

GLOSSARY OF TERMS

Ad hoc Committee: A committee established for a specific purpose or a special activity which usually disbands when this purpose is accomplished.

Archdiocese: A portion of the people of God entrusted for pastoral care to an Archbishop with the collaboration of the presbyterate.

Archdiocesan Pastoral Council (APC): The Archdiocesan Pastoral Council is a consultative body to the Archbishop in fulfilling his pastoral office made up of laity, clergy and religious.

Archdiocesan Pastoral Council (APC) Representative: The Archdiocesan Pastoral Council Representative is a lay person appointed or selected by the Vicar to participate on the Archdiocesan Pastoral Council (APC) for the Vicariate. This individual is expected to fulfill the requirements of the APC related to term of office, attendance, and participation for the period of the appointment.

Brainstorming: A free form generation and sharing of ideas used in the beginning of a group decision.

Catechesis: Religious instruction, especially in the elements of the Catholic faith.

Catechist: A person who teaches the elements of the Catholic faith.

Catechumenate: Individuals being taught the elements of the Catholic faith.

Catholic Teaching: That which the Pope or the college of Bishops enunciate on faith or morals when they exercise the authentic magisterium, or "teaching office," of the Church. The appropriate response of the Christian faithful is a healthy respect for and acceptance of sound teaching in the Church. The principle of the pursuit of truth and the primacy of conscience, however, are still in play because teachings are included which are not infallible. (Comm. on Code 752)

Central Services: The Archdiocesan Departments and Offices. Taken together these departments and offices touch virtually every facet of Church life and concern. Their common goal is to help individuals, Parishes, and Vicariates in fulfilling their Christian endeavors by providing coordination with the Archbishop and Archdiocesan policies, by serving as resource centers, and by making available professional expertise.

Chairperson: A person who ensures effective communication, maximum participation and full consideration of issues during a meeting.

Code of Canon Law: Law enacted and promulgated by the Pope for the orderly pastoral administration and government of the Church. The revised Code, effective November 27, 1983, consists of 1752 Canons in seven books. Also called universal or Church law.

GLOSSARY OF TERMS

Collaborative: A process of planning, establishing and operating together to achieve a common goal or purpose. It is a process through which Parishes explore different options and search for solutions that go beyond what they can do on their own. In the Church, the belief that every baptized person is gifted and called to ministry is the basis for collaboration. According to Sofield and Juliano (Collaborative Ministry, Ave Maria Press, 1987, p. 11), collaboration is the identification, release and union of the gifts of all baptized persons.

Collegial: Working with a common purpose or common duties as a body. Quality of authority or power shared equally among colleagues; union apparent in the mutual relations among members of a group as they assume responsibility for the common good.

Commission: Working groups of the Parish Pastoral Council which meet on a regular basis to assess the needs of the parish, develop objectives and implement programs through committee work.

Committee: A subgroup of a Commission charged with the responsibility for a specific area within a Commission's or Council's mandate. A set of individuals who have been selected or appointed who have agreed to work to accomplish a specific goal or objectives.

Communion: Persons sharing one same life, an organic unity. Our "communion" as Church flows from and mirrors the Trinitarian communion, the model and source of giving and receiving. Since "communion" can be translated as "sharing gifts," it is an excellent description of our identity and vocation as Church.

Community: A group of people living in a particular local area, often having common goals, interests, ethnic, cultural or religious characteristics.

Consensus: The process of arriving at a decision through open discussion and resolution of major discrepancies. Without compromising any strong conviction or needs, consensus results in a decision that all members of the group can accept and uphold.

Consultation: A process of shared decision-making. Canon 127 establishes the seriousness of the consultative process. According to this Canon, if church law requires consultation, then the group to be consulted must be legitimately convoked. At least a majority of the members must be consulted. If consultation is required with certain persons or individuals, the Pastor is required to listen to such persons and ordinarily not act contrary to their advice, especially if consensus is achieved.

