

St. Vincent's Crookes. Parish Pastoral Council – Terms of reference –

A Parish Pastoral Council (PPC) is a consultative body of the faithful, representative of the whole parish community, willing to work in close partnership with the priest of the parish to further the mission of Christ and his Church in this corner of the Lord's vineyard that is a parish.

The Parish Pastoral Council should act in the spirit of service

The Parish Pastoral Council should discern by way of consensus. Members strive to reach substantial, though not necessarily unanimous, agreement on all matters of direction and policy. A consensus exists when there is a clear option to which most members can ascribe; and those who oppose it have had an opportunity to influence the discussion.

All decisions of the Parish Pastoral Council shall be reached by consensus of the quorum present. A simple majority of the Parish Pastoral Council members shall constitute a quorum.

Decisions of the Parish Pastoral Council will be final, only by consent and approval of the Priest

An important responsibility of the Parish Pastoral Council is to actively engage in ongoing renewal through prayer, study, listening, and dialogue. It is a leadership body engaged with the Priest in discerning the ways God is speaking to this community in this time and place. For its actions to be guided with the wisdom of the Holy Spirit, the meetings begin with prayer and enrichment, followed by listening to one another in faith and love, listening to the larger community of parishioners in similar faith and love, and end meetings again in prayer.

Appointed members shall serve at the discretion of the Priest for a period up to 3 years. Following that time, they may be reappointed or replaced

If a member is absent from three regular meetings in a year, the Parish Pastoral Council Chairperson will approach that member about his/her intention and ability to serve. If the Parish Pastoral Council cannot receive assurances pertaining to regular attendance, following consultation with the Priest, the Chairperson will ask that person to resign

The PPC will meet a minimum of six times each year

Notifications of meetings should be accompanied by an agenda outlining the business to be transacted at the meeting.

The secretary will also arrange for notices of meetings to be published on the parish website and a copy will be displayed in the narthex at least seven days prior to the date of the meeting.

Meetings should be focused and last no longer than one and a half hours.

A member may serve on his/her PPC for a maximum of two consecutive terms.

PPC minutes will be made available to all parishioners within two weeks after each meeting on the parish website and in the narthex. The secretary will send minutes to members after each meeting for comments and/or amendments before publishing.

Parish Priest is both member and President

While he does not chair the parish council, the Parish Priest is the president. By presiding at the meeting of the parish council the parish priest brings the authority of the Bishop to the work of the council.

As parish priest 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 parish council (Code of canon law 536) but as a member of the PC he will not readily ignore their advice because he has participated in the prayerful process of making the decisions.

The role of Chairperson is key. He or she must be able to work with the parish priest, and also have the confidence of the whole pastoral council. The appointment of Chairperson should be for three years but if willing, and by agreement with the members of the PPC, he/she may be re-appointed for a further three years thereafter.

The role of the Chairperson is to:

- Establish a relationship of mutual trust and respect with the parish priest and develop an understanding of his aspirations for the parish.
- Run the PPC meetings effectively, ensuring that everyone has a chance to contribute.
- Ensure significant time for prayer and formation is included at meetings to maintain the pastoral focus of the council. Each meeting will also include a spiritual reading.
- Provide encouragement and support for council members.

it is recommended that the Chairperson of the PPC should be invited to attend some meetings of the Parish Finance Committee each year, particularly when the annual budget, annual accounts and diocesan returns are tabled and approved

Secretary

The appointment of Secretary should be for three years but if willing, and by agreement with the members of the PPC, he/she may be re-appointed for a further three years

The role of the Secretary is to:

- Produce and distribute agendas (plus any preparatory reading), at least one week prior to the meeting
- Organise meeting place and resources for the meeting, to include refreshments
- Ensure actions and decisions are recorded and circulated to the PPC members within ten days of the meeting, ensuring that a brief summary is made available to the parish.

There will be one open meeting each year for members of the parish.

An emergency meeting can be called at the discretion of the chairperson or parish priest.

The parish council aims to be an inclusive, representative body. Membership aims to include, but is not limited to, a representative formation

Liturgy

Evangelisation

Ministry/social action

Older people

Young people

Premises

Parish life

Finance committee

Any member of the parish who would like to serve on the PPC is invited to discuss this with the parish priest or one of the current members.