

## **The Constitution of the Parish Pastoral Council of St. Mary's, St. John Bosco, and St. Edward's**

1. The PPC assists and advises the parish priest (the term parish priest here includes parochial administrators) in all matters concerning the life and mission of the parish, without prejudice to the parish finance committee.
2. The PPC consists of the parish priest and no more than 12 other members.
  - a. The parish priest presides over the PPC. Deliberations entered, or decisions taken, by a meeting not presided over by the parish priest or which has assembled contrary to his wishes have no effect.
  - b. 6 Members are appointed by the parish priest and 6 are elected by parishioners at a meeting called for the purpose of holding that election.
  - c. Members are appointed or elected for terms of 3 years, they may continue for further terms if re-elected or re-appointed.
  - d. Members must be in full communion with the Catholic Church, and be regular Mass attenders at the Parish (more than two years consecutively).
  - e. If a place becomes vacant for whatever reason, the parish priest may appoint a replacement for the remainder of the 3-year term.
  - f. If the parish priest changes, membership of the PPC does not lapse.
3. The PPC shall meet at least 6 times a year.
  - a. The parish priest may choose to delegate the chairing of meetings to a member of the PPC or provide for the election of a chair if he does not wish to chair himself.
  - b. The parish priest may invite non-members to attend for various reasons, but these cannot vote.
  - c. Any votes of the PPC are consultative rather than deliberative.
  - d. A member will be asked to take minutes, which will initially only be shared with the parish priest, in order that he may judge what will then be shared with all parishioners. These minutes should be with the parish priest as soon as possible after the meeting so that all parishioners may then see them in good time.
4. The PPC is to assist the parish priest in his ministry and support him in all aspects concerning the life and mission of the parish.
  - a. The PPC is an advisory body and not a deliberative body. Nevertheless, the parish priest should consult the opinion of the PPC concerning the life and mission the parish.
  - b. The PPC shall give careful consideration to:
    - The proclamation of the word of God, evangelisation and catechesis.
    - The celebration of the sacred liturgy and the spiritual life of the parish.
    - The pastoral care of Christ's faithful, particularly those who feel estranged from the Church.
    - Ecumenical, inter-faith and civic relationships.
    - The administration of the parish and its temporal goods.
    - Such matters as the parish priest may propose or are proposed by any member of the PPC.
5. The parish finance committee is to work with the PPC and should be represented on it, especially regarding fundraising activities and the repair, maintenance and reordering of the parish churches.
6. Since the PPC always and only acts in an advisory capacity, it cannot in any way be held accountable for the parish priest's actions.

These norms were adopted by the Parish Pastoral Council and approved by the parish priest (parochial administrator), Fr. John Owens on DD/MM/YYYY