

# **St Joseph & The English Martyrs Parish Pastoral Council**

## **INTRODUCTION**

### **The Role of the Parish Pastoral Council (PPC)**

#### **WHAT IS A PPC?**

A PPC Is one of the structures recommended by Vatican II and is furthermore promoted by 'Communion and Mission' (2006), Cardinal Cormac Murphy O'Connor's vision for the future of the diocese.

Each PPC consists of the parish clergy together with a group of parishioners chosen by the parish community. They share responsibility for building and sustaining a vital Christian community focused on living and promoting God's values of love, justice and peace.

The PPC provides a means of facilitating collaborative working in the parish so as to further the work of the Church by leading parishioners to respond actively to their baptismal call to mission

#### **WHAT IS THE PURPOSE OF THE PPC?**

The PPC seeks to:

- enrich the quality of parish life
- foster the growth of the parish community as the body of Christ by providing opportunities for all its members to:
  - know love and serve our Lord Jesus Christ better.
  - worship him worthily through the liturgy of the Church.
  - grow in communion with Christ as our leader and guide, and with each other as His brothers and sisters united in baptism.
  - grow in holiness.
  - better understand and live the Gospel in their lives and to seek opportunities for spreading its message and spirit within the parish and beyond.
  - discover and live out their personal and community call to mission.
  - live as Catholics who effectively transform society.
- oversee with its president, the parish priest, the use of the resources of the parish - spiritual, human and material - for the benefit of all parishioners and the wider Church.

## HOW DOES THE PPC FULFILL ITS ROLE?

The PPC will:

- grow in knowledge and awareness of what is already happening in the parish.
- grow in knowledge and awareness of social, moral and ethical issues affecting the Church.
- give time to prayer, study, reflection and in-service education on the nature of the ministry
- encourage and support the good work of existing groups within the parish.
- search out and respond to the hopes, ideas, needs and concerns of parishioners.
- evaluate carefully information gathered so that decisions made reflect the values of the Gospel and the teachings of the Church.
- set long and short term goals for the parish in fulfilment of its mission.
- provide opportunities for parishioners to grow in their relationship with God and with each other.
- develop, implement and improve parish initiatives that assist parishioners in their continuing efforts to live as effective Christians in society.
- ensure the resources of the parish are used efficiently and effectively, supporting every aspect of collaborative ministry in the parish and working within the framework of the diocese.

## THE CONSTITUTION OF THE PPC

The Constitution of the PPC sets out the chain of responsibility and the administrative arrangements by which the parish seeks to fulfil its public responsibilities, working under the direction of the diocese and with its standing committees and other parish groups, while at the same time seeking those initiatives which can assist parishioners to develop their spiritual life through collaborative ministry.

This document seeks to make it evident that the participation of every parishioner is needed in this work and to make the routes for any parishioner to become more immediately involved, should they so desire, clear and easy.

This Constitution should be looked upon as an evolving document embodying arrangements which require regular review as the needs of the parish change and develop. It is presented in accordance with Canons 129(section 2) and Canons 208-231 and without prejudice to Canon 519, 532,536(section 2) of the Code of Canon Law.

*This introduction has been adapted from the handbook for Pastoral Councils Mallon & Anning, Archdiocese of Brisbane(1999) and the Draft guidelines for PPCs supplied by Portsmouth Diocese (2003) with additions by the St Laurence Petersfield, PPC*

## **St Joseph & The English Martyrs Parish Pastoral Council Constitution**

### **1. NAME**

1.1 The name shall be the St Joseph & The English Martyrs Parish Pastoral Council (hereafter PPC)

### **2. AUTHORITY**

2.1 In accord with canon law the PPC is presided over by the parish priest (reference Canon 519)

### **3. OBJECT**

3.1 The object of the PPC is to facilitate the collaborative ministry of the people of God in accordance with the principles set out in the Introduction

### **4. METHOD**

4.1 The PPC may make such rules and procedures as it deems appropriate to further its objectives.

4.2 The PPC may set up both 'standing' and 'ad hoc' committees and prepare their briefs.

### **5. STRUCTURE OF THE COUNCIL**

5.1 There should be nine members of which seven will be elected by the parish

5.1.1 The parish priest will invite a member of the Parish Finance Committee, usually the chairman, and the Child Protection Officer to be members of the PPC

5.2 One member of the PPC will serve on each of the standing committees

5.3 Nominations;

5.3.1 These will be called for in May each year and all those over 16 years of age are eligible for election.

5.3.2 There will usually be at least 3 vacancies each year (see 5.5)

5.3.3 Having agreed to stand, each nominee should be officially supported by another adult parishioner (see 5.3.1)

5.3.4 At the time of nomination, nominees will be asked to indicate their preference for the standing committee on which they might wish to serve.