Consultative Body: A group of people that seeks to arrive at a consensual agreement on significant issues in order to develop policy recommendations for the spiritual growth and pastoral activity of the Archdiocese, vicariate or parish. The recommendations of the Consultative Body are to deal with general policies and not with administrative detail.

GLOSSARY OF TERMS

Cooperatively: Working or acting together toward a common end or purpose.

Coordinate: To harmonize in a common effort. To work together.

Council of Vicars: A group of priests, each of whom is appointed by the Archbishop, who share the pastoral leadership of the Archdiocese as representatives of their respective vicariates. It is the responsibility of the Council of Vicars to promote peace and unity, renewal and growth collectively, throughout the Church of Detroit, and individually, in the vicariate which each represents; to link the parishes of their respective vicariates with the Archdiocesan resources, programs and structures through mutual interaction; and to consolidate their efforts to build up the Church and preach the Good News through pastoral care, broad-based communication, convening of appropriate meetings, and mediating conflicts.

Deliberations: Formal discussion and debate of all sides of an issue. The act or process of consulting with others in reaching a decision.

Diocesan Bishop: Bishop to whom the care of a diocese has been entrusted. The Diocesan Bishop's office has a threefold range--Teaching, sanctifying and governing. (Canon 376-381)

Discern: The process of arriving at a decision in accord with God's will through prayerful reflection and deliberation. Communal discernment is related to consensus but adds the following dimensions to the consensus process: prayerful reflection, gathering evidence, discussion of positive and negative factors of proposed alternative plans of action and confirmation by the group.

Dogmatic Constitution on the Church: The centerpiece of Vatican II. Begins with a view of Church as Mystery, as the communion of men and women called together into a participation in the life of the Triune God.

Election: A selection by vote for an office or for membership.

Empower: To free people to be true to their own thoughts and feelings, to give them the opportunity to think these through, and to help them feel valued within the group.

Endowment Fund: A growing account, the principal of which is left intact, while interest and earnings are used on an annual basis to fund the needs of an organization.

Evaluate: A process of measuring and judging progress according to accepted standards. The Parish Mission Statement is the yardstick by which evaluation is made.

Evangelization: The activity whereby the Church proclaims the Gospel in the world today so that the faith of all persons may be aroused, may unfold, and may grow. A Parish activity which serves to instill or strengthen faith among members and non-members.

GLOSSARY OF TERMS

Facilitator: One who contributes structure and process to interactions so groups are able to function more effectively.

Formation: Making our faith real through prayer, study/reflection/sharing, action, and evaluation.

Goals: Statement of a desired end which reflects the overall purpose and is related to a major area of concern. Goals need to be written in specific and challenging terms so that they are recognizable when achieved. A goal usually has a terminal point of three to five years and its achievement is recognizable when it has been reached. Goals are reviewed annually.

Guidelines: A statement of policy or procedure which clarifies how the directives are to be applied and observed.

Inclusivity: To involve as part of the whole regardless of gender, race or physical appearance.

Intervention: An action or set of actions that aim to improve the functioning of a group. Can be of a process or content nature.

Laity: Men and women who are the People of God through sacramental initiation. They share, in their own way, in the priestly, prophetic, and pastoral roles of Jesus and exercise these functions within the Church under the guidance of duly appointed pastors (bishops and priests). They also carry on the four-fold mission of Jesus in their daily lives, particularly through their family, the "domestic church."

Mediate: To settle or resolve issues by acting as the intermediary between two or more opposing parties.

Ministry: Literally, a "service." Any service publicly designated by the Church to assist in the fulfillment of its mission.

Mission: That for which the Church has been "sent"; i.e., its purpose: to proclaim the Gospel in word, in sacrament, in witness, and in service.

Mission Statement: A broad statement that expresses the reason or purpose for the existence of a group. It unifies, motivates, and clarifies. It answers the questions: "What are we called to be?" "Why do we exist?" "What should we be about?"

Multiculturalism: The doctrine that several different cultures (rather than one national culture) can co-exist peacefully and equitably in a single community. This is both a cultural and political ideal that shifts and adapts to the changing needs of a community or society as a whole.

