



St. Michael the Archangel Parish –
Worthington, OH

Parish Master Charter



Revision Date: 12/21/18

Overview

This Master Charter is a summary of parish guiding principles over its administrative and parish life activities. These principles and guidelines are to be applied to all parish ministries, committees, groups, and activities. Each parish ministry, committee, group, or activity is expected to have its own charter. Each individual, or sub-charter, is subject to adhering to the principles and guidelines contained herein.

Pastor Authority

The Bishop of the Diocese of Columbus is the head of what is called the local Church of Columbus, that is, all those Catholics who profess a faith in Jesus Christ and his Church in the geographical region of the Diocese of Columbus.

The Pastor is an extension of the Bishop in a parish community, and is responsible for the proclamation, protection, and clarification of the Gospel of Jesus Christ, which leads people to repentance as well as to God, instruction in the Catholic faith, administration of the Sacraments, concern for justice, the coordination of parish programs, ministries, and the entire parish mission, and the administration of the parish finances, properties, census, and personnel.

The Code of Canon Law Promulgated in 1983 sites Canons that are pertinent to the role of the Pastor:

Canon 519 – The pastor (*parochus*) is the proper pastor (*pastor*) of the parish entrusted to him, exercising the pastoral care of the community committed to him under the authority of the Diocesan Bishop in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of teaching, sanctifying, and governing, also with other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law.

Canon 528 §1– A pastor is obligated to make provision so that the word of God is proclaimed in its entirety...[and] is to take care that the lay members of the Christian faithful are instructed in the truths of the faith...to foster works through which the spirit of the gospel is promoted...He is to make every effort, even with the collaboration of the Christian faithful, so that the message of the gospel comes also to those who have ceased the practice of their religion or do not profess the true faith.

Canon 528 §2–The pastor is to see to it that the Most Holy Eucharist is the center of the parish assembly of the faithful... He is also to endeavor that they are led to practice prayer even as families and take part consciously and actively in the sacred liturgy which...the pastor must direct in his own parish and is bound to watch over so that no abuses creep in.

Canon 529 §1– In order to fulfill his office in earnest, the Pastor should strive to come to know the faithful who have been entrusted to his care.

Canon 529 §2–A pastor is to recognize and promote the proper part which the lay members of the Christian faithful have in the mission of the Church, by fostering their associations for the purposes of religion. He is to cooperate with his own bishop and the *presbyterium* of the diocese, also working so that the lay faithful have concern for the parochial communion, consider themselves members of the diocese and of the universal Church, and participate in and sustain efforts to promote this same communion.

St Michael Parish, as a member of the Church of the Diocese of Columbus, follows the regulations and objectives of the Diocese of Columbus in its organizational structure as well as in its teaching office.

The role of the pastor in a parish is to represent the Bishop of the Diocese who he serves and leads people to Christ Jesus in the Roman Catholic faith tradition.

Parochial Vicar Authority

In conjunction with the role of the pastor is the role of the parochial vicar. The bishop appoints the parochial vicar to a parish. The parochial vicar is a co-worker of the pastor and works in the pastoral ministry and administration of the parish for the good of the Christian community. In the absence of the pastor, the parochial vicar acts in name and in spirit of the pastor's wishes as his delegate. The following canons pertain to the parochial vicar:

Canon 545 §1 – As co-workers with the pastor and sharers in his solicitude, they are to offer service in the pastoral ministry by common counsel and effort with the pastor and under his authority.

The St. Michael School Principal Authority

The policy of the Diocese of Columbus (#2421.1) states that “as a ministry of the parish, the elementary school is under the jurisdiction of the pastor. He has the responsibility to ensure that an effective religious education program is maintained in the school and implemented by the principal. The immediate direction of the school and its instructional program is to be delegated to the principal.” Therefore, under the direct authority of the pastor, the principal acts in accord with the pastor's authority and under his direction.

Consultative Bodies of the Parish

The following is a list of the Consultative Bodies of St. Michael Parish (It is important to note that these are consultative in nature only and in no way supersede the pastor to act in accord with his authority as given in Canon Law):

A. The Mission Leadership Team

The Mission Leadership Team is comprised of parish staff members appointed by the pastor to assist him in giving direction to the parish Pastoral Council regarding its focus of promoting the mission of the parish. This body may also be called upon by the pastor to work on special projects for the good of the parish as needed. Other duties are outlined in the Mission Leadership Team Charter.

B. The Parish Pastoral Council for Mission Advancement

While not required, Canon Law (**Canon 536**) recommends the establishment of Pastoral Councils in each parish. The St. Michael Parish Pastoral Council for Mission Advancement (aka, the Pastoral Council) assists the pastor in implementing the parish mission focus in all aspects of parish life and unites the parish according to this vision. Other duties are outlined in the Pastoral Council Charter.

C. The Parish Finance Council

As mandated in Canon Law (**Canon 537**) a Finance Council is to be established in all parishes. The St. Michael Parish Finance Council advises the pastor in matters pertaining to the financial affairs of the parish. Other duties are outlined in the Finance Council Charter.

D. The Stewardship Council

The Stewardship Council advises and assists the pastor in regard to promoting and implementing stewardship as a way of life in the parish. Other duties are outlined in the Stewardship Council Charter.

E. The St. Michael School Advisory Board

The St. Michael School Advisory Board provides the pastor of St. Michael Parish and the principal of St. Michael School with counsel and advice regarding certain issues affecting the School and with assistance organizing and implementing programs and special initiatives. Other duties are outlined in the St. Michael School Advisory Board Constitution.

Confidentiality

As a member of any of the above mentioned consultative bodies, or other parish or school committees, members may be exposed to sensitive information concerning individuals of the parish or school and/or parish or school operations. Such information is to be considered confidential and should not be released to the parish or school by informal means.

