

**ST. MATTHIAS PARISH PASTORAL COUNCIL
PROPOSAL FORM**

INDIVIDUAL OR GROUP SUBMITTING PROPOSAL: _____

SUBMITTED BY: _____ **TELEPHONE NO.** _____
(Signature)

DATE SUBMITTED: _____

TOPIC:

PROPOSAL:

RATIONALE:

ST. MATTHIAS PARISH PASTORAL COUNCIL PROPOSAL FORM RATIONALE, GUIDELINES AND PROCESS

Rationale: A written proposal provides a method by which committees parishioners, staff, administrators or parish pastoral council members may place items consistent with our parish vision on the monthly Parish Pastoral Council meeting agenda.

Written proposals are necessary for any item which requires parish pastoral council action.

VISION STATEMENT

“We are a parish that continues to seek a deepening relationship with the ‘Risen Christ’, as we live in relationship with each other. As people of God, we can change the future”.

<u>Guidelines:</u>	<u>Topic:</u>	A brief statement of the Issue.
	<u>Proposal:</u>	The plan or recommendation concerning the issue. If policy making is proposed, state in policy language with words such as “shall” and “must” etc.
	<u>Rationale:</u>	Why needed: implications (how does it relate to others, etc.): implementation (application, how do you put it into effect, etc.); cost; required staff; support material; etc.

Process:

1. Submit a written proposal at least 15 days before the Parish Pastoral Council Meeting to the Agenda Committee or Parish Pastoral Council Chairperson.
2. The Agenda Committee or Chairperson and Pastor determine the appropriateness of the proposal.
3. A Parish Pastoral Council Member submitting or sponsoring a proposal is responsible for presenting it at the Agenda Meeting. In other cases, the Agenda Committee or the Parish Pastoral Council Chairperson make arrangements for an appropriate person to present the proposal.
4. The Parish Pastoral Council action can be acceptance, rejection, or acceptance with change. The individual or group making the proposal will be notified after a decision has been made.