

Diocesan Pastoral Planning Commission

Constitution and Bylaws

Preamble

Diocesan pastoral planning is a prayerful and consultative process rooted in the mission and vision of the Church in the Diocese of Richmond. Such pastoral planning is true to the Gospel of Jesus Christ and consistent with the teachings of the Church, the Code of Canon Law and the directives of the Bishop.

Diocesan pastoral planning seeks to ensure that the vitality of parishes and diocesan structures, including schools, long-term, assisted-living and other health care facilities, retreat centers, campus ministries, charitable organizations and other special ministries, is sustained and that Christ's ministry and mission are realized. Diocesan pastoral planning aids the Bishop in his pastoral ministry and advises him on the effective and efficient use of precious pastoral resources.

To implement the planning process, the Bishop has established a Diocesan Pastoral Planning Commission.

Article I. Name

The name of the Commission is the *Diocesan Pastoral Planning Commission* (hereafter referred to as the "DPPC.")

Article II. Purposes

The purposes of the DPPC are:

- A. To effect and oversee that pastoral planning for the Diocese of Richmond is carried out as a careful, deliberative, collaborative and faithful process.
- B. To collaborate with and support parishes and other diocesan structures in the pastoral planning process.
- C. To advise the Bishop of strategies for improved efficiency and effectiveness in the supply and distribution of resources in service of the mission of the Church and the ministry and pastoral care of the people of God.

Article III. Functions

The functions of the DPPC are:

- A. To implement the pastoral planning process for parishes and other diocesan structures as directed by the Bishop.
- B. To collect and analyze data concerning pastoral trends and provide technical, analytical and pastoral support to parishes and other diocesan structures for planning purposes.
- C. To communicate the work of the DPPC to diocesan structures and to the people of the diocese.
- D. To advise the Presbyteral Council's Personnel Committee on parish structuring, including clustering parishes, establishing new parishes, and other pastoral planning matters.
- E. To submit to the Bishop an annual planning report for use by appropriate diocesan structures in carrying out their mission and ministry.
- F. To collaborate with and oversee the activities of the Office of Pastoral Planning.
- G. To evaluate the implementation and results of pastoral planning recommendations and actions.

Article IV. Membership

Section 1. Composition

In addition to two *ex officio* members, the Vicar General of the Diocese and the Director of the Office of Pastoral Planning, the DPPC is made up of nine (9) members appointed by the Bishop. Six members represent the Episcopal vicariates with each vicariate being represented by two (2) members. The remaining three members serve in "at large" positions and are appointed independent of vicariate. The Chair may appoint additional advisory members as needed.

There is a minimum of three (3) and a maximum of five (5) lay members on the commission with the remaining members being clergy.

Section 2. Term of membership

Each *non-officio* member is appointed for a three-year term. Members may be re-appointed for no more than one additional consecutive term. Terms of appointment are staggered on a three-year cycle. (The allocation of terms for the establishment of the commission will be randomly determined prior to January 2006.)

Section 3. Officers

- A. There are three officers of the DPPC, selected by the members. The officers are chair, vice-chair and secretary. The term of officers is one year. Officers may be re-elected for unlimited consecutive terms.
- B. The duties of the Officers are:
 1. The Chair
 - a. Convenes and presides over meetings of the DPPC
 - b. Develops the agenda for the meetings of the DPPC.
 - c. Represents the DPPC to the Bishop and appropriate constituencies.
 - d. Receives reports from the Office of Pastoral Planning.
 - e. Assigns tasks to members for the purposes of pastoral planning.
 2. The Vice-Chair
 - a. Performs the duties of the Chair in his absence.
 - b. Assists the Chair in representing the DPPC to diocesan constituencies.
 - c. Assists the Chair as needed.
 3. The Secretary
 - a. Keeps records and minutes of all DPPC meetings and sends copies to all members of the DPPC, the Bishop and appropriate diocesan constituencies.
 - b. Gives adequate notification of all meetings to members.
 - c. Assists Chair with communications to members and all appropriate diocesan constituencies.

Section 4. Committee structure

There are four permanent committees of the DPPC: (1) The Executive Committee and (2) three Vicariate Pastoral Planning Committees, representing each of the Episcopal vicariates.

1. The Executive Committee consists of the officers and the two *ex officio* members.
2. The three Vicariate Pastoral Planning Committees (VPPC) consist of at least five members with one of its members a sitting member of the DPPC. The respective Episcopal Vicar is an *ex officio* member and appoints the remaining members of the VPPC in his vicariate. The purpose of the VPPC is to extend the pastoral planning process to the vicariate level.

At times, there are *ad hoc* subcommittees appointed for specific purposes.

Article V. Meetings

The DPPC meets bi-monthly, unless otherwise decided by the Chair. The Chair will provide members with the agenda and other supporting documents prior to the meeting (either through e-mail or regular mail.)

The Bishop or Chair calls special meetings of the DPPC as needed or necessary.

Article VI. Recommendations to Bishop

The DPPC meets at least annually with the Bishop to discuss its recommendations for pastoral planning.

Article VII. Director of the Office of Pastoral Planning

- A. The Director of Pastoral Planning is a non-voting member of the DPPC.
- B. The Director reports to the Bishop with policy accountability to the DPPC. The Director reports to the Chair of the DPPC on matters related to the directives and actions of the DPPC.
- C. The Director prepares reports and provides information to the DPPC related to the resources of the Diocese so that the DPPC may make recommendations to the Bishop for improved efficiency and effectiveness in the supply and distribution of these resources to include priests, parishes, ministries, organizations and personnel.
- D. Duties

1. Implements the directives of the DPPC, as approved by the Bishop.
2. Facilitates the planning process and communicates with appropriate Diocesan committees, commissions and parish councils and staff who will be affected by planning processes being implemented.
3. Prepares and/or updates strategic plans, and presents plans to the DPPC for pastoral planning actions.
4. Assesses ministry trends and changes in the supply and distribution of resources (priests, parishes, ministries) of the Diocese and proactively offers recommendations for changes on an on-going basis.
5. Implements recommendations, as approved by the Bishop, including analysis, and presentation of data, and report preparation/distribution.
6. Manages the Office of Pastoral Planning in ways that are consistent with policies, procedures and mission of the Diocese.

Article VIII. Amendments to Constitution and bylaws

This Constitution and Bylaws take effect after review and approval by the Bishop. Subsequent amendments are to be submitted to the Bishop for approval.