Also, many deliberations that are unresolved must not be disclosed to the public by any member of said consultative bodies or committees, as these may be works in progress or may be missing context. These should remain confidential until resolutions are determined and made public by the pastor or principal through regular communication channels. All final communication to the public are at the sole discretion of the pastor or principal.

Ethics

Members all parish and school entities will, as part of their ethical responsibilities to the parish, school, ministry, committee, and group:

- Fulfill responsibilities in accord with all applicable canonical and civil laws, and regulations that relate to the church.
- Refrain from engaging in or approving any act of discrimination, or creating the perception of discrimination, solely on the basis of race, gender, age, religion, or national origin.
- Maintain confidentiality of protected information entrusted or known to them by virtue of their position.

Meetings are to be conducted with patience and courtesy toward the view of others, in an environment where it is safe for others to offer constructive commentary.

Teachings of the Church

Ministries, committees, groups and individuals acknowledge and agree they are serving to promote and advocate the teachings of the Church.

The goal is to promote an environment that challenges each parishioner to live out their faith in all aspects of their lives and that will call them to a deeper conversion to Christ. Ministries must dialogue and work together with other parishes, organizations, and community groups to participate in collective action around common interests.

To accomplish this goal, Ministries must:

- Define and implement a process that provides individualized guidance and flexible programs for parishioners to advance their growth in faith.
- Enrich and promote curriculum, programs, and service opportunities that enable a lifelong process of conversion and formation.
- Enhance the Ministry experience so it's viewed as strengthening the Parish to be truly Christ centered.

Safe Environment Program

Our Safe Environment Program and "Best Practices" policies have been established at St. Michael Parish to ensure the safety of our children in every parish activity. With that in mind, ALL VOLUNTEERS 18 years of age and older (Nursery, Parish School of Religion (PSR), Religious Education, Youth Ministry, Scouts and all other programs and events involving children) who have "care, custody, or control," or regular supervised or unsupervised access to children must complete the following procedures prior to the first day of volunteering:

- Complete a VIRTUS® Protecting God's Children (PGC) awareness session offered throughout the Diocese of Columbus. This program helps raise the awareness of adult volunteers for the signs of child sexual abuse, the methods and means by which offender's commit abuse, and steps one can use to prevent child sexual abuse.
- Undergo a Civilian Criminal Background/Fingerprint check and if needed, an FBI Check.
- Complete a Volunteer Application Form, which includes a signed Code of Conduct.
- Submit a copy of driver license, or photo ID to the parish's Safe Environment Coordinator.
- Optimize child safe environments and using these initiatives to empower our staff and volunteers with tools to help them protect all our children.

For more information, visit the Safe Environment Page at <https://www.saintmichael-cd.org/about-us/safe-environment/> .

Ministry Leadership as it Reports to the Pastor

The general operating structure and membership of any ministry, committee, group, or activity:

- All ministries, committees, groups, and activities are to have a single point of contact with whom the pastor can communicate.
- Approach, frequency, method of communicating to the pastor is to be determined by the pastor and the ministry leadership for levels of communication appropriate to the size and complexity of the ministry.
- Pastor is informed who is the single point of contact for each ministry, committee, group, and activity and approves prior to any activities commencing.
- Explicitly express whether or not membership in the ministry, committee, group, or activity is open to parishioners only or open to all.
- Likewise, whether any officer position is open to parishioners only or open to all.
- Pastor has the right to review any roster of membership with the right to exclude any individual from the ministry, committee, group, or activity.

Master Calendar

The parish facilities' Master Calendar follows the fiscal year July 1 to June 30. Calendar requests are to be made in writing either by email or printed documents and submitted to the Parish Business Administrator **beginning May 1st** for the next fiscal year. All requests for the building usage must be submitted using the Facilities Use Request Form and are **due by May 15th**. The

Parish Business Administrator will confer with the Facilities Manager about all requests for usage and communicate with the ministry or group any conflicts to be resolved or approve the submitted request. Any scheduling conflicts that cannot be resolved through the normal scheduling process will be deferred to the parish Pastoral Council for final resolution.

The Master Calendar will be available on the Parish website, www.saintmichael-cd.org, as well as in the weekly bulletin.

The pastor, principal and/or the parish business administrator reserves the right to postpone, cancel, or disallow any and all ministries, councils, groups, and programs who are not in compliance with the Safe Environment Program for Children, or who do not follow the Facilities/Sacred Religious Space Use Policy for church, social hall, classrooms, and conference rooms, or who are not in compliance with the parish Master Charter.

Priority for the usage of parish facilities is outlined in the St. Michael Parish *Facilities/Sacred Religious Space Use Policy* which may be found on the parish website at <https://www.saintmichael-cd.org/wp-content/uploads/2017/06/FACILITIES-SACRED-RELIGIOUS-SPACE-USE-POLICY-Final-Version-4-1-17-revised-6-26-17.pdf>.

Irrespective of priority, all groups are expected to submit their calendars on time and in advance.

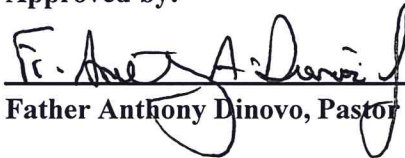
All must be in compliance with the Safe Environment Program for Children as well as in compliance with the Parish Master Charter.

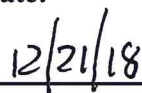
Amendments to the Master Charter

The Master Charter can be subject to changes at any time at the pastor's request. All changes are subject to the pastor's approval.

Approved by:

Date:


Father Anthony Dinovo, Pastor


12/21/18