

Diocese of Cloyne

Template Constitution for Parish Pastoral Councils

Title: The Council shall be known as **Parish Pastoral Council** and shall be herein referred to as the 'PPC'.

Parish Mission Statement: Each PPC should develop a Mission Statement which reflects the identity and mission of the parish in light of the Gospel, Church teachings and the specific realities of the parish.

Purpose of the Parish Pastoral Council

The Parish Pastoral Council is a faith-filled leadership group through which priests and people work together as co-responsible partners in furthering the mission of Christ in their own parish. Through this partnership a vibrant Christian community, rooted in baptism and marked by its faith, worship and service is created.

The Parish Pastoral Council is a consultative body with the role of evaluating the current pastoral needs of the parish, develops a pastoral plan and co-ordinates its implementation, drawing on the gifts and talents of its parishioners.

Representation.

A broad representation of the whole parish is ideal. The members of the Council shall undertake to be representative of the whole community and focus on what is best for the whole parish rather than individual groups.

Formation

Prayer, reflection and skills training are of paramount importance to ensure that the Council is effective. Ongoing formation shall be provided for every member of the Council.

Membership

Parish Pastoral Council members shall be baptised Catholics who participate in the life and the worship of this parish, and who commit themselves to attending PPC meetings.

The Parish Priest presides over the PPC.

There shall be no fewer than ten members.

As far as possible the membership shall be truly representative of the make-up of the parish and shall therefore include representatives of particular parish ministry and pastoral interest groups.

Members shall be selected in a publicly announced and accountable manner:

- By election; and
- By appointment of the parish priest

Members shall serve for a period of 3 years, effective from the date of their first meeting. The term of office of a member may be renewed once (total six years), after which a member must withdraw for a period of at least two years. Former members are eligible to re-join after the two year period.

If a member resigns, which resignation shall be effected in writing addressed to the Parish Priest, his/her resignation shall be recorded in the minutes of the next PPC meeting, and his/her place filled by appointment of the PP or by election of the PPC members at the next meeting, with the new member's three year term of office beginning at his/her first meeting.

Meetings

- 1 The Council shall normally meet **nine** times during the academic year.
- 2 All meetings shall include a period of time for prayer and reflection.
- 3 Members who fail to attend **four** meetings in a given year without reasonable explanation shall be deemed to have resigned.
4. The minimum number of members required for a quorum is 50% plus one.

Sub-committees

Sub-committees may be set up for a specific purpose and with a definite time limit. Each sub-committee will include at least one member of the Parish Council and will report back regularly. Membership of a sub-committee should have the approval of the Parish Priest and the Parish Council.

Roles & Responsibilities.

All members should:

- a. Attend the meetings of the Council on a regular basis.
- b. Participate in the deliberations of the Council.
- c. Assist where possible with the implementation in the parish of the Diocesan Child Safeguarding and Protection Policy and Procedures.
- d. Engage in dialogue and active listening in the parish to assist in identifying parish needs and views and in support of the Mission & Purpose of the Council.
- e. Take part in training/induction of Council members and avail of ongoing formation.
- f. Preserve and protect confidentiality at all times.

Officers of the Council

The officers of the Council are the President, the Chairperson and the Secretary. The Parish Priest is ex-officio President of the Council.

Role of President.

- a. Convene the Council meetings.
- b. Encourage the Council to have a pastoral, whole-parish perspective.
- c. Ensure there is on-going formation for Council members.
- d. Maintain the connection with the Diocese and the wider community.

Role of Chairperson (and/or Vice-Chairperson).

- a. Prepare the agenda for the meetings in consultation with the President.
- b. Chair the Council meetings.
- c. Ensure that the Mission & Purpose of the Council and parish policies are adhered to.
- d. Encourage all members to attend the Council meetings and to carry out agreed tasks.

Role of Secretary.

- a. Prepare minutes of the meetings.
- b. Attend to correspondence in consultation with the Chairperson.
- c. Distribute minutes and agenda to members before each meeting.
- d. Report relevant items from the Council meetings for inclusion in the Parish Newsletter.

Decisions

Decisions of the Council on any issue shall, as far as possible, be arrived at through discerning the will of the Holy Spirit and by consensus.

Review and Guidelines

Once the Bishop has approved this constitution it must be reviewed annually. Amendments or deletions may be made only by a two-thirds vote of the members of the Council and approval of the Parish Priest, who will then seek the approval of the Bishop for any amendments.

The PPC may be dissolved by the Bishop for a just and reasonable cause.

The PPC is suspended while the parish is vacant, but revives on the appointment of a Parochial Administrator or new Parish Priest and runs for its term as described under membership above.

In the event of a dispute concerning the meaning of any of the articles of this Constitution; the local ordinary (Bishop, Vicar General or Episcopal Vicar) shall decide the matter.

This Constitution has been agreed by the clergy and Parish Pastoral Council of this parish on:

Date:

Signed:

Presider:

Members:

Chairperson:

This Constitution was approved by Most Rev. William Crean on DATE

Signed

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