

OUR LADY STAR OF THE SEA

PARISH PASTORAL COUNCIL [Gladstone Region]

CONSTITUTION

Preamble: The Parish Pastoral Council [PPC] is a consultative and collaborative body which undertakes consultation, reflection and planning on matters concerning the pastoral and temporal life of the Parish.

1. The Council will be known as the Our Lady, Star of the Sea, Parish Pastoral Council [Gladstone Region].
2. **Role** of the P.P.C. is to:
 - 2.1 Advise the Parish Priest, in a consultative and collaborative role including advice on surveys of the parish's needs and resources;
 - 2.2 Undertake any work assigned to the P.P.C. with their agreement by the Parish Priest;
 - 2.3 Bring to the notice of the Parish Priest matters pertaining to the strengthening of the Parish community;
 - 2.4 Provide the opportunity whereby the laity, the religious and the clergy meet to share the responsibility of the whole parish life by:
 - 2.4.1 Co-ordinating the activities of the various parish organisations;
 - 2.4.2 Endeavouring to involve the whole of the parish in the mission of the church;
 - 2.4.3 Being a vehicle of communication between the laity, the religious and the clergy.
3. **Membership:**
 - 3.1 P.P.C. should consist of:
 - 3.1.1 Parish Priest who is President of the P.P.C.;
 - 3.1.2 Assistant Priest/s;
 - 3.1.3 Religious Sisters who are actively engaged in the life of the parish;
 - 3.1.4 A representative from the Principals of the Catholic Schools;
 - 3.1.5 The Parish Adult Faith Coordinator;
 - 3.1.6 Four [4] members elected by the parishioners;
 - 3.1.7 Up to four [4] members selected by the Parish Priest;
 - 3.1.8 A young person aged from 16 to 25 years as a full, participatory member of the P.P.C. for one [1] year term, with the opportunity for renewal for a further year.
 - 3.1.9 P.P.C. may appoint parishioners to fill vacancies;
 - 3.1.10 The term of office of the replacement will be the residual to the term of the vacating member.
 - 3.2 Additional members may be appointed by the P.P.C. on a temporary basis because of their special talents or the needs of the P.P.C. i.e. Finance Committee member.
4. **Terms of Office** of the P.P.C.:
 - 4.1 P.P.C. membership will be for a term of two (2) years;
 - 4.2 No member shall serve more than two [2] consecutive terms but shall be eligible for renomination after one full term of absence;
 - 4.3 Any member of the P.P.C. may resign by giving written notice of intention to the P.P.C. Secretary. The resignation will take effect from the time nominated in the resignation or of acceptance by the P.P.C.
5. **Nominations for election** of the P.P.C. will be:
 - 5.1 Called one [1] month prior to the date of the election and will close fourteen [14] days before the election in writing and signed by the nominator and the nominee.

5.2 The P.P.C. shall appoint two (2) Returning Officers who will run the election and who will not be eligible for election. The nomination process will be clearly communicated to the parishioners.

6. **Election** of the P.P.C.:

- 6.1 To be eligible for election, the nominee must be at least sixteen [16] years of age, Catholic and an active member of the Parish;
- 6.2 2nd Yearly elections must be completed at least one week prior to the Annual General Meeting;
- 6.3 Where an election is not required due to exact numbers nominated, those nominated will be deemed elected and no election undertaken;
- 6.4 Voting will take place at Mass prior to the Annual General meeting;
- 6.5 All parishioners aged sixteen and over, are eligible to vote;
- 6.6 Councillors will be elected by ballot and follow the following procedure:
 - 6.6.1 Voting slips will contain the names of all nominees in alphabetical order;
 - 6.6.2 Voters are to place a mark against the names of their preferred nominees;
 - 6.6.3 Voters may place a mark for any number of nominees up to, and including, the number of members to be elected;
 - 6.6.4 A mark is regarded as one vote for that nominee;
 - 6.6.5 Votes will be counted by the Returning Officers and the Parish Priest;
 - 6.6.6 A simple tally will be maintained of the votes made for each nominee;
 - 6.6.7 The nominees with the highest number of votes, up to the number of members required, will deem to be elected;
 - 6.6.8 In the event of a tie, the result will be discerned by Parish Priest;
 - 6.6.9 A record of the voting will be retained by the Parish Priest for a period of five [5] years.
- 6.7 Those elected to the P.P.C. shall take office at the conclusion of the Annual General Meeting.

7 P.P.C. **Executive Committee**:

- 7.1 At the Annual General Meeting, the P.P.C. will elect an Executive Committee composed of a Chairperson, a Deputy Chairperson and a Secretary;
- 7.2 Parish Priest is an ex officio member of the Executive Committee;
- 7.3 The term of office for the Executive Committee is one [1] year, however members can seek re-election immediately notwithstanding provisions of the terms of office of the P.P.C.;
- 7.4 Executive Committee will be responsible for:
 - 7.4.1 The administrative work of the P.P.C. between meetings;
 - 7.4.2 Preparation of the agenda for each meeting which should be available no less than one [1] week prior to each meeting;
 - 7.4.3 The recording and circulation of the meeting minutes as soon as practical;
 - 7.4.4 The approval of any submission of an executive summary of the business of the P.P.C. distributed to the wider parish.

8 P.P.C. **General Procedures**:

- 8.1 P.P.C. will meet at least once each month [except January] or at such times as it appoints from time to time;
- 8.2 Each meeting will last for not more than two [2] hours unless an extension of time is decided;
- 8.3 A quorum shall consist of a numerical majority of elected and selected members.
- 8.4 P.P.C. shall elect a representative to the Parish Finance Committee;
- 8.5 P.P.C. will appoint committees at such time and for such purposes as it deems fit. P.P.C. may coopt people other than members to serve on such committees and may delegate the power to coopt to these committees;
- 8.6 P.P.C. can dissolve any committee at any time as it deems fit;
- 8.7 Groups, Committees or individuals may be invited or may seek with seven [7] days notice, to address the P.P.C. at its regular monthly meeting. Approval for such address shall rest with the Executive;
- 8.8 The agenda for monthly meetings should follow the general format or appropriate variation to:

- a.) Opening Prayer
- b.) Apologies
- c.) Formation
- d.) Minutes of previous meeting
- e.) Business arising from previous meeting
- f.) Correspondence inwards and outwards
- g.) P.P. Report
- h.) Additional Reports
- i.) Notified Agenda items
- j.) General Business
- k.) Closing Prayer.

9 Annual General Meeting:

- 9.1 Annual General Meeting [AGM] should be about receiving reports, election of office bearers, and changes to the constitution;
- 9.2 Shall be open to non-participatory attendance of any member of the Parish;
- 9.3 Parishioners are to be invited to the A.G.M. of the P.P.C. by notification through the Parish newsletter at least one month prior to A.G.M.;
- 9.4 The A.G.M. will be held yearly.
- 9.5 A report of the P.P.C. activities will be tabled by the Chairperson;
- 9.6 A report by the Parish Priest will be tabled.

10 Changes to the Constitution:

- 10.1 Any change in the constitution will be conducted at the A.G.M.:
 - 10.1.1 Be on notice to all parishioners at least fourteen [14] days prior to the A.G.M. or for any special meeting convened for this purpose;
 - 10.1.2 Be on formal vote and by at least a two-thirds majority of all members of the P.P.C.;
 - 10.1.3 Have the approval of the Parish Priest;
 - 10.1.4 Have the final approval of the Diocesan Bishop.
- 10.2 Any interpretation of this constitution that cannot be resolved by the P.P.C. will be referred to the Diocesan Bishop whose decision shall be binding and final.