

ST. ANNE'S PARISH

Parish Pastoral Council

Statutes

A Vision for St. Anne's Parish

The hope is that St Anne's Parish will continue to grow as a community of faith:

- through sharing in worship, prayer and the sacraments;
- through caring for each other, especially for those most in need;
- through using our individual gifts for the good of all;
- through living out our Christian responsibility to proclaim and live the Gospel;

thus deepening the presence of Christ in our community.

The Mission for St Anne's Parish Pastoral Council

The Parish Pastoral Council will work to further this vision for the parish. Through prayer, reflection and working with the priests, religious and laity, the Parish Pastoral Council will develop the means by which the parish will move forward on its spiritual journey.

1. INTRODUCTION

- 1.1 St Anne's Parish shall establish a Parish Pastoral Council [hereinafter known as the Council].
- 1.2 The Council shall adopt the following statutes which will govern its working and which will facilitate parishioners in discharging their responsibility to be involved in the mission of the Church in the parish of St Anne.
 - 1.2.1 These statutes are approved by the Parish Priest;
 - 1.2.2 These statutes can only be amended by a two thirds majority vote of the Council together with the approval of the Parish Priest.
- 1.3 The Council is the primary means of consultation between parishioners and the priests of the parish.
- 1.4 The Council will:
 - 1.4.1 promote and coordinate the various parish initiatives of evangelization and pastoral action;
 - 1.4.2 liaise with and support the various groups and committees in the parish;
 - 1.4.3 communicate with the parishioners on a regular basis.

2. MEMBERSHIP

- 2.1 The Council shall consist of not less than ten and no more than sixteen members.
 - 2.1.1 The exact number of members will be determined by the Council in advance of elections which will be held every three years.
 - 2.1.2 All priests appointed to the parish shall be ex officio members of the Council.
 - 2.1.3 The Parish Sister (if there is one) shall be an ex officio member.
 - 2.1.4 All baptised Catholics over the age of sixteen who participate in the life and worship of the parish and who are available to attend a minimum of half the meetings of the Council in each year, are eligible to be members of the Council.
- 2.2 Members of the Council are required to:
 - 2.2.1 attend meetings of the Council [see 2.1.4 and 2.4];
 - 2.2.2 contribute to the deliberations of the Council;
 - 2.2.3 assist, where possible, with the implementation of parish policies;
 - 2.2.4 grow in knowledge and awareness of what is happening in the parish;
 - 2.2.5 take part in the training / induction of all new Council members and avail of on-going formation.

- 2.3 Members of the Council shall serve for a term of three years.
- 2.3.1 No elected or co-opted member shall serve more than 2 consecutive terms.
 - 2.3.2 After a three year break, previous members shall be eligible for further election or co-option.
 - 2.3.3 After each three year term of office, the Council shall retain up to one third of its members (elected and co-opted) to ensure continuity.
- 2.4 Any member failing to attend three consecutive meetings without reasonable explanation shall be deemed to have resigned. Vacancies shall be filled by co-option.

3. SELECTION OF MEMBERS

- 3.1 At least fifty percent of the members of any Council shall be elected by the parish at the ballot that establishes that Council, in a manner determined by the Council and taking into consideration the criteria in paragraph 3.2.
- 3.2 The Parish Priest, in consultation with the elected members of the Council, may co-opt not more than one third of the members of the Council for a three year term, to ensure that, as far as possible -
- 3.2.1 particular pastoral skills or other expertise;
 - 3.2.2 geographical areas;
 - 3.2.3 age groups,
are represented.

4. OFFICERS

- 4.1 The Parish Priest shall be President of the Council.
- 4.2 The following officers shall be elected by ballot by the fourth meeting of the newly elected Council:
- 4.2.1 Chairperson;
 - 4.2.2 Vice Chairperson;
 - 4.2.3 Secretary.
- If any of these officers are unable to continue in office at any time, a replacement shall be elected at the next meeting.
- 4.2 The Officers of the Council, other than the President, shall hold office for not more than three consecutive years.
- 4.3 The Chairperson shall facilitate the meetings of the Council.

- 4.4 The Vice Chairperson will take the place of the Chairperson in the absence of the Chairperson.
- 4.5 The Secretary shall be responsible for keeping a record of the meetings and decisions of the Council and will ensure that:
 - 4.5.1 an agenda is sent out prior to each meeting;
 - 4.5.2 relevant materials are sent to the members of the Council;
 - 4.5.3 minutes are approved by the Council and signed by the Chairperson.

5. MEETINGS

- 5.1 Collaboration is integral to each stage of the decision-making process of the Council.
 - 5.1.1 This collaborative process respects the authority of the Parish Priest and the integrity, expertise and deliberations of the Council.
 - 5.1.2 By virtue of his office, the Parish Priest presides over the process leading up to and including final decisions and their implementation.
 - 5.1.3 The Gospel mandate of mutual love, listening and understanding, should prevail among all the members of the Council.
- 5.2 There shall be at least six meetings of the Council in each year.
- 5.3 The Officers of the Council shall together draw up an agenda for each meeting of the Council, which should be circulated in advance of the meeting together with any relevant material.
 - 5.3.1 Members of the Council are invited to submit items for the agenda in advance of a meeting.
 - 5.3.2 Parishioners may ask for matters to be included on an agenda by writing to the Secretary.
 - 5.3.3 The agenda shall always include a time for prayer and reflection on the Word of God.
 - 5.3.4 The agenda shall include matters pertaining to the mission of the Church and Parish.
- 5.4 A quorum shall be half the total members of the Council plus one.
 - 5.4.1 A quorum shall always include the Parish Priest or his delegate.
 - 5.4.2 The Council shall suspend its activities when the office of Parish Priest becomes vacant.
- 5.5 The Council shall organise an annual Assembly of the parish, where parishioners and all the groups of the parish will receive a report of the work of the Council and give feedback on and input to this work.

6. SUB-COMMITTEES

- 6.1 The Council may establish sub-committees to advise it on matters of special pastoral concern and to implement policy agreed by Council.
 - 6.1.1 Such sub-committees may be set up for particular purposes and for specific periods of time, for example, to plan particular events, or to investigate specified matters with a view to making a report and/or recommendations to the Council.
 - 6.1.2 People with particular expertise, interest or competence, may be co-opted onto these sub-committees.
 - 6.1.3 Sub-committees will appoint a chairperson and secretary.

7. ONGOING FORMATION OF MEMBERS

- 7.1 Prayer together, study and in-service education are of paramount importance for every member of the Council.
 - 7.1.1 A programme for these activities shall be agreed at the first meeting of the Council each year.
 - 7.1.2 Members are encouraged to attend events organised by the Diocese in support of their service as a member of the Council.
 - 7.1.3 At least one meeting each year shall be an overnight meeting to allow an extended time for prayer and to share and discern the needs of the parish, in order to plan the work of the Council more effectively.

8. DISSOLUTION

- 8.1 The dissolution of the Council, for whatever reason, is a matter for the Bishop of the Diocese of Down and Connor.