

ST JOHN THE BAPTIST CATHOLIC PARISH

PASTORAL COUNCIL

GLENORCHY

CONSTITUTION

1. PREAMBLE

- 1.1 If, after consulting the Council of Priests, the Diocesan Bishop considers it opportune, 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.
- 1.2 The Parish Pastoral Council has only a consultative vote and is regulated by the norms laid down by the Diocesan Bishop. (Canon 536)
- 1.3 The members of St John the Baptist Catholic Parish, Glenorchy, influenced by the spirituality of the Salesians of St John Bosco, together will create an open honest and spiritually enriching community. Together, we form a Parish community, who aims to know God and make God known, recognising that we are all members of the body of Christ, gifted by him to nurture this body.

2. DEFINITIONS

This Council will be known as the St John the Baptist Catholic Parish Pastoral Council, Glenorchy.

The Archdiocese is the Archdiocese of Hobart.

The Parish is the Church of St John the Baptist, Glenorchy, and the Church of St Monica, Chigwell.

The PPC or Council is the Parish Pastoral Council.

The PFC is the Parish Finance Committee.

3. PURPOSE

- 3.1 The purpose of the Parish Pastoral Council (PPC) is to build the Parish into a living, vibrant Christian community by affirming giftedness and identifying needs.

The members of the PPC should provide the Parish Priest with the wisdom of the laity for the good of the Parish.

3.2 The members of the PPC should be people who:

- 3.2.1 Are proactive and interested
- 3.2.2 Are open to listening
- 3.2.3 Are willing to reflect
- 3.2.4 Will work with others
- 3.2.5 Have time to devote to ministry

3.3 The PPC supports and promotes these ministries:

- 3.3.1 Liturgy
- 3.3.2 Hospitality and Social Activities
- 3.3.3 Youth
- 3.3.4 Sacramental Life
- 3.3.5 Social Justice
- 3.3.6 Care and concern for the sick and bereaved
- 3.3.7 Education
- 3.3.8 Ecumenism
- 3.3.9 Any other pastoral area that may be appropriate from time to time.

4. MEMBERSHIP

The PPC, presided over by the Parish Priest, shall consist of not more than fourteen (14) members made up of:

4.1 Ex-officio members, namely:

- 4.1.1 The Chair, appointed by the Parish Priest
- 4.1.2 The Principals of the Catholic schools in the Parish or their representatives.
- 4.1.3 The Rector of the Salesian Community, Glenorchy.
- 4.1.4 The Parish Associate.

4.2 Seven (7) members (50% of the total membership) elected or recommended by the parishioners.

4.3 A number (up to four (4)) appointed by the Parish Priest.

4.4 If necessary, an appointed Minute Secretary (non-voting).

4.5 The PPC has the power to co-opt parishioners in response to special circumstances as and when needs arise (non-voting).

5. TERMS OF OFFICE

A member of the PPC, other than ex-officio members, is eligible to serve one term of three (3) years. A member may serve for a further three (3) years. No member is eligible to serve for more than two (2) consecutive terms without a break of a year or more.

PPC members shall not be eligible to serve on the Parish Finance Committee.

Appointed members as in 4.1.1, 4.3 and 4.4 hold their positions at the discretion of the Parish Priest.

6. NOMINATIONS AND ELECTIONS

Nomination/Election Process

The nomination/election process is held every three (3) years.

The Process

- 6.1 Parishioners are invited to recommend one or more parishioners for possible PPC membership. Persons are not approached beforehand. The number of times a person is nominated has no bearing on the final outcome.
- 6.2 Parishioners who have been recommended are contacted and invited to an information and discernment session, at the end of which they will be invited to accept or decline nomination.
- 6.3 An election will be held if there are more nominations than available vacancies.
- 6.4 The names of the parishioners who have accepted nomination to the PPC are listed in the Parish newsletter at least three (3) weeks prior to the nominated day for an election.
- 6.5 The election will be conducted by ballot under the supervision of the Parish Priest and his nominee.
- 6.6 Voting will occur prior to the final blessing at Masses on a nominated weekend.
- 6.7 The names of those elected will be published in the Parish newsletter.
- 6.8 New members of the PPC will be commissioned at an appropriate Sunday Mass.

7. RESIGNATIONS

- 7.1 Resignations shall be in writing.
- 7.2 If a member is absent without due reason for three (3) consecutive meetings, automatic resignation occurs.
- 7.3 The PPC has the power to appoint a person as a temporary replacement until the next nomination/election process. The replacement person is eligible for election.
- 7.4 In extraordinary circumstances, and by a majority vote of the PPC members present, the PPC, in consultation with the Parish Priest, may exclude a member from further participation as a PPC member.
In such circumstances, the reason for exclusion shall be provided in writing to the member who has been excluded.

