

## St Aidan's Parish Pastoral Council – CONSTITUTION

Following consultation with parishioners this constitution was agreed at the PPC meeting on 7<sup>th</sup> May 2017.

### Fostering the spiritual and pastoral needs of our parish to let Christ's light shine

Our PPC is a consultative body which provides support, guidance, advice and counsel to the Parish Priest and Parish Clergy on matters relating to the pastoral life of the parish. It does not normally vote but strives to reach a consensus on matters under discussion. Our PPC will further be responsible for assisting the Parish Clergy to manage and oversee the smooth, efficient and effective running of the Parish and its activities.

#### Meetings

Once in every calendar year the Parish shall hold an **Annual General Meeting** for the purpose of receiving a report of the business of the PPC and appointing new members.

PPC meetings will normally be held on the **first Sunday of the month** throughout the year, with the exception of the month of August when no meeting will be held.

The **agenda** for each meeting should be circulated to PPC members in advance of the meeting, together with any notes or other relevant material required. Each agenda should include: A period of time for prayer and reflection; liturgical needs of the parish; a review of actions; items raised by parishioners; reports from parish groups as appropriate

**Minutes** of the meeting should be circulated in advance of the next meeting and agreed minutes should be displayed on the PPC noticeboard.

A **quorum** is one over one half the number of members.

#### Membership

Members will be parishioners who participate in the life and worship of St Aidan's parish. They should be accessible and as well-known to their fellow parishioners as possible. The PPC will be a broad representation of the whole parish community who will focus on what is best for the whole parish and not individual parish groups. Above all, the Gospel mandate of mutual love, listening and understanding, should prevail among all the members of the Council.

There will be a minimum of 10 and a maximum of 16 members including all parish clergy who will be ex-officio. To become a non-clergy member a candidate will need to be nominated and seconded for appointment at the AGM. If there are more candidates than vacancies a vote will take place. The PPC can appoint members to fill casual vacancies who would then stand to be ratified at the next AGM.

Members will have a **three year term of office**. They may be appointed for a maximum of three consecutive terms before a compulsory break of at least one term.

#### Roles and Responsibilities

The **Parish Priest** is both member and **President**. He bears the ultimate responsibility for decisions regarding pastoral ministry and the overall mission of the parish. In rare cases he may choose not to follow the advice of the PPC (*Code of Canon Law 536*) but as a member of the PPC he will not readily ignore their advice because he has participated in the prayerful process of making the decision.

He shares his understanding of the pastoral needs of the parish, including his hopes and aspirations for the future. He also enables the members of the Council to exercise and develop their own gifts and, together, they recognise and affirm the many gifts and ministries within the parish community.

**Parish Clergy** shall have a duty to inform the PPC about important developments which may affect the life and structure of the Parish, and to discuss the implications of such developments, before reaching a final decision on their implementation.

The Chair, Vice-Chair and Secretary of the PPC are elected annually by members at the first meeting following the AGM and may stand again each year in line with their membership of the PPC.

The role of the **Chair** is to prepare the agenda with the President and the Secretary and to facilitate the meetings of the PPC. A **Vice-Chair** is appointed to assist the Chair and to deputise when appropriate.

The **Secretary** is responsible for keeping a record of the meetings of the PPC and for circulating relevant material to the Council members.

**All members** are required to:

- regularly attend meetings of the PPC
- provide input to deliberations of the PPC
- assist, where possible, with the implementation of Parish policies
- grow in knowledge and awareness of what is happening in the parish.