

".....a pastoral council is to be established in each parish. In this council which is presided over by the parish priest, Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action, The pastoral council has only a consultative vote, , , ' (c.f. Canon 536, Code of Canon Law)

**St. Pius Xth Parish Pastoral Council Constitution**

(as approved on /6/10/95)

**1. PURPOSES**

The purposes of the Parish Pastoral Council (PPC) are to:

- (a) promote between priest and parishioners a mutual responsibility in the spread of the Gospel and the management of parish affairs in accordance with the spirit of the Second Vatican Council;
- (b) provide a further channel of communication between priest, parishioners, parish organisations & societies and a forum for the expression of their respective views on all matters affecting the parish;  
(the Council and the parish priest nevertheless acknowledge encourage and welcome personal communication between the priest and individual parishioners)
- (c) promote effective liaison with deanery and diocese and other local Christian churches and the wider community;

**2. PRESIDENT**

The Parish Priest is the President of the PPC.

**3. MEMBERS OF THE PPC**

- (a) ELECTED MEMBERS
  - (i) Eight parishioners aged 18 years or over;
  - (ii) Two parishioners who must be 14 years of age or over but under 18 years of age;
- (b) CO-OPTED MEMBERS  
Additional persons may be co-opted onto the PPC specifically, the committee of the Sartan Club and the governors of the Parish school are to be invited to delegate one person each to represent these bodies on the Council:
- (c) EX-OFFICIO MEMBERS  
Any Assistant Priests, Deacons and Parish Sisters of the parish are to be ex-officio (i.e. 'by virtue of their office' ) members of the Council.

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#### 4. OFFICERS

- {a) The Chairperson and
- (b) a Vicechairperson are elected annually by and from the elected Council members.
- (c) A Secretary is appointed as necessary by the Council from outside its own membership.

#### 5. ELECTIONS

After the initial three years of the Council's existence and every September thereafter, three elected members will stand down in rotation. Further, except where there are extenuating circumstances, an elected member will lapse from membership of the Council if s/he fails to attend three consecutive meetings.

At such times, or whenever an elected member resigns in writing, the Secretary is to seek nominations to the vacant seat(s) on the Council. Each nomination is to be accompanied by the signatures of proposer, a seconder and of the nominee.

For membership defined under section 3 (a)(i), the proposer and the seconder of each nomination together with those eligible to vote in the subsequent election must be parishioners aged 14 years or over.

For membership defined under section 3 (a)(ii), the proposer, seconder and voters must be parishioners in the age group stated for the nominee.

After 14 days, the Secretary is to see that ballot papers are made available containing all names properly nominated. A deadline 14 days further ahead whereby all ballots must be received at the presbytery. The Secretary will act as returning officer and appoint two tellers.

As well as new nominations, retiring members will be eligible for re nomination.

#### 6. MEETINGS OF THE COUNCIL

The PPC shall meet at least four times a year at regular intervals:

- {a) The date, time and venue of a Council meeting will be agreed upon at the previous meeting, parishioners will be given these details in due course;
- (b) Parishioners will be invited to submit items for the Agenda of each meeting; the President and the elected officers of the Council will then set the Agenda which will be sent to all members of the Council at least 14 days prior to the meeting; a copy of the Agenda for each meeting, excluding any confidential items, will be posted on the church noticeboard;
- (c) Only elected members may vote at Council meetings: this will be done by a show of hands; in the event of an equal vote, the Chairperson will have the casting vote;
- (d) Once approved at the subsequent meeting, confidential minutes will be posted on the church noticeboard.

#### Quorum

A Quorum is formed when nine or more members are present, provided seven or more are elected members.

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## 7. EXTRAORDINARY MEETINGS OF THE COUNCIL

The President and Chairperson may decide to call an urgent meeting when they consider this to be necessary.

Subject to a quorum being formed (see Section 6) voting and the publication of minutes will proceed as given under Section 6 (c)

## 8. COMMITTEES

The Council may set up Subcommittees for any purpose, and with any membership it agrees. Any proposal by Sub-committee is subject to ratification by the Council at its next meeting.

## 9. ANNUAL PARISH MEETING

This meeting, open to all parishioners, will normally take place in April.

The date, time and place will be posted on the church noticeboard for the twenty-eight days preceding the meeting.

The agenda will include:

(a) Parish priest's report;

(b) Chairperson's report;

(a) and (b) above may include a summary of the activities of the parish;

(c) Financial report;

(d) Plans for the future spiritual, pastoral and social activities of the parish;

(e) Any proposed amendments to this Constitution; recommendations for these must be given to the Secretary at least fourteen days before the annual meeting; he will then promptly post a copy on the church noticeboard; all amendments are subject to the provisions of Section 12 of this Constitution;

(f) Resolutions, which must have been submitted to the Secretary at least fourteen days before the meeting; copy of each resolution received will be posted on the church noticeboard;

(g) Any other business.

The Chairperson of the PPC will chair the annual meeting. Any voting will normally be by a show of parishioners' hands. Minutes of the meeting will be posted on the church noticeboard.

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#### **10. SPECIAL PARISH MEETINGS**

By displaying a notice on the church noticeboard for fourteen days, the President and Chairperson of the PPC may call a Special Parish Meeting.

The notice will state the matter to be discussed and no other matter is to be discussed at a Special Parish Meeting unless the President and Chairperson have decided before the meeting that it should be discussed. Voting and the publication of minutes will proceed as given for the Annual Parish Meeting under Section 9.

#### **11. URGENT PARISH MEETINGS**

The President and Chairperson may decide to call an urgent meeting with less than the normally required notice when they consider this to be necessary. Voting and the publication of minutes will proceed as given for the Annual Parish Meeting under Section 9.

#### **12. ALTERATIONS TO THIS CONSTITUTION**

All proposals to alter this Constitution will be referred to the parish priest for consideration, following which it will be for the PPC to decide whether to adopt them.

#### **13. PUBLICATION OF THIS CONSTITUTION**

A copy of this Constitution is to be displayed on the church notice board.

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