass. Everyone's prayers as needed! It will also be in the bulletin from now on.

You were also informed about an upcoming Survey to be held on: ----- An example of the survey is in the bulletin. Please think and pray about these questions and the comments that you will include on SURVEY WEEKEND.

More information is in the bulletin!

Please join me in reciting our new Parish Prayer.

**WEEK # 2: BULLETIN:**

Parish Survey: Why is this Survey being done?

The Goal of a parish- wide Survey is to ensure that every voice is heard. A Survey offers the best means of feedback from all parishioners as to the needs and wishes that are a priority here in our parish.

Once the Survey feedback has been reviewed and parish priorities have been identified, time will be taken to discern which individuals wish to be part of the new PPC We will then form a new Parish Pastoral Council (PPC). This PPC will have the responsibility of working with our Pastor to further develop our church community and work toward the spiritual growth of its members.

Parish Survey:

- #1. What do you like about our Parish?
  - #2. What would you like to see in our Parish?
- Additional Comments

Please continue to pray for our Parish by reciting our Parish Prayer.

**WEEK #3: ANNOUNCEMENT:**

“Good morning. My name is..... I am a member of the Parish Renewal Committee. Our Committee is working toward a renewed vision and direction of the life of our parish. We are all encouraged to think and pray on the Survey questions which are included in your bulletin. More information concerning Parish Pastoral Council (PPC) is also included in the bulletin. Please join me in reciting our new Parish Prayer.

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**WEEK #3 BULLETIN:**

What is a Parish Pastoral Council (PPC)??

“... It is increasingly clear that in a parish, the two key sources and prime movers are the Pastor and the Parish Pastoral Council (PPC), surrounded by all the faithful.” (Archbishop Albert Legatt)

“A Parish Pastoral Council (PPC) is vital in the life of all parishes: it is the principal avenue of consultation and planning.

It is indispensable for fruitful leadership by the Pastor and equally indispensable for all the lay people to properly exercise their ‘co-responsibility’ for the mission of the Church.

The primary purpose of the PPC is to be the leader and guarantor of unity in faith and in charity among the parishioners. It is always trying to achieve as large a common vision and as strong a consensus of action as possible.”

That is the driving force for the survey. Survey questions/comments:

- #1. What do you like about our Parish?
- #2. What would you like to see in our Parish?

Additional comments:

This Survey will take place on..... and will remain open for email entries for a few days afterward.

**WEEK #4 ANNOUNCEMENT:**

“Good morning. My name is ..... I am a member of the Parish Renewal Committee. Over the last few weeks, you have received information about the work of the Parish Renewal Committee, received the Parish Prayer, have heard the questions for the upcoming Parish Survey, and have received information about a Parish Pastoral Council (PPC) in the bulletin. We continue to encourage everyone to think and pray on the Survey questions and comments which you may have. This feedback from all of you will lead us to the formation of a well-structured and vibrant Parish Pastoral Council (PPC).

Our Survey Weekend is approaching on..... This survey is anonymous and vital to forming our PPC.

Please join me in reciting our new Parish Prayer.

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**WEEK #4: BULLETIN**

The Goal of a parish- wide Survey is to ensure that every voice is heard. A Survey offers the best means of feedback from all parishioners as to the needs and wishes that are a priority.

God calls to us now and reminds us of our mission to serve the needs of our community. Parishes are being strongly encouraged to revisit whatever plans they may have had to put on hold and re-establish the close bonds of community that may have been affected during the Covid Health Restrictions.

Once the Survey feedback has been reviewed and priorities have been identified, a new Parish Pastoral Council (PPC) will be formed. New members and previous members will be invited to offer their ideas and service.

**Survey Questions/Comments**

#1 What do you like about our Parish?

#2 What would you like to see in our Parish?

Additional comments:

**WEEK # 5 ANNOUNCEMENT:**

Good morning. My name is ..... I am a member of the Parish Renewal Committee.

Our Parish Renewal Committee continues to meet with the Diocesan team which offers guidance & support. We are working together to plan the future of our parish.

Count-down to Survey week-end is just ..... weeks!!!!

Please pray our Parish Prayer with me for the success of our undertaking.

