Diocesan Pastoral Council Handbook

Diocese of Fargo
Includes: Diocesan and Deanery Pastoral Council Information
STATUTES OF THE
FARGO DIOCESAN PASTORAL COUNCIL

ARTICLE I  NAME
The name of the organization shall be: "Fargo Diocesan Pastoral Council"

ARTICLE II  PURPOSE
The Fargo Diocesan Pastoral Council is a consultative body at the assistance of the Bishop. Its members assist the Bishop by advising him, presenting his questions to the faithful whom they represent, and assisting in research and coordinating diocesan programs and activities as he directs. They also assist the faithful of the diocese by presenting their concerns and responses to the Bishop’s pastoral initiatives back to him. In this way, the Diocesan Pastoral Council shall serve as a structure for constructive dialogue. The Diocesan Pastoral Council shall be a visible source of unity in the diocese. Through the gifts of the vision, knowledge, and experience of the members, the Diocesan Pastoral Council will strive to bring into practice St. Paul’s words to the Corinthians:

"There is a variety of gifts but always the same Spirit; there are all sorts of service to be done, but always to the same Lord; working in all sorts of different people, it is the same God who is working in all of them." 1 Cor.12:4-6.

The pastoral works which the council considers may include liturgical and sacramental life, works of charity, evangelization, social concern, religious education, administration, etc.

ARTICLE III  AUTHORITY
The authority of the Fargo Diocesan Pastoral Council is defined by Canon Law, specifically:

1. Its function, under the authority of the Bishop, is to study and weigh those matters which concern the pastoral works in the diocese, and to propose practical conclusions concerning them (Canon 511).

2. The pastoral council is appointed for a determinate period, in accordance with the provisions of the statutes drawn up by the Bishop (Canon 513 §1).

3. When the see is vacant, the pastoral council lapses (Canon 513, §2).

4. The pastoral council has only a consultative vote. It is for the diocesan Bishop alone to convene it, according to the needs of the apostolate, and to preside over it. He alone has the right to make public the matters dealt with in the council (Canon 514 §1).

5. It is to be convened at least once a year (Canon 514, §2).
ARTICLE IV  MEMBER QUALIFICATIONS

1. A pastoral council is composed of members of Christ's faithful who are in full communion with the Catholic Church: clerics, members of institutes of consecrated life, and especially lay people. They are designated in the manner determined by the diocesan Bishop (Canon 512 §1).

2. The members of Christ's faithful assigned to the pastoral council are to be selected in such a way that the council truly reflects the entire portion of the people of God which constitutes the diocese, taking account of the different regions of the diocese, of social conditions and professions, and of the part played in the apostolate by the members, whether individually or in association with others (Canon 512, §2).

3. Only those members of Christ's faithful who are outstanding in firm faith, high moral standards and prudence are to be assigned to the pastoral council (Canon 512, §3).

4. Members must be from the Diocese of Fargo.

ARTICLE V  COMPOSITION, NOMINATION, AND APPOINTMENT OF MEMBERS

1. The Diocesan Pastoral Council shall be composed of the following members, who are either ex-officio members or appointed representatives:

   a. The Bishop of the Diocese of Fargo, the Vicars General, the Chancellor, and the President of the Priests' Council of the Diocese of Fargo, or his delegate are ex-officio members.

   b. The Secretaries for Catholic Education & Formation, Finance & Administration, and Catholic Charities, ND and the editor of the New Earth are ex-officio members.

   c. One lay representative from each deanery.

   d. One priest representative for the four pairs of deaneries (1-2; 3-4; 5-6; 7-8).

   e. Two representatives from the Permanent Diaconate, serving an urban and a rural area.

   f. One religious representative from each motherhouse within the Diocese of Fargo.

   g. Additional lay representatives appointed “at large” as needed by the Bishop (e.g., Native American representatives).
2. Representatives are nominated in the following manner:

   a. Each Dean is to nominate three lay faithful from the deanery pastoral council, from distinct parish clusters. One nominee will be appointed as the representative, and a second as an alternate.

   b. Deans from each pair of deaneries will submit a list of three priests from their deaneries. Of these three names, one nominee will be appointed as the representative, and a second (from the other deanery) as an alternate.

   c. The Director of Life & Ministry of the Permanent Diaconate will submit the names of four deacons, two from rural and two from urban settings. One urban and one rural deacon will be appointed as representatives (no alternates).

   d. Each motherhouse within the Diocese of Fargo will submit two names. From each motherhouse, one religious will be appointed (no alternates).

