

# Draft: Constitution

for the Parish Pastoral Council for the Parish Partnership of St Clare's (Box Hill North) and St Francis Xavier's (Box Hill)

## *MISSION STATEMENT*

We, the parishioners of St Francis Xavier's and St Clare's parishes, seek to live Christ-centred lives, celebrating God's presence and our faith-values through worship, outreach, service, justice and hospitality.

## ***DRAFT: CONSTITUTION OF THE PARISH PASTORAL COUNCIL REPRESENTING THE PARTNERSHIP OF THE PARISHES OF ST CLARE (BOX HILL NORTH) AND ST FRANCIS XAVIER (BOX HILL)***

### ***1. INTRODUCTION***

A Parish Pastoral Council is a representative body of Christ's faithful whose purpose is the promotion of the mission of the Church in all its aspects.

The Parish Pastoral Council of the parishes of St Clare and St Francis Xavier will represent the Parish Partnership of St Clare (Box Hill North) and St Francis Xavier (Box Hill).

The Council will make recommendations on matters relating generally to the welfare of the parishes. The members of the Council will at all times work in close collaboration with the Parish Priest to advise him in matters pertaining to pastoral ministry. In line with the Order of Franciscans Minor Vision for Parish Ministry, it is expected that the Parish Priest will work collaboratively with the Council and parish staff.

The Council will also have a role to:

- Advise the Parish Priest on the spiritual and pastoral care of the parishes
- Advise the various organisations of the parishes and support their activities after a process of discernment and discussion.
- Serve as a point of contact and the source of co-operation and discussion between different facets of parish life, spirituality, worship and activity.
- Discern and plan for the pastoral development of the parishes and communicate these decisions to the parish communities.
- Serve as a contact point for communication with Diocesan bodies, other parishes, other Christian Churches, believers and all persons of good will.

The Council will periodically review the Vision Statement and pastoral plan to effectively meet the pastoral needs of the parishes.

### ***2. MEMBERSHIP***

The Council will consist of the following *ex officio* members: the Parish Priest, the Assistant Priests, the School Principal, the Pastoral Associate(s) and the Parish Secretary(ies) of the Parishes. In addition there will be between 9 and 12 parishioner representatives (on a best endeavour basis each parish should be represented by at least 3 parishioners).

# Draft: Constitution

for the Parish Pastoral Council for the Parish Partnership of St Clare's (Box Hill North) and St Francis Xavier's (Box Hill)

Any parishioner of St Clare's parish or St Francis Xavier's parish aged eighteen years or over is eligible to nominate and be elected or chosen to become a member of the Council.

The Parish Priest may invite such other persons as he sees fit to attend Council meetings as an advisor to the Council Members.

### **3. APPOINTMENT OF COUNCIL MEMBERS & OFFICE BEARERS**

- (a) A call for nominations for appointment to Council will be made at least one month prior to the expiry of the current office, and prior to the Annual General Meeting of the parishes.
- (b) In the event of more nominations than vacancies, the composition of Council will be determined through a process of discernment (see Appendix A).
- (c) Members may remain on Council for three years, with an option for an additional year.
- (d) Ideally, there should be a rotation of one third of the membership of Council at each Annual General Meeting.
- (e) Parishioners who have previously been on Council are eligible to re-nominate for Council one year after the completion of their previous term.
- (f) The Parish Priest may delegate to the Council the power to elect the Chairperson from its members.
- (g) As soon as practicable following the appointment of the Chairperson, members of the Council will appoint the following office bearers who will hold office for a term concurrent with the Chairperson.
  - (a) Deputy Chairperson;
  - (b) Secretary;
  - (c) Assistant Secretary; and
  - (d) Any other office bearer(s) the Council considers appropriate.
- (h) Unless the Parish Priest otherwise directs, office bearers will hold office for one year and may be re-appointed at the expiration of one year for a further year. The timeframe may be amended as the Council deems fit.

### **4. MEETINGS**

The Council will meet at least ten times per year (regular meetings of Council). It is recommended that at least one of these meetings is a day of reflection and planning. It is recommended that each Council meeting shall not be more than two hours' duration.

Decisions of the Council will generally be made by consensus following a process of discernment and/or discussion.

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A quorum will be at least 50% of those members who are not *ex officio* members. In the event that there is not a quorum, the meeting should proceed, with any motions deferred to the next meeting.

A special meeting of the Council may be called at any time by the Parish Priest or his delegate.

Parishioners and/or invited guests, with the prior consent of the Council, may attend and speak at meetings.

A report from a representative of the Finance Committee of each of the parishes will be encouraged every three months.

## **5. ATTENDANCE**

Members unable to attend a meeting are encouraged to send an apology prior to the scheduled meeting.