**WEEK #5 BULLETIN:**

**WEEK # 6: ANNOUNCEMENT:**

Good Morning! My name is ..... I am a member of the Parish Renewal Committee. Next week is SURVEY WEEKEND in our parish!! These past weeks we have journeyed toward our goal of receiving parishioners' feedback and working toward a renewed Parish Pastoral council (PPC) and a revitalized Parish!! We look forward to your participation next week. The Survey will begin at: (time) and will last 10-15 minute) Mass will then begin. Thank you for your continued prayer and support for our committee. Please join me in reciting our Parish Prayer.

**Week # 6: BULLETIN NEXT WEEK-END IS SURVEY WEEKEND!!!**

Parish Pastoral Council (PPC): "A Parish Pastoral Council (PPC) is vital in the life of all parishes: it is the principal avenue of consultation and planning. Regardless of the diversity of our parishes—whether a large urban or a small rural parish, whether a bilingual parish or several parishes clustered together—all are best served by a Parish Pastoral Council (PPC) that is well structured and vibrant. The primary purpose of the PPC is to be the leader and guarantor of unity in faith and in charity among the parishioners. It is always trying to achieve as large a common vision and as strong a consensus of action as possible. It is indispensable for fruitful leadership by the Pastor and equally indispensable for all the lay people to properly exercise their 'co-responsibility' for the mission of the Church. United in co-responsibility with the Pastor, the PPC members are to pray, reflect, and guide and inspire the parish in defining the pastoral situation of the parish and the initiatives required to meets its particular needs. It is increasingly clear that in a parish, the two key sources and prime movers are the Pastor and the Parish Pastoral Council (PPC), surrounded by all the faithful."(Archbishop Albert LeGatt), April, 2019)

Survey Questions/Comments #1. What do you like about our Parish? #2. What would you like to see in our Parish? Additional comments

**Week #7: ANNOUNCEMENT:**

1st speaker: Pastor: It's SURVEY WEEK-END! Today, our mass will begin 10-15 minutes late. This allows us time to express our feedback on the Survey cards you have just received. Thank you to all who will respond electronically. Thank you all for your continued prayers! Please remember that your feedback is vital for the successful of a revitalized PPC. Our PPC will take these priorities that you identify and move forward on your behalf!

2nd speaker: Chair of Ad Hoc committee: Good morning! I am. \_\_\_\_\_ Chairperson of the Parish Renewal Committee. • Explain procedures for the Survey to be filled out now. • State that it is anonymous • Explain how the committee will collect the cards • Explain that all

feedback will be collected and that the results will be shared soon Thank you all for your prayers & support. We look forward to receiving your feedback. The new PPC will inform you of the results and continue keeping you informed on their work. Thank you, Father for allowing this survey to proceed at this time.

## **Week 7 BULLETIN INSERT**

### **Following Survey Week**

Communications Subcommittee will see to it that, along with the Survey results, a THANK YOU to the parishioners for their participation should appear in the bulletin as well as a Thank you to the Ad Hoc committee members.

### **Additional material for Bulletin inserts**

\*\*The following bulletin inserts may be helpful. They can be repeated/readjusted periodically so as to keep the information flowing. Please feel free to use, edit, adjust, and alter in any way that may be helpful to you! The important thing is to keep parishioners aware of your PPC, and that there are actions being taken on their behalf.

#### **Example #1:**

Did You Know???.....

- That our parish has a Parish Pastoral Council (PPC)?
- Who are the members of our PPC?

INSERT HERE

- What is a Parish Pastoral Council (PPC)?
- It is a consultative body in a parish, working in co-responsibility with the Pastor. It serves to advise the parish priest about pastoral issues. A Parish Pastoral Council (PPC) is vital in the life of all parishes: it is the principal avenue of consultation and planning.

Pope Francis: *"How necessary Parish Pastoral councils are! A Bishop cannot guide a Diocese without Parish Pastoral Councils. A Parish Priest cannot guide without Parish Pastoral Councils."*

Archbishop Albert LeGatt.... *"It is increasingly clear that in a parish, the two key sources and prime movers are the Pastor and the Parish Pastoral Council (PPC), surrounded by all the faithful."*

What does a PPC do?

- PPC members are to pray, reflect, guide, and inspire the parish in defining the pastoral situation of the parish and the initiatives required to meet its particular needs.
- It aims to engage and enable the whole parish community to a fuller participation in the mission of the parish.
- Exists in co-responsibility with the Pastor to foster pastoral activity in accordance with the mission of the parish.