GLOSSARY OF TERMS

Mystagogia: The continued catechesis of the newly initiated Christians through the process of leading them into a deeper, reflective understanding of the mystery of their salvation in Christ.

National Parish: A Parish that serves certain groups of people without strict regard to their places of residence.

Office of the Chancellor: The Chancellor serves as liaison to various consultative bodies of the Archbishop: the College of Consultors, the Council of Vicars, the Archdiocesan Pastoral Council, the Presbyteral Council, the Program Review Committee and ad hoc committees as needed. The Chancellor is also the official notary of the Archdiocese and oversees the content and signatures related to various contracts and compiles various ecclesial and statistical reports. In addition, the Chancellor administers matters related to national collections for Church-related causes and is an ex-officio member of the Curia.

Objective: A sub-goal to be accomplished in one year or less. It has the same criteria as a goal. A set of results that one expects to achieve which are concrete and specific, assign responsibility and can be measured according to qualitative or quantitative criteria. Besides describing a result, an objective should also specify what is to be done, who is to do it, and when it is to be completed.

Operational Procedures: Within a consultative body such as the Parish Pastoral Council, describes and defines the council's functions, forms, and methods of action.

Parish: A communion of the faithful to be served by a Pastor charged with responsibility for providing them with full pastoral services. That unit of God's family which fulfills within its communion the universal mission of the Church: proclaiming the Word, celebrating the liturgy, serving God's people and building the communion.

Parish Pastoral Council: A group of people representing all facets of the Parish, chosen, called forth and commissioned to join together in striving to be a communion of faith and to serve the Parish in the ministry of leadership. The Parish Pastoral Council works in cooperation with the Pastor and the total Parish in setting policy and establishing goals, objectives, and action plans.

Pastor: An ordained priest charged with the pastoral care of people committed to his care. This care includes the following areas: worship, education, pastoral service, and administration.

Pastoral: Pertaining to the actual life of the Church, especially at the Parish and Archdiocesan levels.

Pastoral Care: Refers to the teaching, sanctifying, and governing role of the Bishop. (Comm. on Code 515)

GLOSSARY OF TERMS

Pastoral Planning: A structured involvement of believing persons in developing and maintaining the connection between what they believe and what they do in determining their future as Church. It is an ongoing process in which the Parish reflects upon its mission, assesses the internal needs of the Parish, examines the external environment, sets goals and objectives and evaluates the extent to which the goals and objectives have been accomplished.

Pastoral Staff: The group responsible for collaborating with the Pastor in the pastoral care of the Parish and in implementing the policies of the Parish. May consist of one or more Associate Pastors, Deacons, men and women religious, Directors of Religious Education, Worship and/or Christian Service and lay pastoral ministers. This term typically refers to paid staff, but may also refer to volunteers when appropriate. They serve the Parish in cooperation with the Parish Pastoral Council.

Policy: A guide for future actions in a particular area of Parish life. Policy deals with broad commitments to goals for the Parish communion along with objectives and strategies to reach these goals.

Policy Development: Selection of a definite course or method of action from among alternatives and in the light of given circumstances. The purpose of policy is to guide and determine present and future decisions. Primarily the responsibility of the Parish Pastoral Council.

Pluriculturalism: The doctrine that encourages respect and support for all the possible cultural needs and ways of living, not only ethnic, linguistic or cultural minorities, but also of sexual minorities, rural subcultures, feminists, disabled persons and others.

Presbyteral Council: The primary consultative body of priests concerning Archdiocesan governance. It assists the Archbishop in his exercise of governmental authority but does not exercise governance directly. The council is completely consultative in nature without authority to act on its own. (Comm. on Code 500)

Presbyterate: The priests of the Archdiocese.

Process: The way in which a group operates; the structure, framework, methods, techniques and tools used, as well as the climate, spirit and approach taken.

Ratification: The process of giving formal approval to and thereby validate. Final approval, given by a Pastor, of action taken by the Parish Council.