3. Appointment of representatives will be made by the Bishop, and these appointments communicated to the nominating individuals and candidates.

ARTICLE VI   TERMS OF OFFICE

1. The terms of office for all members of the Diocesan Pastoral Council, except for *ex-officio* members, shall be for three years.

2. No appointed representative of the council shall serve for more than six years (two consecutive three year terms). A second term of appointment is not considered automatic.

3. In order to maintain continuity, appointments for representatives shall be staggered in approximately three parts.

4. Representatives may be appointed again after a lapse of one year.

5. Since appointments are through the Bishop, any modifications to the appointments (resignation, etc.) are made through his office.

6. An appointed representative may be removed from office after two consecutive unexcused absences from regularly scheduled Diocesan Pastoral Council meetings. They may also be removed upon the recommendation of the Dean, if their participation at the deanery level is unsatisfactory. In either case, this is at the discretion of the Bishop.

7. Nominations to complete unexpired terms for appointed representatives shall follow the process outlined above for nominations. The term of appointment is for the remainder of the term of the departing representative.
ARTICLE VII OFFICERS

1. The officers of the Diocesan Pastoral Council shall be the President, the Vice-President, and the Secretary.

2. The President is the Bishop of the Diocese of Fargo, the Vice-President is the Vicar General, and the Secretary is the Chancellor.

3. The Chancellor’s office is responsible for the organization of meetings and distribution of reports and information to the members of the Diocesan Pastoral Council.

ARTICLE VIII MEETINGS

1. The Diocesan Pastoral Council year shall begin with the Fall meeting, which is to be considered the Annual Meeting.

2. Regular meetings of the Diocesan Pastoral Council shall be held twice a year, once in the Spring and once in the Fall. Additional special meetings may be held as needed by the Bishop. Members of the council are free to request additional meetings by contacting the Bishop.

3. A simple majority of the Council, plus one, shall constitute the quorum for providing consultation to the Bishop.

4. The Bishop shall determine the time and place of its meetings.

5. The Chancellor shall notify the individual members of the time and place of each meeting. Schedule changes, agenda items, and completed minutes will be provided to members ten days prior to any meeting. Public notice of each meeting shall be given in the *New Earth*.

ARTICLE IX REPORTS

1. The official record of the activities of the Diocesan Pastoral Council is contained in the meeting minutes. This record may contain confidential discussion, and as such, is not a matter of public discussion by the members.

2. Within one business week of each meeting, a public summary of discussion and areas of consultation desired by the Bishop will be provided to the members of the Diocesan Pastoral Council. The contents of this report will be the vehicle with which the Bishop will “make public the matters dealt with in the council” (Canon 514 §1).

3. Additional areas of consultation which arise in the period between Diocesan Pastoral Council meetings will be communicated to members at least one month prior to a regularly scheduled meeting.
ARTICLE X  COMMITTEES

1. The council may from time to time appoint ad hoc committees to address specific problems or activities.

2. Membership on such ad hoc committees may include members of the Diocesan Pastoral Council and other clergy, laity, or religious with expertise in the subject matter addressed. The Chair of the ad hoc committee will determine the appropriate individuals from beyond the council membership.

ARTICLE XI  RULES OF ORDER
Consensus shall be the general guideline for consultation.

ARTICLE XII  AMENDMENTS
Amendments to these statutes shall be adopted after consultation with the members of the Fargo Diocesan Pastoral Council and approval by the Bishop.

