

# ST. AMBROSE CATHOLIC CHURCH-- BRUNSWICK, OH

## PARISH PASTORAL COUNCIL APPENDIXES

### APPENDIX A

#### Model PPC Agenda

*Well Planned Meetings Have Three Components: Formation, Work, and Follow-Up:*

#### **(I) Formation**

##### **(1) Personal Sharing (10-20 minutes)**

Allow time for the members to greet each other and share what is going on in their lives. It is a means of support for one another and may be an opportunity for people to let go of what is on their minds so they can be more “mentally present” at the meeting. Encourage members to come 10 minutes early to have a cup of coffee and share.

- Scheduled prior to the meeting
- A means of personal support
- A positive, energizing experience
- People more mentally “present” at meeting

##### **(2) Prayer / Faith-Sharing (15—25 minutes)**

- Sets tone of meeting
- Based on scripture, agenda, upcoming events, etc.
- Incorporates reflection / faith-sharing
- A life-giving experience
- Fosters virtue (trust, respect, listening, understanding, prayer)
- Enhances group dynamics

##### **(3) Learning I Enrichment Opportunities (if possible) (10-25 minutes)**

- Related to Church, diocese, parish, or community
- Related to present or future “discussion item”
- Related to council policy or group dynamics
- Of “value” to participants

#### **(II) Work**

##### **(1) Decision Items (20—40 minutes)**

- Discussed, studied, and prayed about at a previous meeting
- Addressed early, when all have most energy
- Spelled out clearly on the agenda

**(2) Discussion Items (20-40 minutes)**

- Issues needing everyone's wisdom
- Spelled out clearly on the agenda
- After discussion, may go...
  - To a commission for further development
  - To an ad hoc committee for research
  - To the next agenda as a "decision item," or...
  - Be dropped altogether

**(3) Reporting Items (20-40 minutes)**

- **Not committee / commission reports**  
**NOTE:** Standard reports are submitted to the chairperson and sent to council members with the agenda, minutes, and informational materials **PRIOR** to the meeting
- Items researched for the council
- Commission seeking advice
- Others wishing to address council

**(III) Follow-Up**

**(1) Summarizing the Meeting (5 — 10 minutes)**

- Recount
  - Decisions made
  - Results of the decision and discussion items, and...
  - Future agenda items surfaced during meeting
- Increases energy at end of meeting
- Leave knowing what was accomplished
- Leave knowing what is expected

**(2) Forming the Agenda for the Next Meeting (5 — 10 minutes)**

- At the end of the meeting
- Insures important items included on next agenda
- Offers opportunity to shape agenda