



St Mary's Church
70 Bannatyne Street
Lanark. ML11 7JS



ST Mary's Parish Pastoral Council Constitution

Constitution

Preamble

Saint Pope John Paul 11 stated that “the Church of the Third Millennium will need to encourage all the baptised and confirmed to be aware of their active responsibility in the Church’s life.” The Decree on the Apostolate of the Laity of Vatican 11 noted that as “Participators in the function of Christ, priest prophet and king, the laity have an active part of their own in the life and action of the Church... Nourished by their active participation in the liturgical community ... they should develop the habit of working in the parish in close union with their priests, of bringing before the ecclesial community their own problems, world problems and questions regarding personal salvation, to examine them together”.

The role of the Parish Pastoral Council (PPC) is set out in the Code of Canon Law: The PPC, which is presided over by the parish priest, give their help in fostering pastoral action. PPC’s are not an end in themselves, but are at the service of mission and evangelisation. PPC’s should enable priests and people to work together to build up a dynamic Christian community that is characterised by faith, mission, worship and service.

Aims

- 1.1 To assist and support the Parish Priest in the pastoral administration of the Parish
- 1.2 To provide a means of representing the views of Parishioners to the Parish Priest
- 1.3 To encourage the active participation of Parishioners in the life of the Parish
- 1.4 To assist in promoting a sense of unity within the parish
- 1.5 To assist in the promotion and organisation of liturgical and pastoral activities in the life of the Parish

- 1.6 To promote ecumenism and witness to gospel values within the wider community
- 1.7 To assist in the promotion and participation of initiatives of the Bishop and the Diocese.

Membership

2.

2.1 The First PPC

Will be members of the Parish, selected by the parish priest and broadly drawn from the active organisations within the Parish. Thereafter membership will be elected from nominations received from any member of the parish. When a vacancy arises it will be notified to the parish by way of the parish bulletin and online.

2.2 Composition of PPC

The Parish Priest and a representative of the Finance Committee will be ex officio members of the PPC. Other members, not exceeding 15 shall be baptised Catholics who participate in the life and worship of the Parish. Members should be willing to attend meetings regularly and participate in the work of the PPC.

2.3 Representation

A broad representation of the whole parish is the ideal; what is essential is that the members of the council undertake to be representative of the whole community and focus on what is best for the whole parish, not individual parish groups.

2.4 Ongoing formation

Prayer and reflection are of paramount importance. To ensure that the PPC is effective ongoing formation should be provided for every member.

2.5 Period of Membership

Initially one half of the PPC are to have terms of office for two years and one half for three years, thereafter members will be appointed for two years with the possibility of reappointment of one or more terms, according to the needs of the parish.

These staggered terms maintain a minimum of stability and efficiency.

On appointment of a new Parish Priest, it is recommended that the composition and membership of the PPC be reviewed within one year.

3. Officers

At least three officers will be appointed in the PPC : Convener, Chairperson and Secretary.

3.1 Convener

The Parish Priest or Priest in Charge (even if not resident) has been entrusted with the care of the parish by the Bishop; he convokes the meetings and is the president of the PPC. In extraordinary situations the Parish Priest as Convener may, after consultation with the Dean or Bishop, suspend or dissolve the PPC with a view to its reformation.

3.2 Chairperson

The Chairperson is elected by the members of the Council for a determined period of time with an option for renewal. The role of the Chairperson is to prepare the agenda with the Convener and the Secretary and to facilitate the meetings of the PPC. A Vice Chairperson can be appointed to assist the Chairperson.

3.3 Secretary

The Secretary is responsible for keeping a record of the meetings of the PPC and for circulating relevant material to the Council members. The Secretary could be elected for a renewable term of office; alternatively the PPC might decide to appoint a secretary who is not a member of the PPC as the task may limit participation in a meeting.

3.4 Responsibilities of all members

The members of the PPC will be required to:

- attend regular meetings
- provide input to deliberations of the PPC and assist where possible with the implementation of Parish policies
- grow in knowledge and awareness of what is happening in the parish

4.1 Meeting

The minimum requirement for meeting is four times a year. The PPC will also meet when and as required.

4.2 Process

The collaboration between the Parish Priest and the PPC is integral to each stage of the parish decision making process. In virtue of his office the Parish Priest presides over and ratifies all stages of the process leading up to and including final choices and implementations. This collegial process respects the authority of the Parish Priest and the integrity, expertise and deliberations of the members of the PPC.

Above all, the Gospel mandate of mutual love, listening and understanding, should prevail among all the members of the PPC.

4.3 Agenda

The agenda for each meeting will be finalised by the Secretary, Chairperson and the Convener of the PPC and should be circulated to Council members in advance of the meeting, together with any notes or other relevant material required. Minutes of the meeting will be circulated at an agreed time after the meeting has taken place. A period of time should be set on the agenda for prayer and reflection.

4.4 Quorum

In general the minimum numbers of members required is 6. A legitimate quorum must include the Parish Priest or the Priest in Charge.

5. Committees

The PPC exists to coordinate the various parish initiatives of evangelisation and pastoral action including the work of standing, ad hoc committees, groups and organisations within the parish.