



St. Jane Frances de Chantal

Pastoral Council Membership Drive and Elections



Please Prayerfully Consider Nominating Yourself or Another to Join the Council.

What is the Pastoral Council (PC)?

- A Volunteer Organization of Elected Parishioners who advise the Pastor on a wide range of issues.
- Notes on the reverse side of this sheet provide additional information on the PC Organization.

Who May Serve on the PC?

- Any Registered Parishioner who is at least 18-years old, and a Practicing Catholic in good standing with the Church and neighboring community.
- No specific training or experience is required.

What do PC Members Do and What is the Expected Level of Effort?

- Candidates are nominated, elected, and then appointed for a 3-Year Term.
- New Members are asked to join one or more of the Standing Committees, and to take-on ad-hoc assignments or special projects as they arise.
- Meetings are (generally) held the 3rd Thursday of each month from September through June in Caulfield Hall from 7:00pm to 8:30pm; virtual meetings are held if/when necessary.
- Individual Level of Effort varies and depends greatly on Parish, Pastor, and PC needs; a Member can anticipate 6-hours of effort spread over a month, unless specific projects require more.

NOMINATIONS MUST BE RECEIVED IN THE PARISH OFFICE BY 3:00PM (ET) APRIL 11th, 2022.

If nominating another Parishioner, please obtain their permission and endorsement on the form before submitting it. Completed Nomination Forms may be placed in the “PC Nomination Box” located in the Church Narthex, or may be mailed to the St. Jane de Chantal Parish Office, Attn: Kim Williamson, 9701 Old Georgetown Rd., Bethesda, MD 20814. For Additional Information, call the Parish Office at (301) 530-1550

CUT HERE ... PLACE COMPLETED FORM IN NARTHEX DROP BOX OR MAIL TO PARISH OFFICE

SAINT JANE FRANCES DE CHANTAL
PASTORAL COUNCIL CANDIDATE NOMINATION FORM

Nominee Information (Please Print or Type).

Name _____

Address _____

Telephone _____

Email Address _____

Education and Experience _____

Nominee Statement: If elected, I am willing to serve at least one 3-year term.

Signature _____ Date _____

Nominated by _____ Telephone _____

St. Jane Frances de Chantal

Pastoral Council Membership Drive and Elections

Organization and Position Descriptions

Leadership

Executive Committee: Pastor, Chair, Vice Chair, and Secretary

Standing Committees

Parish Life	Evangelization	Vocations
Communications	Safety and Security	

Parish Office Directorates and Staff (Generally Ex-Officio Positions)

Music and Liturgy	Religious Education	Office & School Administration and Staff
-------------------	---------------------	--

Parish Organization Representatives & Liaisons

Right to Life	Social Concerns	Men's Fellowship
Youth Ministry/CYO	Young Adults Fellowship	Sodality
Environmental Concerns		

Roles and Responsibilities

Chair

- Primary liaison between the Pastor and the PC.
- Presides at PC meetings and is responsible to plan the agenda and conduct the meetings.
- Appoints standing and ad-hoc committee leadership and members, implements Pastoral and PC decisions, and monitors the overall Council progress.
- Speaks for the PC when and as occasions require a single spokesperson.

Vice Chair

- Assists the Chair as requested and required in the performance of their duties.
- Assumes the responsibility of the Chair in their absence or as requested.
- Manages annual and special Officer and Member Elections.
- Monitors the Progress of Committee and Organization Initiatives and Assignments.
- Manages and/or oversees special projects assigned by the Pastor or the Chair.

Secretary

- Maintains meeting minutes and other records pertaining Council business.
- Assists the Chair and Vice Chair in planning, organizing, and executing Council meetings, events, and other affairs.
- Manages and/or oversees special projects assigned by the Pastor or Chair.

Members, Organizational Representatives and Liaisons, and Ex-Officio Members

- Provide updates and reports on group plans and activities within their assigned area.
- Advocates for Parishioner, Parish, School, and Organizational needs.
- Provides outreach and coordination across the Parish and neighboring communities.
- Represents the Council in public speaking and other events, as assigned.