5.3.5 Election shall be by majority vote of the parishioners as defined in 5.3.1

5.4 PPC members will serve for three consecutive years. They may not be re-elected until one year has elapsed from the end of their previous term of office.

5.5 For the continuity of the PPC it is desirable that terms of office are staggered so that not more than three members of the PPC retire annually.

5.6 PPC members may be asked to take on specific tasks and responsibilities (see 5.2).

5.7 Co-option of members to the PPC

5.7.1 In the event of unexpected vacancies or as required for special reasons additional members may be co-opted on to the PPC.

5.7.2 Co-opted members will be appointed by the PPC for up to one year and their appointment will be reviewed annually at the first meeting after the Annual General meeting (hereafter AGM)

5.7.3 A member cannot, except for exceptional reasons, have his/her co-option renewed for more than three terms of office. One year must elapse before s/he is eligible to serve again.

5.8 Any elected member failing to attend half the scheduled meetings in a year may be asked to resign.

## **6. OFFICERS**

6.1 The Chairman

6.1.1 The chairman shall be elected at the first meeting of the PPC after the AGM to serve for one year.

6.1.2 The chairman shall liaise with the parish priest and members of the PPC, standing committee and other parish groups as necessary.

6.1.3 The chairman will form an executive with the parish priest and the chairmen of the Parish Finance Committee and Standing Committees of the PPC to address extraordinary matters and coordinate the implementation of proposals made by the PPC. Its meetings will therefore be ad hoc.

6.1.4 The chairman is responsible for calling meetings (see 7.2.5 & 7.2.5) and for drawing up the agenda (see 7.2.4)

## 6.2 The Vice Chairman

6.2.1 The second in the ballot for chairman at the first meeting of the PPC following the AGM automatically becomes the vice-chairman.

6.2.2 If the chairman is unable to complete his/her term of office the vice chairman will replace him/her.

## 6.3 The Secretary

6.3.1 A secretary will be appointed by the PPC

6.3.2 If the PPC is unable to appoint a secretary, a member of the PPC will be appointed to act as secretary and liaise with the parish secretary to coordinate and fulfil the tasks set out below.

6.3.3 The secretary will take minutes of all meetings.

6.3.4 The secretary will be responsible for distribution and displaying agenda and minutes.

6.3.5 Responsibilities of the secretary include making arrangements for the meetings and elections (e.g. ensuring that procedures relating to meetings etc are carried out at the right time).

6.3.6 When the secretary is not a member of the PPC but is a member of the parish, s/he may speak at meetings of the PPC but only vote at special meetings of the parish and the AGM.

## 6.4 The Health and Safety Liaison Officer.

6.4.1 A Health and Safety liaison officer shall be appointed by the PPC.

6.4.2 His/her position will be confirmed annually and reported to the AGM.

6.4.3 S/he will be an ex officio member of the maintenance committee but also report directly to the PPC when necessary.

6.4.4 S/he will be responsible to the PPC for the proper implementation of any parish or secular (local or national) policy concerning health and safety

## 7. PPC MEETINGS

7.1 Minutes of all meetings must be carefully recorded and retained.

### 7.2 Ordinary Meetings

7.2.1 Those entitled to attend are all PPC members, the secretary and any member of the parish as an observer, on the understanding that the PPC may withdraw to discuss any item privately if considered necessary.

7.2.2 An observer will not normally take part in the discussions unless invited to do so by the chairman.

7.2.3 The minutes together with the date of the next meeting should be displayed for the parish and distributed to PPC members and chairmen of standing committees by the secretary giving due notice.

7.2.4 Prior to each meeting, the parish priest, chairman of the PPC and secretary shall draw up an agenda, having first enquired if any PPC members wish to submit an item.

7.2.5 The agenda for the meetings must be displayed for the Parish and given to members by the secretary at least seven days before meetings.

7.2.6 Meetings shall be called approximately 6 times a year.

7.2.7 A quorum constitutes half the PPC

7.2.8 All PPC members including co-opted members have a vote.

### 7.3 Special Parish Meetings

7.3.1 A special meeting may be called by the parish priest or chairman, or by request in writing to the chairman of four parishioners specifying the reason for such a meeting.

7.3.2 Business will be kept strictly to the matter for which the meeting was called

7.3.3 Any resolutions put forward by such a meeting will be considered by the PPC at their next meeting

### 7.4 Annual General Meetings

7.4.1 The meeting will normally be held in June.

7.4.2 It is incumbent upon the PPC to organise the business of the meeting, and see that the election of new members is conducted in a proper manner.