ARTICLE XIII  EFFECTIVE DATE
These statutes are effective immediately upon approval of the Bishop. They lapse, along with the Fargo Diocesan Pastoral Council, when the See is vacant (Canon 513, §2).
Diocesan Consultative Bodies

Diocesan Level

Bishop

Finance Council

Canons 492-494

Diocesan Pastoral Council

Canons 511-514

Members: Laity, Clergy, Religious

Presbyterial Council

Canons 495-502

Members: Priests

Deanery Level

Dean

Deanery Pastoral Council

A Parish or Parish Pastoral Council Representative from each parish (Includes Lay Diocesan Pastoral Council representative)

Priests of the Deanery

A Religious Community Representative

A Permanent Deacon Representative

Deanery Meetings (Priests)

The priests of the deanery meet regularly for mutual support, planning, etc. They are overseen by the Dean. Representatives from each deanery serve on the Presbyterial Council

Parish Level

Pastor

Parish Finance Council

Canon 532 - In all juridic matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with Canons 1281-1288

Parish Pastoral Council

Representatives of the parish who assist the pastor with their advice concerning parish affairs.

Lay Trustees

Statute 663. Lay Directors shall keep in mind their sacred privilege in being associated with Bishop, Vicar General, and Pastor in the administration of the temporal possessions of the Parish.
Information Flow for Diocesan, Deanery & Parish Pastoral Councils

Spring Diocesan Pastoral Council Meeting

Deanery Meetings to receive feedback for Bishop

Deanery Representatives present information on parish level

Deanery Representatives present information on parish level

Deanery mtgs. To inform of Bishop’s projects

Info from Bishop to Deanery Level

Direct Consultation at Diocesan Pastoral Council meeting

Parish input to/from Deanery

Parish input to Deanery

Info to Bishop from Deanery Level

Direct Consultation at Diocesan Pastoral Council meeting

Info from Bishop to Deanery Level

Info to Bishop from Deanery Level

Direct Consultation at Diocesan Pastoral Council meeting

From Deanery to parish

Fall Diocesan Pastoral Council Meeting

Deanery Meetings to receive feedback for Bishop

Deanery Representatives present information on parish level

Deanery Representatives present information on parish level

Deanery mtgs. To inform of Bishop’s projects

Info from Bishop to Deanery Level

Direct Consultation at Diocesan Pastoral Council meeting

Parish input to/from Deanery

Info to Bishop from Deanery Level

Direct Consultation at Diocesan Pastoral Council meeting

Info from Bishop to Deanery Level

From Deanery to parish

Flow of Information to/from the Bishop and the Diocesan, Deanery, and Parish Pastoral Councils.
Format of Diocesan Pastoral Council Meetings

1. Representatives review Bishop’s prior discussion items with their Deanery Pastoral Councils.

2. Agenda is prepared and mailed to members at least 10 days prior to the scheduled meeting.

3. Orientation is provided for 30 minutes prior to regularly scheduled Fall Diocesan Pastoral Council meeting with the new/incoming members. All are welcome to attend. New members are required.

4. Meeting Format
   a. Daytime Prayer w/ intercessions from council members in chapel.
   b. Timed input from each member regarding the Bishop’s specified projects. (2-3 minute summaries.)
   c. Timed input from each member regarding deanery/group pastoral activities/concerns. (2-3 minute summaries)
   d. The Bishop presents items for consultation, input, and discussion at the present meeting with the members, but also for dissemination in the deaneries.
   e. Open forum with any members and their concerns for the Bishop. (15 minutes)
   f. Adjourn

5. Representatives bring discussion items from the Bishop back to their Deanery Pastoral Councils.
Diocesan Pastoral Council and/or Deanery Pastoral Council

CRITERIA FOR REPRESENTATIVES

A pastoral council is composed of members of Christ's faithful who are in full communion with the Catholic Church: clerics, members of institutes of consecrated life, and especially lay people (Canon 512 §1). Therefore, each member must be a Catholic in good standing within the Church.

Selection of council representatives shall also encompass the following criteria:

- Representatives should be people who have an interest and concern for the entire Church on the diocesan, national, and universal levels.
- Representatives should have an understanding and commitment to the mission of the Church.
- Representatives should be parishioners other than parish staff.

Experience

- Participation in some area of service on the parish level, e.g. liturgical, catechetical, parish pastoral council, social justice, etc.
- Specific areas of expertise may be sought which could assist the pastoral council as a whole (e.g. specific professions – farmer, engineer, lawyer, medical, etc.)
- Those who are examples of a strong spiritual and family life

Attitudes

- a desire for growth, continued faith formation, and spiritual development;
- an openness to study and reflection;
- an eagerness to help articulate the mission and vision of the Church
- a willingness to make the necessary time commitment.