## **6. DUTIES**

The Chairperson will preside at all meetings of the Council, and develop an agenda in consultation with the Parish Priest.

The Deputy Chairperson will assume the responsibilities of the Chairperson in the absence of the Chairperson.

The Secretary will ensure that meetings are minuted and provide due notice of all meetings. The Secretary will receive copies of all correspondence directed to the Council and reply accordingly.

The Assistant Secretary will assume the responsibilities of the Secretary in the absence of the Secretary.

The minutes of every meeting should be sent out to members of the Council within one week after each meeting, and the agenda should be sent out to members at least three days before each meeting.

## **7. EXECUTIVE**

The Parish Priest, the Chairperson or Deputy Chairperson, the Secretary or Assistant Secretary, and any two members of the Council, any or all of whom may be appointed by the Parish Priest, will form the Executive with authority to help make emergency decisions and attend to Council matters between Council meetings.

## **8. ANNUAL GENERAL MEETING OF THE PARISHES**

The Annual General Meeting (AGM) of the parishes will be held as close as is practicable to the last Sunday in May in each year, with one month's notice provided to parishioners via the newsletter of the parishes, the noticeboard of each parish, and the website of the parishes.

Hard copies of the agenda for the AGM and the annual report of the parishes are to be made available to parishioners two weeks prior to the AGM. In addition, the agenda and annual report should be made available via the parish website.

## **9. SPECIAL GENERAL MEETING OF THE PARISHES**

# Draft: Constitution

for the Parish Pastoral Council for the Parish Partnership of St Clare's (Box Hill North) and St Francis Xavier's (Box Hill)

A Special General Meeting of the parishes may be called by the Parish Priest or his delegate. Where possible, two weeks' notice will be provided to parishioners via the newsletter of the parishes, the noticeboard of each parish, and the website of the parishes.

## ***10. AMENDMENTS OF CONSTITUTION***

The Constitution may be amended only at the Annual General Meeting or at a Special General Meeting of the Parishes.

Not less than 14 days notice of the amendment(s) shall be given by means of notices published in the newsletter of the parishes, the noticeboard of each parish, and the website of the parishes.

Such amendment will require a majority of two thirds of those parishioners present.

## ***11. BUSINESS OF PARISH PASTORAL COUNCIL MEETINGS***

The recommended business of a regular Parish Pastoral Council Meeting is included in Appendix B.

### ***Motions***

Following a process of discussion, each motion to be voted upon shall be proposed by a Council Member, and seconded by another Council Member prior to final voting.

### ***Adjournment of a meeting***

If it is not possible for the Council to address all items on the agenda within the recommended two hour meeting duration, the Chairperson shall have the right to either (a) adjourn any meeting to a later date, with such adjourned meeting regarded as a continuation of the original meeting, or (b) transfer incomplete agenda items for discussion at the next regular Council meeting.

# Draft: Constitution

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## *APPENDIX A: APPOINTMENT FOR COUNCIL MEMBERSHIP*

### *Replacing retiring members*

A date for the receipt of nominations shall be set at least two weeks prior to the Annual General Meeting of the parishes to allow time for discernment and discussion (see below) to cater for the possibility that more nominations are received than vacancies created.

Not less than two weeks notice of the date for nominations shall be given to parishioners by the following means:

- (a) Inclusion in the parish newsletter.
- (b) Notice to be read from the pulpit at each mass of each parish on at least two consecutive Sundays.
- (c) Posting on the noticeboard of each parish.
- (d) Posting on the website of the parishes.

Persons nominating another individual or themselves shall provide the name and address of the nomination to the Parish Priest or Parish Secretary. Where a third party is nominated, the Parish Priest will approach that third party to determine if they are prepared to accept nomination.

If there are more nominations than vacancies, the selection of Councillors will be through a process of consultation by Council/discernment/voting at AGM by parishioners.

The names of the new Councillors will be announced at the Annual General Meeting.

### *Casual Vacancies*

Where casual vacancies occur, the Parish Priest may approach parishioners or advertise for nominations and advise the parishes via the newsletter of new Councillors.

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## *APPENDIX B: RECOMMENDED CONTENT OF REGULAR MEETING OF THE PARISH PASTORAL COUNCIL*

1. Opening Prayer
2. Apologies
3. Confirmation of previous minutes of the Parish Pastoral Council
4. Business arising from minutes.
5. Correspondence in
6. Correspondence out
7. Reports:
  - a) Parish Priest;
  - b) Pastoral Associate;
  - c) St Francis Xavier School Principal;
  - d) Finance (three per year)
  - e) There may be other reports such as Youth Group, Parish Communications portfolio, Social portfolio, Liturgy portfolio, Social Justice portfolio and other relevant groups within the parishes
8. General Business
9. Other Business
10. Next meeting
11. Closing prayer