

St. Edward's Parish Pastoral Council
CONSTITUTION v3 November 2024

PURPOSE

To provide a forum for a representative body of parishioners to work with the Parish Priest in identifying the pastoral needs of the parish, to give advice and support to the Parish Groups in the planning and implementation of pastoral programmes and services, to promote the formation of new groups when required and to evaluate the effectiveness of pastoral initiatives with particular attention to:

- ◆ Proclaiming the word of God
- ◆ Celebrating the Eucharist and sacraments
- ◆ Instructing the faithful
- ◆ Educating the young in Christian values
- ◆ Promoting social justice
- ◆ reaching out to the poor and elderly
- ◆ comforting the sick
- ◆ leading people in prayer
- ◆ developing links with other Christian communities

To assess adequately the needs of the whole parish and its members and to develop and implement a pastoral plan which will promote the common good of the parish. To ensure that the Parish continues to run effectively in the absence of the Parish Priest.

To exercise its functions in accordance with the norms of the Code of Canon Law.

MEMBERSHIP

Permanent: Parish Priest and any other clergy appointed to Parish.

Elected: **6** lay members.

Co-opted: Up to **2** lay members co-opted by the Pastoral Council who do not have voting rights

Members must worship regularly at St Edward's. They must be adult practising Catholics in good standing with the Church, although up to one Member may be a non-Catholic adult in regular attendance at St Edward's and committed to supporting the work of the Parish.

OFFICERS

President - Parish Priest

Chairperson - Elected by Pastoral Council with approval of President

Vice-Chairperson - Elected by Pastoral Council with approval of President

Secretary - Elected by Pastoral Council with approval of President

Election of Officers will take place at the first meeting of Council after the Parish Meeting.

Each Officer will serve for a term of approximately 12 months from the date of election to the first meeting of Council after the following Parish Meeting. Each Officer may serve for 2 consecutive terms but shall not then be eligible for re-election to the office they are vacating for a further **3** years.

NEW MEMBERS

Term of membership will normally be for 3 years with one third of Members retiring each year; those who serve for three years must take a break of one year before offering themselves for re-nomination.

The transition from retiring members to new members will take place annually on or near St Edward's Feast Day of 13th October. Nominations to be made on a form to be provided 2 weeks before the due date to include name of candidate, proposer, seconder and candidate's written consent to stand for the PPC. Nominations will be approved by the Parish Priest. In the event that more valid nominations are received than vacancies, appointments will be confirmed by the drawing of lots by the Parish Priest.

MEETINGS

An open Parish Meeting will be held after morning Mass on the Sunday nearest to the feast of St Edward the Confessor. The Chairperson of the Council for the previous year will publish a report about the Parish and its activities and finances two weeks before the meeting. At the Parish Meeting, the Chair will outline the priorities and objectives that are ongoing and there will be an open forum for all members of the parish community.

The first meeting of the new Council each year will be held as soon as practicable after the Parish Meeting. The PPC will hold six meetings per year at approximately two monthly intervals. At least 2 weeks notice of meetings will be given in the Parish newsletter.

The agendas will be drawn up by the Chairperson in consultation with the President. Any decisions or PPC recommendations will as far as possible be achieved by consensus; if a vote is required a quorum will be half the Members (not included co-opted Members). All Members have one vote. The President has a casting vote. The detailed deliberations of the Council will remain confidential to the Members but approved minutes of all meetings will be made available to the Parish at the earliest opportunity after each meeting

CHANGES TO CONSTITUTION

Changes may be proposed at any time by any regular worshipper at St Edward the Confessor and will be considered at the next available meeting of Council. If the proposal is supported by not less than two thirds of the voting Members (which support may be expressed in writing if the Member is unable to attend the relevant meeting in person) the proposal will be published to the Parish and will be deemed to take effect one month after the approval meeting of the PPC.