7.4.3 Six weeks' notice of the date and time of the meeting should be given to the parish.

7.4.4 The constitution, together with the agenda, should be displayed during two weeks prior to the AGM.

7.4.5 All parishioners are entitled to attend.

7.4.6 A quorum is 30 parishioners at the start of the meeting.

7.4.7 The following business will be conducted

Opening Prayers

The Chairman's report and thanks to retiring members.

Reports by committee chairmen.

Other reports as required by PPC chairman.

Financial report and statement of accounts, if the Parish Finance Committee judges this to be an appropriate occasion for such a report

Amendments to the constitution if any. (see 9)

Results of parish ballot for PPC .

Announcement of current membership of committees

Close of meeting by parish priest.

7.4.8 The newly constituted PPC shall meet within 14 days of the AGM.

## 7.5 Parishioners' Concerns

Parishioners who wish to have particular issues discussed by the PPC should speak to the Parish Priest or any member of the PPC who will then arrange with the chairman of the PPC for the matter to be discussed at an appropriate meeting of the PPC

## 7.6 Expenses

Administrative expenses incurred by the PPC are to be agreed by the PPC. Repayment is to be requested in writing from the parish bookkeeper or parish priest. Invoices should be submitted where appropriate.

## 8. STANDING COMMITTEES

8.1 A standing committee of the PPC shall be of a permanent nature and its function will be defined by the PPC whose chairman together with the standing committee's chairman will regularly review its term of reference (hereafter TOR) and have any changes approved by the PPC within the terms of canon law.

8.2 Each standing committee will fulfil its function in accordance with its TOR and any further requests received from the PPC.

8.3 The parish priest and chairman of the PPC will be ex officio members of all standing committees

#### 8.4 There will be four standing committees of the PPC:

8.4.1 Maintenance including the Health & Safety Officer

8.4.2 Liturgy

8.4.3 Christian Formation

8.4.4 Social

#### 8.5 Membership of Standing Committees

8.5.1 Parishioners with suitable skills will be sought to serve on the standing committees and appointed to them by the PPC and the parish priest in consultation with the relevant committee (Canon 228).

8.5.2 Each standing committee will, after each AGM, elect its own chairman who will be approved by the PPC.

8.5.3 The term of office of the chairman of the standing committee is for one year but with no limit to the number of terms that can be served although it is recommended that it should be for no longer than 5 years.

8.5.4 There should be at least 4 members of each standing committee one of whom will be a current member of the PPC.

8.5.5 Additional members may be co-opted for special projects.

8.5.6 Any parishioner may offer his/her services as a member of a standing committee at any time during the year. The offer may be made by a request to the PPC chairman or the standing committee chairman to the parish priest so that it may be considered by the PPC and the relevant committee.

8.5.7 The membership of the standing committees will be approved annually by the PPC and reported to the parish AGM.

8.6 Each standing committee shall determine the method of working to meet its responsibility.

8.7 Each standing committee should provide reports of matters in hand or proposed as follows.

8.7.1 The minutes of each meeting will be made available to the PPC.

8.7.2 PPC meetings: a report from the PPC representative and the chairman of each standing committee will be prepared for all PPC meetings and these reports will be published with the PPC minutes. Where an issue is required to be discussed, the committee report should be available for circulation with the PPC agenda.

8.7.3 For the parish AGM: a written report should be submitted to the PPC chairman four weeks in advance of the AGM so that it may be considered by the PPC and published two weeks in advance of the AGM with the agenda.

8.7.4 The committee chairman or his/her deputy will be present at the AGM to answer questions on the committee's annual report if required.

## 8.8 Finance Reporting by Standing Committees

8.8.1 Each year in September each standing committee should present budgets or expected outgoings which are to be funded by the parish to the Parish Finance Committee for approval, covering the period 1 January to 31 December of the following year.

8.8.2 Expenditure for the same period in the preceding year, 1 January to 31 December, will be reported at the AGM, and at the presentation of the annual report of the Parish Finance Committee.

## 9. AMENDMENTS TO THE CONSTITUTION

9.1 Proposed amendments, duly seconded, must be presented either by the PPC or in writing by the proposer to the chairman of the PPC not less than six weeks before the AGM for consideration by the PPC, so that they can be formally included and published with the agenda for the AGM.

9.2 A written draft of the amendment should be available and on display for parishioners with the agenda two weeks before the AGM.

9.3 Such amendments, duly proposed and seconded by parishioners, may be approved at the AGM by the majority vote of the AGM.

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This Constitution was amended and approved unanimously at an open parish meeting, 29<sup>th</sup> September 2006