#### **Example #2: Did You Know?**

- That the feedback from our Parish Survey, held in the month of \_\_\_\_\_, indicated that the priorities of our parishioners were:
  - 1.
  - 2.
  - 3.
  - 4.
- These priorities are the items on which our present PPC are working on as well as answering to the other pastoral needs that come up in our parish.
- A PPC is not intended to deal with Finances or administration. These are the responsibility of the Parish Finance Committee. However, the two bodies work together closely and have clear and regular communication.

**Example # 3: Did You Know?**

- Member(s) (Name(s) from our PPC attended the Diocesan Pastoral Council (DPC) Meeting in Winnipeg on \_\_\_\_\_.

What is a Diocesan Pastoral Council? (DPC)

It is a gathering of representatives from the Parish Pastoral Councils (PPC) in the Archdiocese of Saint Boniface. This meeting offers an opportunity to meet our colleagues from the various parishes, share our successes and challenges with the Archbishop and fellow members, express the needs of pastoral life in our parishes, as well as receive information to bring to our councils. These meetings occur twice per year, on a Saturday.



## Appendix 3 - Survey Sub-Committee

1. A survey is a way of getting feedback by including all parishioners using 3 positive inquiry comments.
  - a. What do you like about our parish right now?
  - b. What would you like to see in our parish?
  - c. Comments:
2. .Survey Weekend is the date the whole Ad Hoc committee has decided on. 6-7 weeks to accomplish the various steps in this process.
3. The Survey sub-committee is responsible for printing the surveys on cardstock paper. Keep in mind to have a large enough piece of paper to allow room for written comments. (half an 8 1/2 x 11"/216x279mm sheet)
4. Purchase small pencils to be handed out along with Survey "card". Small/golf pencils can be purchased by the box.  
.Decide how the paper surveys will be collected on Survey Weekend. You may decide to have them returned in the collection plate or to hand it in at the end of Mass.  
.Consider having some surveys available for members who are absent.
5. If you decide to have the survey available on-line have a member be responsible for setting it up and collecting the responses.

### SURVEY WEEKEND

1. Assign 2 people for each Mass on Survey Sunday to hand out Survey cards and pencils as parishioners enter the church and to collect in the manner you decide
2. The designated members arrive on time to hand out Survey cards and pencils as parishioners enter the church. These 2 people can also collect Survey cards and pencils in the manner they choose. (i.e. as parishioners exit, at Collection time, etc)
3. Before Mass, Pastor or a member of the Ad Hoc committee give a last explanation about the Survey and how it will be conducted that day. Encouraging words from the Pastor are very helpful as well as explaining how these survey questions will be collected.
4. With your Pastors permission allow 10 minutes at the start of Mass to complete the surveys. This means mass will begin 10 minutes later than usual.
5. Completed Surveys are collected and returned to the Survey committee.
6. Have on-line option information available in the bulletin, poster and/or announce.

### ANALYZING SURVEY RESPONSES:

This step should take place as soon as possible after the Survey weekend You may decide to give one more week for responses if you have sent Survey on-line.

1.Survey Committee meets to organize the responses from the survey question and arrange them in Pillars (categories.) A member can enter responses onto a spreadsheet or table if not using a computer. These results provide you with the priorities that have been identified and serve as direction for the PPC.

At the final meeting:

1. The Survey sub-committee presents the results of the survey and its priorities to entire Ad Hoc committee.
2. The chairperson of the Ad Hoc committee thanks the members for their work and declares the Ad Hoc committee dissolved. (All are invited to state if they wish to remain on the PPC in any capacity; names are recorded)
3. Lastly the top 3-5 priorities will be presented to the congregation and the existing or newly established PPC who will commence working on them. This can be done in the Sunday bulletin, on the website, at mass, etc...

NOTE:

\*The Survey sub- committee works very closely with the Prayer and Communications sub-committee to assure that all information gets to the parishioners, (bulletins and all available media supports).

\*The Survey sub-committee leader keeps the ad hoc committee chairperson informed of all progress.

## Appendix Essential Elements

*Fuctioning parishes have these essential elements. Use the essential elements as guides to catagorising survey responses.*

*These are The essential elements form the foundation of the pastoral mission of each parish. These elements constantly interrelate, each nurturing and supporting the other. ~~It cannot be overemphasized how important it is to root the entire process of leadership ministry in prayer.~~ It is particularly crucial to have prayer guide the process of discerning the specific directions and focus that a parish will take.*

### **EUCARIST AT THE CENTER:**

- The Sunday Eucharist is a priority in the life of the parish and is celebrated with full and active participation of the parishioners.
- Well-trained and effective parishioners serve in many liturgical ministries at Sunday Eucharist.
- Preaching is directly related to the Scriptures and to the real-life experience of the people.