Skills

- ability to listen;
- ability to work with groups;
- ability to assume responsibility for completing a task;
- ability to articulate ideas;
- ability to make decisions.

Each parish is to have one representative for the Deanery Pastoral Council. No more than one representative for the Diocesan Pastoral Council is to be nominated from each parish cluster.
DIOCESAN PASTORAL COUNCIL

NOMINATION FORM FOR REPRESENTATIVES
DIOCESE OF FARGO

NOTE: This completed form must be received by the Chancellor’s Office **BY DATE.**
(See reverse side for Representative guidelines)

The Most Rev. Bishop
President of the Diocesan Pastoral Council
c/o Chancellor’s Office
5201 Bishops Blvd, Suite A
Fargo, ND 58104-7605

Your Excellency,

I am pleased to nominate for appointment the following representatives to the Diocesan Pastoral Council. They are nominated to serve as a □ Deanery-Lay □ Deanery-Priest □ Religious □ Diaconal representative.

Name: ___________________________________________________________ □ Delegate
Address: _________________________________________________________ □ Alternate
Phone: ________________________ Email: __________________________

Name: ___________________________________________________________ □ Delegate
Address: _________________________________________________________ □ Alternate
Phone: ________________________ Email: __________________________

Name: ___________________________________________________________ □ Delegate
Address: _________________________________________________________ □ Alternate
Phone: ________________________ Email: __________________________

I hereby certify that these nominees are currently registered and active faithful who fulfill the guidelines outlined by the Statutes of the Diocesan Pastoral Council. They are ranked according to suitability and/or desire to serve.

Respectfully yours,

____________________________________________________________  ____________________
Dean(s)/Religious Superior/Director of Life & Ministry for Diaconate  Date
Guidelines for Nomination of Representatives to the Diocesan Pastoral Council  
(Taken from the Statutes)

ARTICLE IV MEMBER QUALIFICATIONS

1. A pastoral council is composed of members of Christ's faithful who are in full communion with the Catholic Church: clerics, members of institutes of consecrated life, and especially lay people. They are designated in the manner determined by the diocesan Bishop (Canon 512 §1).

2. The members of Christ's faithful assigned to the pastoral council are to be selected in such a way that the council truly reflects the entire portion of the people of God which constitutes the diocese, taking account of the different regions of the diocese, of social conditions and professions, and of the part played in the apostolate by the members, whether individually or in association with others (Canon 512, §2).

3. Only those members of Christ's faithful who are outstanding in firm faith, high moral standards and prudence are to be assigned to the pastoral council (Canon 512, §3).

4. Members must be from the Diocese of Fargo.

ARTICLE V COMPOSITION, NOMINATION, AND APPOINTMENT OF MEMBERS

1. The Diocesan Pastoral Council shall be composed of the following members, who are either ex-officio members or appointed representatives:
   a. *Ex-officio members not listed here. See full statutes for details.*
   b. One lay representative from each deanery.
   c. One priest representative for the four pairs of deaneries (1-2; 3-4; 5-6; 7-8).
   d. Two representatives from the Permanent Diaconate, serving an urban and a rural area.
   e. One religious representative from each motherhouse within the Diocese of Fargo.
   f. Additional lay representatives appointed “at large” as needed by the Bishop

2. Representatives are nominated in the following manner:
   a. Each Dean is to nominate three lay faithful from his deanery, from distinct parish clusters. One nominee will be appointed as the representative, and a second as an alternate.
   b. Deans from each pair of deaneries will submit a list of three priests from their deaneries. Of these three names, one nominee will be appointed as the representative, and a second (from the other deanery) as an alternate.
   c. The Director of Life & Ministry of the Permanent Diaconate will submit the names of four deacons, two from rural and two from urban settings. One urban and one rural deacon will be appointed as representatives (no alternates).
   d. Each motherhouse within the Diocese of Fargo will submit two names. From each motherhouse, one religious will be appointed (no alternates).