Reconciliation: An achievement, process, and goal in the life of the human communion. It requires the overcoming of sin by means of repentance and forgiveness and ultimately by an inner transformation.

Recommendations: Acts of counsel or advice.

GLOSSARY OF TERMS

Reign of God: The more active, or dynamic, expression for the Kingdom of God. It is the Kingdom as it is now in process.

Resource: Something or someone that can be looked to for aid or support.

Sacrament: In general, any visible sign of God's invisible presence. Specifically, a sign through which the Church manifests its faith and communicates the saving reality (grace) of God which is present in the Church and in the signs themselves. In Catholic doctrine there are Baptism, Confirmation, Eucharist, Penance, Marriage, Holy Orders, and the Anointing of the Sick.

Scenario: An outline or a model of an expected or a supposed sequence of events. The way in which a parish may respond to certain situations.

Scrutinies: Special rites celebrated on the last three Sundays of Lent in connection with the elect for the rite of Christian Initiation of Adults (RCIA).

Secretary: One who is in charge of minutes of meetings and other important documents.

Standing Committee: A committee which remains in place for an extended period of time.

Stewardship: Generally defined as the careful and responsible management of something given over to one's care. In Christianity, it is more specifically described as the manner by which the Christian actively responds to the Gospel invitation by Jesus Christ to be counted among his disciples. It includes acknowledging that one's life, time, relationships, talents, skills and material possessions are all gifts entrusted to the person by God; living each day in gratitude for these gifts; caring for and cultivating these gifts responsibly; sharing these gifts generously; and offering them with increase back to God.

Strategic Planning: Long range planning which goes beyond the yearly planning cycle.

Subsidiarity: A principle in Catholic social doctrine which holds that nothing should be done by a higher agency which can be done as well, or better, by a lower agency. Issues are dealt with and policies are established at the lowest proper level of responsibility and competency. Thus, in practice, a Parish Pastoral Council will not make decisions which properly belong to its commissions, and a Commission will not make decisions which properly belong to its committees. In all cases, however, the Parish Pastoral Council retains and exercises the right to review decisions made by commissions or committees. It must be understood that set policies and procedures cannot be bypassed at any level. Decisions on all levels must be in line with Archdiocesan policies and guidelines.

Substantial Agreement: Decisions that can be supported and upheld by all.

GLOSSARY OF TERMS

Team: A group of individuals who are committed to a common goal, who support each other, fully exploit member skills and make quality decisions because of the use of effective processes.

Territorial Parish: A Parish that embraces all the faithful in a certain area of the Archdiocese.

Trinitarian: Believing in the doctrine of the Blessed Trinity.

Triune: Three persons in one God.

Universal Law: Laws which have been enacted by those who have legislative power for the entire Church, such as an ecumenical council or the Pope. They are intended primarily for the common good of the universal communion. These laws need not bind everyone. They may be specifically addressed to particular groups but always in view of the universal good, e.g., laws applying to Bishops. (Comm. on Code 12)

Vicar: A priest elected by the Vicariate Pastoral Council and appointed by the Cardinal to 1) promote and coordinate the general pastoral activity of the vicariate, 2) supervise the life-style and ministry of the clergy, and 3) supervise liturgical functions, the care of churches, sacramentals, custody of the Blessed Sacrament, ecclesiastical records, and church administration in general. He is also to promote the continuing education of the clergy and be concerned with their spiritual needs. (Comm. on Code 553. 555)

Vicariate: The Archdiocesan Vicariate is a geographical area consisting of a grouping of parishes where support, pastoral planning and resources can be identified and shared for the benefit of the faithful within its boundaries. There are 18 Vicariates within the Archdiocese of Detroit.

Vicariate Pastoral Council (VPC): The Vicariate Pastoral Council is made up of two lay individuals from each parish within vicariate boundaries, and is a representative, collaborative and consultative body to the parishes, the vicar and APC in the ministry of education, service, worship, and stewardship.