### **EVANGELIZATION:**

- Efforts are made to reach out to the alienated, the inactive, and the unchurched.
- Opportunities are provided for small groups to gather and share faith as it relates to their everyday life.
- Parish renewals, evenings of prayer and/or retreat days are planned to enliven and deepen the faith of the people.

- The parish takes steps to influence the values and decisions of the larger community through prophetic action and works of justice and outreach.

#### **WORSHIP**

- Competent individuals are responsible for every aspect of liturgical celebrations.
- Quality in music, including instruments, musicians, and hymn selection, enables the assembly to participate in sung prayer
- All the sacraments are celebrated regularly, with attention given to making them true expressions of the life of the parish.
- Devotional prayer is encouraged but does not interfere with the primary sacramental celebrations of the parish.

#### **WORD**

- The parish Catechetical leader has appropriate education, ability, and experience to provide catechist formation and effective administration of religious education efforts.
- Religious formation or catechesis is planned and evaluated for all in the parish: adults, youth, and children.
- Strengthening marriages and nurturing the life of families are priorities for the parish.
- Assistance is provided to help parents understand their roles as ministries to their children in the formation of Christian values.

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#### **COMMUNITY**

- There is good spirit of working together among parish groups and organizations.
- Programming for parish organizations consistently offers prayer, information, education, entertainment, and hospitality.
- There is an annual review of the purpose, effectiveness, and need for each parish organization.
- The parish collaborates with the neighboring parishes as appropriate to enhance the mission of the Church.

#### **SERVICE**

- The parish focuses on the needs of the human community, beginning with its own members and extending to the poor and marginalized in the local area, the nation, and the world.
- The parish makes every effort accommodate persons with special needs.
- Programs that minister to the sick, the bereaved and the homebound are ongoing.
- Racial and ethnic harmony, peacemaking and non-violence, respect for life at all stages, and the practice of spiritual and corporal works of mercy are priority areas for study and action in the parish.

#### **STEWARDSHIP**

- Formation efforts help parishioners understand their baptismal responsibility to steward their gifts, including the gifts of faith and life in the church.
- Parishioners who offer their gifts in service to the parish mission are given adequate training, encouragement, and supervision.

- The parish is not overly dependent on extraordinary fund-raisers to support its ordinary budget.
- The Finance Council reflects persons with interest and experience in budgeting, facilities management, and fundraising and development efforts.

#### **LEADERSHIP—**

- ~~The pastoral concerns of the parish are assessed, evaluated, and responded to by the parish and pastoral council in collaboration with the pastor and parish staff.~~
- ~~Decisions are made by consensus after a process of discernment, study, and discussion.~~
- ~~On-going formation and training of parish leaders is provided for and is informed by universal church teachings.~~
- ~~Willingness to share staff with other parishes is considered a viable means of ensuring competency in ministerial leadership.~~

#### **OTHER:**

## APPENDIX 4 Ceremony For Commissioning the PPC

### *Celebration of Recognition/Commissioning of the Parish Pastoral Council (PPC)*

The form proposed here is for the recognition of the Parish Pastoral Council (PPC). This recognition of the PPC is presided by the pastor or his delegate and would normally take place during Eucharist on Sunday or on another day when as many people as possible can gather.

(Parish Ministries, pgs.134-141)

#### **INTRODUCTION (after Introductory Rites):**

The Presider may briefly explain the significance of the Celebration of Recognition of PPC which will be taking place after the Homily.

#### **OPENING PRAYER:**

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**PRESIDER:** O God, the giver of every perfect gift, by the grace of baptism, you adopt us as Your own and call us to your service.

Strengthen us by Your Holy Spirit to live the Gospel we have embraced.

Deliver us from self-seeking and cause us to work for the common good.

Keep us loyal to Christ in all we set out to accomplish that the praise and glory may be Yours alone.

We ask this through our Lord Jesus Christ, Your Son, who live and reigns with you in the unity of the Holy Spirit, God for ever and ever.