3. Appointment of representatives will be made by the Bishop, and these appointments communicated to the nominating individuals and candidates.
Diocesan Pastoral Council Summary Report for Deaneries

The Diocesan Pastoral Council met on ________________ at ________________.
____ members were in attendance.

Public Summary of Items Discussed

*Items brought back for discussion as requested by the Bishop*

- Several sentence summary of topic(s) and content.
- As many as were covered.

*Items raised from the parish and deanery level*

- Same format as above – summary of topic(s) and content.

Public Listing of Items to be presented & discussed at the deanery and parish level

- Topic and several sentence summary of what is to be discussed.

The next meeting of the Diocesan Pastoral Council is scheduled for ___________ at the Pastoral Center in Fargo. Agenda items and deanery reports are due by ___________ to the Chancellor’s office.

(This report would be mailed to Diocesan Pastoral Council members within one week of the last Diocesan Pastoral Council meeting. It would make clear which items addressed are to be made part of public discussion. This would also be the basis for any articles for the New Earth about the work of the DPC.)

(Diocesan Pastoral Council ► Deanery Pastoral Council)
Deanery report to the Diocesan Pastoral Council

The Deanery Pastoral Council met on ______________ at ______________ with ____ out of ____ representatives present to present Bishop’s discussion items.

We met again on ______________ at ________________________ with _____ out of ____ representatives to provide input back to the Bishop and to present our own pastoral issues.

Response to Discussion items from last Diocesan Pastoral Council:
(Several sentences per item, summarizing and representing the views of the deanery as a whole)

Pastoral Items from the deanery to present to the Bishop:

- Bullet points of subjects and a one sentence maximum description.
- E.G. Catechesis – A desire for more resources on adult education.
- The top 3-4 issues may be presented in most cases. Only for serious reasons should more items be presented. The goal is to present the more pressing needs, not every idea.

Submitted by:

(This report is ideally a single page, and never more than a page and a half. It is to be submitted to the Chancellor’s office two weeks prior to the Diocesan Pastoral Council meeting, so that a copy may be mailed out with the minutes and agenda for the coming meeting.)

(Deanery Pastoral Council ► Diocesan Pastoral Council)
Deanery Pastoral Council

Overview of Relationship to Diocesan Pastoral Council

The Diocesan Pastoral Council provides consultation directly to the Bishop through lay, clerical, and religious representatives from throughout the Diocese. Each of these representatives must have some means of gathering the input of the area or group whom they represent. The Deanery Pastoral Council is the structure by which a more complete and thorough consultation may take place on behalf of the Bishop and on behalf of the individual parishes and organizations within the individual deaneries of the Diocese of Fargo. Representatives on the Deanery Pastoral Council would then bring information to/from their individual parishes and religious institutions.

The Deanery level has two primary types of deanery meetings. The priests of the deanery meet with their Dean on a regular basis to discuss areas of pastoral concern and to provide priestly fraternity. There is also to be a Deanery Pastoral Council in each deanery. The Deanery Pastoral Council includes lay representatives, religious, permanent deacons, and priest representatives.

The representatives from the Diocesan Pastoral Council are to be closely involved in the meetings of the Deanery Pastoral Council, under the direction of the Dean.

Format for Deanery Pastoral Council Meetings

Every four to six weeks, the priests of each deanery meet for their priestly deanery meetings. It is recommended that the Deanery Pastoral Council meet on the same day, in order to include the participation of the priests without the need for an additional day of meetings.

One possible format for combined meetings would be a session of the lay, religious, and diaconal representatives under the direction of the lay representative on the Diocesan Pastoral Council during the time that the priests are meeting as a deanery. Then, the entire Deanery Pastoral Council, including the priests, could continue to meet under the direction of the Dean. In this way, consultation of both priests and the other representatives could take place.
In order for a complete flow of consultation to come from the Bishop, to the deanery and parish level, and back to the Bishop, it is necessary for each deanery to have four meetings of the **Deanery** Pastoral Council during the course of the year. *Two* of the meetings come after the **Diocesan** Pastoral Council meeting, in order to communicate the pastoral concerns and projects of the Bishop to the deanery and parish level. *Two* of the meetings come before the **Diocesan** Pastoral Council meetings, in order to gather feedback and concerns from the parish and deanery level to bring to the Bishop.

