

IMMACULATE CONCEPTION CATHOLIC CHURCH PORTSWOOD, SOUTHAMPTON

The Parish Pastoral Council (PPC)

While there is no requirement for a parish to have Parish Pastoral Council, -this is at the discretion of the parish priest- there is a requirement for the parish to have a finance committee. The Immaculate Conception Parish has a longstanding tradition of having a Parish Pastoral Council and its terms of reference were last revised in 2006. Appendix 3 provides some background to the way the Church views Parish Pastoral Councils. Their function is essentially consultative and collaborative. This current revision of its terms of reference is part of the new governance structure. The new structure will be operational from September 2019 under the direction of the Parish Priest.

Terms of reference:

- 1) To promote and foster the Catholic Christian life of the parish, sharing in the mission of the church. This includes:
 - a. Sharing the Gospel through prayer and worship
 - b. Promoting opportunities to serve the community
 - c. Working in partnership with the Parish Priest to:
 - i. identify and meet the pastoral needs of the Community
 - ii. reflect, develop, implement, and evaluate Parish strategic and operational plans and actions so as to meet the mission and goals of the Parish
 - iii. fulfil any necessary obligations
- 2) To enable members and parishioners to use their talents and gifts to:
 - a. advise the Priest
 - b. serve the community
 - c. meet any regulation or governance requirements

Committees/Working Groups

The Parish Pastoral Council is primarily concerned with promoting action through pastoral planning; it must also provide the necessary means for action. This may at times involve setting up standing committees and *ad hoc* committees/working groups.

Standing Committees:

These are permanent in nature and generally facilitate some form of ministry or organisation in the parish. The guidelines should state their relationship with the council. Standing Committees include the Liturgy group

Ad Hoc Committees/Working Groups

Ad hoc committees (working groups) may be set up for specific purposes and with a definite time limit, e.g. preparing for a celebration or Visitation, or fixing the roof!.

Meetings

Ordinary meetings shall be held at least eight times a year at times convenient to the President and members.

[Currently. meetings are held once a month with the exception of August. They are the first Wednesday of the month from 1930-2100 7.30pm-9pm]

Extraordinary meetings may be called at any time by the President, or at least two thirds of the members of the Council.

Voting:

Governance decisions shall be reached by a simple majority of those voting. For any votes to take place there must be a quorum of seven voting members in attendance.

The Chairperson has a vote as a member of the Council and a casting vote if necessary.

The Parish Priest has the right to veto any decisions.

Quorum

The minimum number of members who must attend the meeting is seven and must include at least one appointed and one elected member. In general, the minimum number of members required is one over one half therefore a Council of twelve would have a quorum of seven. A legitimate quorum must include the parish priest or his named delegate.

Amendments:

Normally the Terms of Reference should be reviewed once a year in the Autumn prior to the annual open meeting.

Membership of the Parish Council

The Parish Pastoral Council will normally comprise 12 members, including the Parish Priest who is President.

Elected members: (six) Terms of Office-

Elections will normally take place between Easter and Pentecost but no later than 1st June. Roles will be effective from September of the same year. This enables a 'shadow period' of 2-3 months for induction. (see Appendix X for the procedure).

Appointed members (five) The co-ordinator (leader) of each Pillar of Ministry. These roles are appointed by the Parish Priest who will specify the length of their appointment, normally four years.

Ex officio: The Parish Treasurer or deputy, Chair of Liturgy group if not the same person as Co-Ordinator of the Worship and Spirituality Pillar [normally these two roles are expected to be held by the same person, this caveat is to cover an exception] . University Chaplaincy representative.

Representative for the Pastoral Area: A representative for the Pastoral Area/Deanery (or other local configurations of parishes).

Casual Vacancies

The Parish Pastoral Council itself may fill any casual vacancy by invitation; the length of service of the person who fills the vacancy needs to be outlined.

Representatives: The Parish Pastoral Council itself may invite representatives of Parish Groups to meetings *without voting rights*. Membership with voting rights must be agreed by the Parish Council without prejudice to the overall composition of the Council. The length of service must be outlined.

Officers:

President: The Parish Priest or nominee. The President has the Canon Law power to veto any vote of the Parish Pastoral Council without prejudice to the authority of the Bishop.

Chairperson and Deputy Chairperson of the Parish Council: The chairperson is elected by the members of the council for three years with an option for renewal following at least one of year absence from the Council or absence of an alternative person standing for the position. The role of the chairperson is to prepare the agenda with the president and the secretary and to facilitate the meetings of the Parish Pastoral Council. A Deputy Chairperson will be appointed from the PPC members to assist the Chairperson and deputise when needed.

The Secretary is responsible for keeping a record of the meetings of the Parish Pastoral Council and for circulating relevant material to the council members. This is normally the parish administrator or their nominee. The Secretary is appointed by the Parish Priest in consultation with the Chairperson of the PPC and the Human Relations officer.

The Treasurer: is appointed by the Parish Priest. [see finance committee terms of reference]

<http://www.portsmouthdiocese.org.uk/procedures/>

Expectations of members: (Code of Practice)

- Act at all times for 'The Greater of Glory of God'
- Respect the authority of the Parish Priest
- Endeavour to fulfil the Parish Mission, Aims and Strategy through collaborative working
- Act in good faith for the common, collective good of the Parish, its parishioners and those in need
- Abide by the governance frameworks of the Parish, Diocese and broader British Society, striving to fulfil their responsibilities to the highest standards
- Use and share their talents/expertise to inform collective decisions
- Uphold and promote agreed decisions
- Advise on any conflicts of interest [complete an annual conflict of interest declaration]
- Attend and participate in meetings
- Take part in the training / induction of all new council members and avail of on-going formation

Be familiar with the Diocesan procedures as they apply to the PPC or role undertaken

<http://www.portsmouthdiocese.org.uk/procedures/>

Appendix 4 outlines a template for the 'register of interests form'

Appendix 5 Summarises the protocol for the Annual Parish Meeting

Appendix 6 Outlines the timetable and responsibilities for elections to the PPC

There is a separate induction booklet that has been prepared for Parish Pastoral Council Members