



CONSTITUTION OF THE PRIESTS' COUNCIL

Appendix II
Diocese of Great Falls-Billings

PRIESTS' COUNCIL CHECKLIST for Effective Meetings and Procedures

The following checklist is an evaluation instrument for the Priests' Council of the Diocese of Great Falls-Billings. At the August meeting each year, each member fills out his own form during the open discussion of each point, rating it according to his opinion. The results are collated and reviewed at the September meeting, and areas of concern may be addressed appropriately through the year, making adjustments and changes as called for by the results of the compiled opinion.

Rate each item from 1 (low - needs work) to 5 (high - very satisfactory).

PURPOSE

- _____ 1. The Priests' Council collaborates as a group representing the body of priests in advising the Bishop.
- _____ 2. By its spirit and its manner of reaching consensus, the Priests' Council reflects its fraternal mission to promote the good of its constituency and of the entire diocese.
- _____ 3. In cooperation with the bishop and other advisory groups, the Priests' Council recommends policy and shares in guiding the overall direction of the diocese.
- _____ 4. The Priests' Council effectively delegates without getting entangled in details of implementation for which others (or committees) are responsible.
- _____ 5. Members of the Priests' Council make efforts on an on-going basis to obtain input, opinions, and insights from those whom they represent.
- _____ 6. The Priests' Council understands and respects the principles of subsidiary; the rights and the responsibilities of other persons and groups are upheld by the Priests' Council members.

MEMBERSHIP

- _____ 7. Priests' Council membership is balanced and proportionately representative of the presbyterate.



CONSTITUTION OF THE PRIESTS' COUNCIL

Appendix II
Diocese of Great Falls-Billings

- ___ 8. New members are adequately oriented and prepared for full and effective participation.
- ___ 9. Members understand and are constantly fulfilling their responsibilities.
- ___ 10. Prayer is integral to all Priests' Council gatherings; it is organized and led by its members.

MEETINGS

- ___ 11. Agendas are a collaborative effort worked out by the bishop and the chairman.
- ___ 12. Members receive copies of agenda, minutes, and other needed background materials before the meetings.
- ___ 13. The atmosphere at the meetings is hospitable, conducive to sharing, reflection, and prayer.
- ___ 14. The Priests' Council understands and uses processes helpful to consensus building, especially where major issues are concerned.
- ___ 15. The chair keeps the agenda moving, tactfully returns to the point when discussion wanders, expedites sharing by all present, and facilitates in decision-making.
- ___ 16. Minutes are filed in the diocesan archive.

OTHER

- ___ 17. From time to time the Priests' Council evaluates its constitution, makes necessary changes, and resubmits the document for the approval of the bishop.
- ___ 18. The Priests' Council is influenced by the values and faith-life of the greater church, and is guided by directives of the U. S. Bishops and the universal church.
- ___ 19. When convened as the College of Consultors, the members are informed about the issues, and each has the opportunity for appropriate input in advising the bishop.