A secretary is to be appointed for each **Deanery** Pastoral Council, to take complete minutes and to assist the Dean in preparing the “**Deanery Pastoral Council Report**” which is submitted to the Chancellor’s office within one week of each **Deanery** Pastoral Council meeting. These minutes should provide the substance of key items of discussion, rather than a simple final statement of all topics.

It is recommended that the **Deanery** Pastoral Council meetings, both the lay faithful and combined lay/priest portions, be open to the faithful of the deanery as a whole.

**Selecting representatives for the Deanery Pastoral Council**

The criteria for representation on the **Deanery** Pastoral Council are identical to the requirements outlined in the **Statutes of the Fargo Diocesan Pastoral Council** and the desirable attributes outlined earlier in this workbook.

Representation on the **Deanery** Pastoral Council is for a one year term, unless the representative also serves on the **Diocesan** Pastoral Council. In such a case, the **Diocesan** representative serves on the **Deanery** Pastoral Council for their entire Diocesan term.

Representation is renewable for up to six years, with a one-year waiting period before re-representing any group on the deanery level.
• Each pastor of a parish or cluster of parishes should select one lay representative (and one alternate) from each of his parish(es) to be a representative on the **Deanery Pastoral Council**.

• The Dean should select a Permanent Deacon (and one alternate) for representation on the deanery pastoral council.

• Each religious community within a deanery should select one representative (and one alternate), even if they do not have a motherhouse within the diocese.

The “*Representative Form for the Deanery Pastoral Council*” is submitted to the Dean each year by each pastor or religious community within the deanery.
Format of Deanery Pastoral Council Meetings

1. Representatives review the Bishop’s & the deanery’s discussion items with their Parish Pastoral Councils, parishioners, or religious order members.

2. The Agenda is prepared and mailed to the members at least 10 days prior to the scheduled meeting.

3. Orientation is provided for 30 minutes prior to the first regularly scheduled Fall Deanery Pastoral Council meeting with the new/incoming members. All are welcome to attend. New members are required. Orientation is responsibility of the Dean.

4. Meeting Format
   a. Priests meet as a deanery under the direction of the Dean.
   b. Lay, religious, and diaconal representatives meet separately as a deanery under the direction of the lay representative appointed to the Diocesan Pastoral Council for that deanery.
   c. It is recommended that the Deanery Pastoral Council meetings, both the lay faithful and combined lay/priest portions, be open to the faithful of the deanery as a whole.
   d. Daytime Prayer w/ intercessions from group members. (Or some other beginning with prayer.)
   e. Priests will meet with remainder of Deanery Pastoral Council after their priestly deanery meeting.

5. Meeting Content (Suggested for both separate and entire Deanery meeting. Required for entire Deanery meeting.)
   a. Timed input from each member regarding the Bishop’s specified projects. (2-3 minute summaries.)
   b. Timed input from each member regarding Deanery/Parish/Group pastoral activities/concerns. (2-3 minute summaries)
   c. Dean presents items for consultation, input, and discussion at the present meeting with the members, but also for dissemination in the parishes.
   d. Open forum with any members and their concerns for the Dean (15 minutes)

6. Adjourn

7. Representatives bring discussion items from the Bishop and deanery back to their parish pastoral councils, parishioners, or religious order members.
**DEANERY PASTORAL COUNCIL REPRESENTATIVE FORM**

**DIOCESE OF FARGO**

**NOTE:** This completed form must be received by your Dean **BY DATE.**

*(See reverse side for Criteria for Membership)*

Mail completed Form to:

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Dear Father,

I am pleased to appoint the following representatives from our parish/parish cluster/order to the **Deanery Pastoral Council.**

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<th>Delegate Name:</th>
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I hereby certify that these appointees are currently registered and active faithful. They fulfill the guidelines outlined on the back of this form. They are aware of their responsibilities to represent our parish or order at the Deanery Pastoral Council.

