

Parish Pastoral Council Constitution

Adopted 15 March 2016

Amended 15 March 2017

Amended 23 January 2018

Amended 24 March 2019

Parish of Our Lady Acomb and St Joseph Green Hammerton

A Parish Pastoral Council has been established in this parish. 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 Parish Pastoral Council has a consultative voice and is regulated by the norms laid down by the diocesan Bishop (Can. 536).

The Parish Pastoral Council as a body should be a consultative group working with the parish priest who has overall responsibility to the Bishop for the care of the parish.

The Parish Pastoral Council will promote values of equality and diversity both in its own work and in the life of the parish.

1 Membership

1.1 The Parish Priest

1.2 Other priests, deacons, religious or pastoral workers who are appointed to the parish may become ex officio members of the Parish Pastoral Council, subject to the agreement of the council.

1.3 Up to six lay members, elected by the parishioners for a term of three years. Up to six lay members nominated by the parish priest.

1.4 A lay member may be re-elected for a second term, but not a third term without a break

1.5 In seeking parishioners for nomination as lay members under 1.3 or 1.4 representation should be sought from the major areas of activity within the parish.

1.6 Lay members should normally be baptized and confirmed Catholics, aged 16 years and over.

1.7 Pending elections, vacancies may be filled by co-option.

1.8 The Parish Pastoral Council will have the right to appoint sub-committees of its members. Such sub-committees may co-opt members. All sub-committees will be limited in duration and purpose and must report fully to the Parish Pastoral Council.

2 Officers

2.1 The parish priest shall be President of the Council.

2.2 The Chair to be elected by the Council from among its members.

2.3 The Chair's duty will be to ensure that meetings are conducted according to the usual rules of procedure.

2.4 A secretary to be elected by the Council from among its members.

2.5 Elected officers are normally to serve for two years, and may be re-elected for a second term, but not for a third term without a break.

3 Meetings

- 3.1 The Parish Pastoral Council should meet not less than three times a year.
- 3.2 Meetings of the Parish Pastoral Council shall be open unless the Council resolves to go into closed session for a particular item of business. Non-members of the Council may not vote, but may speak if invited to do so.
- 3.3 Extra meetings to cover outstanding business may be called at the parish priest's or Chair's discretion.
- 3.4 A quorum for all meetings shall be the parish priest, (or in his absence, his representative), plus at least half of the membership.
- 3.5 All members can vote. The Chair shall have the casting vote where necessary.
- 3.6 An agenda for each meeting should be prepared by the secretary, in consultation with the Chair and the President and circulated to all members at least five days before the meeting.
- 3.7 The secretary will be responsible for minuting each meeting and keeping records.
- 3.8 The Parish Pastoral Council must keep the parish informed of its work and decisions by publishing its minutes. On occasion, a confidential minute may be kept.
- 3.9 A General Parish Meeting should be held annually, when the Parish Pastoral Council shall report to parishioners and if required, appropriate elections can be held.
- 3.10 This constitution may be amended by a two thirds majority of the membership and with the agreement of the President. A copy of the amended constitution shall be sent to the diocesan bishop.

4 Aims and Objectives

- 4.1 To enable a fuller participation in the life of the Church and its pastoral care by all within the parish family.
- 4.2 To provide a pastoral structure for the parish in the absence of a resident priest.

- 4.3 To initiate, co-ordinate and promote the work and growth of the parish in areas such as evangelisation, Christian formation, social and community affairs, buildings, maintenance and finance.
- 4.4 To respond within the above aims to needs brought to the attention of the parish.
- 4.5 To work in co-operation with other parishes and other Christian Churches, faith groups and other interested organizations and individuals.
- 4.6 To support the work of parish groups and promote active participation in their activities.
- 4.7 To work within the pastoral area in sharing resources, people, talents etc, to support pastoral welfare in each parish and enable each parish to fulfil its potential.