8. OFFICE BEARERS

8.1 Chair

The role of the Chair is:

- 8.1.1 To chair each meeting.
- 8.1.2 To monitor the time frame of each agenda item, especially to allow for adequate prayer time.
- 8.1.3 To motivate each member to fulfill his/her specific responsibilities and to affirm others.
- 8.1.4 To liaise with the Parish Priest, Archdiocesan representatives, parishioners and PPC members as required.
- 8.1.5 To chair Parish gatherings organised by the PPC.
- 8.1.6 To be available to parishioners.
- 8.1.7 With the Parish Priest and Secretary, to draw up the agenda of PPC meetings relating to appropriate matters including those pertaining to the mission of the Church.
- 8.1.8 In case of a tied vote, the Chair will have a casting vote.

8.2 Deputy Chair

A member may be asked to act as Chair in the Chair's absence.

8.3 Secretary

The role of the Secretary is to carry out duties as determined by the PPC. The Secretary shall have voting rights.

9. MINUTE SECRETARY (see 4.4 above)

The role of the Minute Secretary, non-voting, is to provide accurate recording of the Minutes of regular and special meetings of the PPC.

10. RESPONSIBILITIES OF ALL PPC MEMBERS

- 10.1 To be familiar with the Constitution of the PPC.
- 10.2 To attend regular meetings of the PPC and, where appropriate, to assist in organising and running the meetings.
- 10.3 To provide input in relation to the deliberations of the PPC by contributing to discussions at PPC meetings and by involvement in working groups and sub-committees.
- 10.4 To hear and understand the issues affecting the life of parishioners and their impact on the community generally.
- 10.5 To represent the PPC when required e.g. at other Parish meetings or Archdiocesan meetings.
- 10.6 To take opportunities for personal faith development and for gaining skills for effective participation in the PPC.

11. FORMATION

All members of the PPC are expected:

- 11.1 To be involved in the formation for members of the PPC and the formation role of the PPC.
- 11.2 To participate in any formation days or days of reflection, community building and review of goals and directions.

12. MEETINGS AND ATTENDANCE

- 12.1 The Parish Priest shall preside over the PPC.
- 12.2 The PPC will meet once a month. Extra meetings may be determined at the discretion of the PPC for specific deliberations.
- 12.3 The PPC will normally be in recess during the month of January unless a meeting is determined necessary.
- 12.4 Each meeting will commence with a period of prayer and reflection and conclude with a prayer.

- 12.5 Each PPC meeting will last for not more than two (2) hours, unless the PPC decides on an extension of time.
- 12.6 The PPC will ensure that minutes are taken at each PPC meeting and that these minutes are confirmed at the subsequent meeting.
- 12.7 A report of the PPC proceedings will be made to parishioners as soon as practicable.
- 12.8 A quorum shall consist of 50% plus one (1) members.
- 12.9 Members not present at the meeting will not be eligible to cast votes at that meeting.
- 12.10 Decisions will be by consensus after sufficient discussion. If consensus is not reached, then a majority vote of those present is required.
- 12.11 The PPC will appoint committees at such times and for such purposes, as it deems fit. The PPC will have the power to co-opt members other than PPC members to serve on such committees and may delegate the power to co-opt to those committees.
- 12.12 Any sub-committees will include PPC member/members. Such sub-committees are to report back to a PPC Meeting either in writing or verbally.
- 12.13 A representative of the PFC will attend and present to the PPC on a quarterly basis.

13. PARISH ASSEMBLY

The PPC will arrange for a Parish Assembly to be held as required. The Assembly will be open to all parishioners.

The aims of the Assembly will be to:

- 13.1 Set goals for the Parish.
- 13.2 Identify pastoral needs of the Parish community.
- 13.3 Seek membership for Parish ministries.

14. RESPONSIBILITY

14.1 There is responsibility to the Parish in the form of:

- 14.1.1 Information and reporting
- 14.1.2 Fulfilment of commitments related to the PPC.

- 14.2 The PPC welcomes feedback from the Parish, e.g. parishioners' groups and the schools.
- 14.3 There is responsibility to the Archdiocese. This is in the form of representative attendance and participation at appropriate meetings of the Deanery, and regional and Archdiocesan level.
- 14.4 PPC members may, with approval of the PPC, be reimbursed from Parish funds for expenses incurred while on PPC business.
- 14.5 Minutes of the PPC and the PFC shall be provided to members of both committees.

15. CHANGES TO THE CONSTITUTION

- 15.1 Changes may be made by vote at any regular or special meeting by a vote of two-thirds of the PPC.
- 15.2 This Constitution is to be reviewed every three (3) years from the date of ratification.


16. RATIFICATION

This Constitution shall be ratified by the full membership of the PPC.


A copy of the ratified Constitution will be made available publicly to all parishioners.

This Constitution was ratified at the PPC Meeting on 11 November 2019.

Signed:


PPC Chair

Signed:


Parish Priest