Respectfully yours,

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<tr>
<th>Pastor/Religious Superior</th>
<th>Date</th>
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Guidelines for Representatives to the Deanery Pastoral Council

(Taken from the Statutes of the Diocesan Pastoral Council)

ARTICLE IV MEMBER QUALIFICATIONS

1. A pastoral council is composed of members of Christ's faithful who are in full communion with the Catholic Church: clerics, members of institutes of consecrated life, and especially lay people. They are designated in the manner determined by the diocesan Bishop (Canon 512 §1).

2. The members of Christ's faithful assigned to the pastoral council are to be selected in such a way that the council truly reflects the entire portion of the people of God which constitutes the diocese, taking account of the different regions of the diocese, of social conditions and professions, and of the part played in the apostolate by the members, whether individually or in association with others (Canon 512, §2).

3. Only those members of Christ's faithful who are outstanding in firm faith, high moral standards and prudence are to be assigned to the pastoral council (Canon 512, §3).

4. Members must be from the Diocese of Fargo.

Selection of Representatives

- Each pastor of a parish or cluster of parishes should select one lay representative (and one alternate) from each of his parish(es) to be a representative on the Deanery Pastoral Council.
- The Dean should select a Permanent Deacon (and one alternate) for representation on the deanery pastoral council.
- Each religious community within a deanery should select one representative (and one alternate), even if they do not have a motherhouse within the diocese.

The “Representative Form for the Deanery Pastoral Council” is submitted to the Dean each year by each pastor or religious community within the deanery.
Deanery Pastoral Council Report for Deanery

The Deanery Pastoral Council met on ________________ at ________________, with ____ out of a possible ______ representatives present.

Parishes/Groups with representatives in attendance:

Parishes/Groups without representation:

Items of Discussion

- Bullet point topics with 1-2 sentence descriptions.
- Begin with items from previous Diocesan Pastoral Council
- Add on any pastoral concerns, issues discussed.
- The point of this is a summary, not a detailed description of each item or every idea mentioned. The full minutes of the deanery meetings can be used for that purpose.

(Deanery Pastoral Council ► Parishes in Deanery)
(Deanery Pastoral Council ► Chancellor’s Office)

(The above summary report is made available to each parish and group in the deanery, to be presented to the parish pastoral council and the parish at large.)

(The notation below should come only to the Chancellor’s office.)

Dean’s notation of any regularly unrepresented parish cluster/group:

(Submitted to the Chancellor by the Dean one week after each Deanery Pastoral Council meeting. Regular meeting minutes do not need to be submitted.)
Glossary

Consensus – A general agreement arrived at by most of those concerned.

Consultation, Consultative – Seeking the advice of another, deliberation in common, consideration. A consultative body assists the decision maker with the members’ advice. A consultative body does not have the power of governance.

Dean – A priest appointed by the Bishop to oversee the priestly life and pastoral care of an area of the Diocese, known as the deanery.

Deanery Pastoral Council – A consultative body in each deanery composed of lay, clerical, and religious representatives from throughout the deanery. The members of this group inform the deanery of the pastoral concerns of their respective parishes/organizations, and they inform their parishes/organizations of Diocesan and Deanery information.

Diocesan Pastoral Council – A consultative body in the entire Diocese, required by Canon Law, by which lay, religious, and clerical members assist the Bishop “to study and weigh those matters which concern the pastoral works in the diocese, and to propose practical conclusions concerning them” (Canon 511).

Member – Any individual on either the Diocesan or Deanery Pastoral Council. Members may be representatives from a parish, deanery, or religious order. They may also be ex-officio members, if their role in the Deanery or Diocese requires their presence.

Parish Pastoral Council – A recommended, but not required, consultative body of lay faithful which assists the local pastor in ways similar to the Deanery or Diocesan Pastoral Councils.

Representative – Those members of the Diocesan or Deanery Pastoral Councils who are nominated and/or appointed to represent the lay faithful, the religious communities, or the clerical states.
Appendix A – Deanery Maps of the Diocese of Fargo
The clusters are ordered within their deanery by total number of reported households.

