



# St Bartholomew's Catholic Church, Norbury

## Parish Pastoral Council

### Constitution

#### 1. Name

St Bartholomew's Parish Pastoral Council

#### 2. Mission Statement

The Parish Pastoral Council (PPC) is a body that shares in the values and ministry of the parish as a unit of the church. It assists in the planning, co-ordination and implementation of the overall policies of the parish in order to carry out the mission of Christ in the church. It is a representative body of the faithful of the parish community working in close collaboration with the priests of the parish to foster the mission of Christ and His church within the parish

#### 3. Purpose

The purpose of the PPC is to be a forum for discussing the needs and activities of the parish, both material and spiritual, in order to formulate and decide on policies and provide continuous guidance and leadership to the parishioners. It would serve to discuss the different current and future aspects of life in the parish, its ministries and groups

#### 4. Membership

- The Parish Priest/Parochial Administrator shall be the President of the PPC
- Other members of the parish clergy team may participate as ex-officio members of the PPC
- The PPC shall comprise a further fifteen (15) members appointed by the President as being representative of the parish groups
- Members of the PPC must be Catholic and regular worshippers at St Bartholomew's Church, Norbury
- Membership of the PPC shall be for a period not exceeding three (3) years in the first instance. No member shall serve in the PPC for longer than two (2) consecutive terms of three (3) years each after which there must be a rest period of at least three (3) years before re-joining the PPC
- Membership of the PPC may be terminated if a member is absent for three consecutive meetings without a good reason, or at the President's discretion
- The PPC may co-opt other parishioners for particular or several meetings in order to gain from their expertise for ad-hoc or other major periodic or seasonal activities and events such as Fund-raising, Summer / Christmas Fayres, Pilgrimages etc.
- The PPC may, from time to time, appoint members as a Sub-Committee to examine matters within their specific areas of interest or expertise

#### 5. Officers

The following officers of the PPC shall be elected in a secret ballot by a simple majority:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary
- The Chair of the Finance sub-committee shall serve as Treasurer/Financial Secretary to the PPC

## 6. Duties of the PPC Members

### **President:**

As the representative of the Archbishop, the Parish Priest/Parochial Administrator shall be the President of the PPC. In his absence his assistant priest or parish Deacon shall act for him. The President of the PPC shall:

- Be responsible for the day-to-day operations of the PPC – its officers and members
- Endeavour to attend and play an active part at all meetings
- Have the final say in all matters, especially those of Ecclesiastical, Liturgical or Canon Law significance. No decision of the Council is binding unless approved by him
- Have the power to suspend the entire PPC or any of its members after due consultation with other members and if necessary, with other parishioners

### **Chair:**

- To conduct all meetings, and liaise with the President and the Secretary at least fourteen (14) days before each meeting
- To agree and set the agenda with the President and subsequently arrange circulation to members by the Secretary at least ten (10) days before each meeting
- To oversee all the activities within the PPC
- To serve as the first point of contact for all matters concerning the PPC
- To assist the President in carrying out all the duties for the common good of the parish community rather than the interests of a few

**Vice Chair:** To stand in for the Chair as necessary

### **Secretary:**

- To liaise with the President and the Chair in order to prepare and circulate the PPC Meeting agenda at least ten (10) days before each meeting
- To minute the meetings, and subsequently liaise with the President and Chair before circulating the minutes to members within seven (7) days of each meeting
- To produce an abridged version of the minutes of the meetings of the PPC to be made available to parishioners within fourteen (14) days of each meeting
- To liaise with the President, the Chair and other officers in the preparation of the Annual Report outlining the major activities and achievements of the PPC and the Parish. The Annual Report shall be presented to the Parishioners as part of the Annual General Meeting
- To liaise with the President and the Chair in preparing and responding to all correspondence concerning the PPC

**Assistant Secretary:** To stand in for the Secretary when necessary

### **Treasurer / Financial Secretary:**

- To serve as the focal point of financial expertise on the PPC by providing advice and guidance to the PPC on all financial matters affecting the Parish
- To advise the President and the Chair of the PPC on all matters of monetary and financial significance to the Parish
- To provide advice and guidance to the PPC through the President and the Chair in order to ensure accountability, probity and transparency in the use of the Parish funds and resources
- To liaise with the President and the Chair in the preparation and circulation of all reports pertaining to the finance of the Parish
- To liaise with the President and the Chair in the annual examination of the books of accounts and other financial records and documents (bank statements, endowments, etc) of the Parish by the auditors / examiners
- To produce an annual summary of the Parish finances for comment by the PPC prior to being made available to parishioners
- To assist and liaise with the President, the Chair and the Secretary in the preparation of the abridged version of the Financial Statement for inclusion in the Annual Report to be presented at the Annual General Meeting

### **7. Meetings**

- The PPC is to meet at least eight (8) times) a year. Additional PPC meetings may be called by the President for Extraordinary Matters or Special Events
- Quorum at all meetings is two-thirds (2/3) of all members (including officers)
- Recommendations shall be made by a simple majority of a show of hands of members. In order to be binding, all recommendations must be approved by the President

### **8. Annual General Meeting**

- There shall be an Annual General Meeting (AGM) to be convened and held once a year
- The AGM shall serve as a consultative forum as well as an opportunity for the gathering and sharing of information for all parishioners. It is not a decision making forum
- The AGM is open for attendance by all parishioners for a presentation of all matters affecting the Parish. These shall include but not be limited to the Annual Plans, Financial Statements and other matters of Strategic and Operational significance to the parish
- In order to enhance the visibility of the Parish, the Parochial Administrator may invite observer guests from the Deanery, other parishes and elsewhere to the AGM
- The governance arrangement for the AGM shall be similar to that for all PPC meetings; the Officers of the PPC shall lead on the different aspects of the AGM
- The Secretary to the PPC shall, in consultation with the President and Chair of the PPC, advise the parish of the date of the AGM at least twenty-eight (28) days prior to the agreed meeting date
- The Secretary to the PPC shall, in consultation with the President and Chair of the PPC, request all Leaders of Parish Groups submit a written report (not exceeding 500 words) on their previous twelve months' achievements and activities at least fourteen (14) days prior to the agreed meeting date. Such requests will be made to Group Leaders personally and by way of a general notice in the Newsletter

- Oral reports will not be permitted at the AGM
- The Secretary to the PPC shall distribute to all PPC Members the Agenda, Minutes and written reports at least ten (10) days prior to the AGM
- The starting time of the AGM shall be at least 30 minutes before the Chairman opens the meeting to allow attendees to read the Agenda, Annual Report, Minutes of the previous meeting, and reports from Parish Groups
- The Secretary to the PPC shall, in consultation with the President and Chair of the PPC, prepare and disseminate minutes of the AGM to PPC Members within ten (10) days. Such minutes shall be placed on the Parish Notice Board(s) within fourteen (14) days of the meeting for a period not less than twenty one (21) days

8 March 2017