**ALL:** Amen

#### **RECOGNITION (after the Homily):**

**PRESIDER:** "Let the member of the PPC please come forward."

The names of the PPC member are called out as they come forward and stand before the assembly.

**PRESIDER:** Dear friends, these members of our parish have accepted to serve as an advisory body to the Pastor, and for the parish of (name). In sharing their gifts and wisdom, they have the pastoral needs of this entire faith community at heart. Let us pray for their perseverance in this important service.

## **COMMITMENT:**

**PRESIDER:** *addresses and questions the PPC:*

**My brothers and sisters, you are called to a most important work in our community. Your duty is to foster the pastoral activity of this parish, to help all of us to grow in faithfulness to the Gospel; to be the disciples of Christ that we are called to be.**

**Because of our knowledge and competence, you have been chosen to share your insights with one another, with your pastor and the whole pastoral team, for the well-being of the entire parish and the building of the kingdom of God.**

**Therefore, I ask each of you, are you willing to share your insights honestly, with courage and with mutual respect?**

***PPC members:*** I am.

**PRESIDER:** **Are you committed to work together with openness to the needs of every member of this parish community?**

***PPC members:*** I am.

**PRESIDER:** **Will you strive to make prayer a part of your daily life, ensuring that in all deliberations you are open to the grace of the Holy Spirit?**

***PPC members:*** I am.

## **PRAYER OF BLESSING:**

**PRESIDER:** **Let us pray.** All pray silently for a moment. *The Presider then extends his hands and continues:*

**Ever-living God, You have chosen us to be your beloved people, and have gathered us to live in this parish of (name), to proclaim the Gospel of Christ to all people, and to love and serve you in word, worship, and work.**

**Bestow your blessings upon these members of our Parish Pastoral Council and let their deliberations be pleasing to you. May your Spirit enlighten their minds, and guide**

their actions that they may be renewed in faith, united in love, and bring to fulfillment the work of your Church. For your honour and glory and for the benefit of all your people. Blessed are you Lord God, for ever and ever.

**All: Amen**

### **PRESENTATION OF A SYMBOL OF THEIR WORK:**

*The members of the PPC may receive copy of the Bible, or the Constitution of the PPC, or some other symbol of their work.*

**PRESIDER: Take to heart your responsibility for the parish community and strive to grow in faithfulness to the Gospel.**

***PPC members respond Amen***

### **GENERAL INTERCESSIONS (Prayer of the faithful)**

*The members of the PPC return to their places and the General Intercessions follow. These should include an intention for the PPC and for the Parish community. One of the following may be used or adapted:*

**That the members of our Parish Pastoral Council may give witness to the presence of Christ by lives manifesting faith, hope and love. We pray to the Lord.**

**That the Church, the People of God, may grow in Christ and in the bond of common fellowship. We pray to the Lord.**

**That all who are concerned with the welfare of our parish, may open to the movement of the Holy Spirit, and strive to carry out God's will. We pray to the Lord.**

**LITURGY OF THE EUCHARIST:** *The celebration of the Eucharist continues and concludes as usual. It is appropriate for some of the members of the PPC to present the gifts of bread and wine for the celebration.*



## Appendix 5 Communication Ministry of the PPC

It is very important that the flow of information to the parishioners continues as it did during the 5-7 week Revitalization and Renewal Process therefore; the formation of the Communication Ministry can continue to providing parishioners with on-going information as to the work of their representatives, the members of the PPC.

- Your Parish Prayer should continue to be displayed and regularly recited. (in bulletin, available in the pews, recited at masses, meetings....)
- A report on the 3-4 Priorities taken from the Parish Survey should be published ASAP, as well as the names of your PPC members.
- Your PPC Communication ministry is encouraged to make PPC news/information, in the bulletins and other media outlets, available to your parishioners at least monthly.
- Date of upcoming PPC meeting maybe published in the bulletin etc. with an invitation for parishioners to attend.
- A summary of the monthly PPC meeting may be included so that parishioners are kept informed of the PPC's existence and activities.
- Each ministry could include a description of the ministry, anyone participating in this ministry, what is being done and an invite for anyone interested to contact the chair of that ministry.
- Each ministry may insert news as it comes along. Ex: liturgy, music, Youth, Hospitality etc....)

A title such as: DID YOU KNOW?" or "YOUR PPC CORNER" or "WHAT'S HAPPENING HERE?!" is helpful in catching the eye of the readers of your bulletin