Deanery I has a total of 2,546 households and 6,113 parishioners.
Deanery II
2012-2013

- Nativity (1696)
- Sts. Anne & Joachim (1665)
- Holy Cross (1284)
- Holy Spirit (1148)
- St. Anthony (996)
- Cathedral of St. Mary (608)
- Blessed Sacrament (488)
- Casselton (287) – Buffalo (52)
- Wild Rice (235) – Kindred (104)
- St. Paul Newman Center (34)
  - The clusters are ordered within their deanery by total number of reported households.
  - Deanery II has a total of 8,597 households and 22,309 parishioners.
Deanery III
2012-2013

- Grand Forks, St. Michael (1778)
- Grand Forks, Holy Family (1590)
- Grand Forks, St. Mary (548)
- Larimore (315)
- Hillsboro (175) – Argusville (80)
- Reynolds (103) - Thompson (150)
- Mayville (117) – Hunter (46)
- Manvel (152)
- Grand Forks, St. Thomas Newman Center (80)
  - The clusters are ordered within their deanery by total number of reported households.
  - Deanery III has 5,134 households and 12,259 parishioners.
Deanery IV
2012-2013

Grafton (682) + migrant ministry Langdon (416) – Nekoma (39) – Wales (26)
Minto (195) – Warsaw (106)
Park River (202) – Vesleyville (50)
Walhalla (215) – Neche (23)
Pisek (65) – Lankin (46) – Bechyne (43)
Cavalier (120) – Crystal (32)
Drayton (75) – Pembina (61)
Oakwood (55) – St. Thomas (32)

- The clusters are ordered within their deanery by total number of reported households.
- Deanery IV has 2,481 households and 5,837 parishioners.
Deanery V
2012-2013

- Devils Lake (1157)
- Fort Totten (312) – Crow Hill (72) – Tokio (61)
- New Rockford (217) – McHenry (33)
- Lakota (104) – Michigan (70) – Tolna (30)
- Cando (130) – Leeds (43)
- St. Michael Indian Mission (130)
- Munich (79) – Starkweather (34)
  - The clusters are ordered within their deanery by total number of reported households.
  - Deanery V has 2,472 households and 7,380 parishioners.
The clusters are ordered within their deanery by total number of reported households.

Deanery VI has 3,000 households and 8,981 parishioners.
The clusters are ordered within their deanery by total number of reported households.

Deanery VII has 2,648 households and 5,001 parishioners.
Deanery VIII
2012-2013

- Napoleon (285)
- Edgeley (156) – Nortonville (39)
- Wishek (85) – Zeeland (62) – Ashley (32)
- Steele (92) – Tappen (33) – Medina (29)
- Lamoure (110) – Verona (26) – Dickey (21)
- Ellendale (117) – Fullerton (30)
  - The clusters are ordered within their deanery by total number of reported households.
  - Deanery VIII has 1,117 households and 2,640 parishioners.
Diocesan Pastoral Council Summary Report for Deaneries

The Diocesan Pastoral Council met on __________________ at __________________
______________ members were in attendance.

Public Summary of Items Discussed
*Items brought back for discussion as requested by the Bishop*

*Items raised from the parish and deanery level*

Public Listing of Items to be presented & discussed at the deanery and parish level

The next meeting of the Diocesan Pastoral Council is scheduled for ___________ at
the Pastoral Center in Fargo. Agenda items and deanery reports are due by
______________ to the Chancellor’s office.

(Diocesan Pastoral Council ► Deanery Pastoral Council)
Deanery Pastoral Council Report for Deanery

The Deanery Pastoral Council met on ________________ at ________________,
with ____ out of a possible ______ representatives present.

Parishes/Groups with representatives in attendance:

Parishes/Groups without representation:

Items of Discussion:

(Deanery Pastoral Council ► Parishes in Deanery)
(Deanery Pastoral Council ► Chancellor’s Office)

Dean’s notation of any regularly unrepresented parish cluster/group:
Deanery report to the Diocesan Pastoral Council

The Deanery Pastoral Council met on _____________ at _______________ with ___ out of _____ representatives present to present Bishop Aquila’s discussion items.

We met again on ______________ at ________________________ with _____ out of ____ representatives to provide input back to Bishop Aquila and to present our own pastoral issues.

Response to Discussion items from last Diocesan Pastoral Council:

Pastoral Items from the deanery to present to the Bishop:

Submitted by: ____________________________________________________________

(Deanery Pastoral Council ► Diocesan Pastoral Council)