

**ANNUNCIATION OF THE LORD PARISH
PARISH PASTORAL COUNCIL**

CONSTITUTION

1. NAME

- 1.1 This is the Constitution of the Parish Pastoral Council ~~for the Church of the Annunciation of the Lord Parish, in Gloucester~~ in the Archdiocese of Ottawa.
- 1.2 Wherever the term “Council” **or “PPC”** is used in this Constitution, it shall mean the Parish Pastoral Council
- 1.3 Wherever the title “Pastor” is used in this Constitution, it ~~may also~~ **shall** mean **a the** priest appointed to administer the Parish.

2. THE MISSION OF THE PARISH

- 2.1 As a Roman Catholic and apostolic community, we strive to grow in the love and knowledge of God, to become a loving and welcoming community, caring for all in need, always faithful to Christ's call to share His Good News with everyone.

3. PURPOSE AND OBJECTIVE OF THE PARISH PASTORAL COUNCIL

- 3.1 **The Council is that basic leadership grouping, called from, and by, the parish community, to share with the Pastor the building up of the body of Christ and to be concerned with the overall welfare of the parish family.**
- 3.2 The Council shares with the Pastor the planning and coordinating of the overall policies and goals of the parish, ~~which shall be directed towards developing a fuller Christian life for every parishioner.~~
- 3.3 The Council is concerned with all aspects of parish life; it establishes policies and goals and the means to achieve those goals; it establishes the various committees of the parish, and co-ordinates, monitors and evaluates their work.
- 3.4 The implementation of Council policies is entrusted to Parish ministries.
- 3.5 The Council shall encourage all parishioners to play an active role in the affairs of the parish by publicizing Parish activities and requesting active participation by all.
- 3.6 The council, acting as the representatives of all members of the parish, includes in its objectives:
- a. building a welcoming, caring, inclusive Christian community;

- b. ensuring that the quality and diversity of liturgical services and educational programs fulfill the needs of each segment of our Parish;
- c. discerning and satisfying the spiritual and temporal needs of all within our Parish boundaries;
- d. proclaiming the Gospel to our neighbours by word and deed;
- e. creating and supporting charitable works in Christ's name so that all parishioners have the opportunity to serve their neighbour,
- f. opening our arms to the youth, the elderly, and other particular segments of our Parish;
- g. seeking out those who might return to a church they have lost, and bringing Christ's gospel to those who do not know Him.

4. **ELIGIBILITY FOR MEMBERSHIP**

- 4.1 All baptized **fully initiated (i.e. Baptism, Confirmation & Holy Eucharist)** Roman Catholics over the age of 16 and registered in the Parish are eligible for membership on the Council provided that they are not in open conflict with the basic precepts of the Church.

5. **COMPOSITION OF THE COUNCIL**

- 5.1 The Council consists of the Pastor, eight lay members, and, by virtue of their offices, other clergy and pastoral assistants assigned to the Parish by the Archdiocese of Ottawa.
- 5.2 In addition to the above, the Council may appoint an additional member as a Youth representative, who may be less than 16 years of age.
- 5.3 The Chair of the Parish Finance Council (or his/her designated representative) will be invited to attend Council meetings.
- 5.4 While it is anticipated that Council members may frequently have association with particular ministries or committees, they will not normally represent those bodies, but rather the Parish as a whole.

6. **CONDITIONS OF SERVICE FOR MEMBERS**

- 6.1 The term of office shall be for two years, with a maximum of three two-year terms. After a break of not less than one year, a person may again seek re-election.

- 6.2 When a position falls vacant, the Council may appoint an eligible member of the Parish to fill that position until the next Annual General Meeting.
- 6.3 A member may be removed from Council by a two-thirds majority vote of the Council:
- a. if that member is unable to fulfill his/her responsibilities due to illness;
 - b. if that member has not attended three consecutive council meetings; or
 - c. for other reasons deemed to merit such removal.
- 6.4 All members shall serve gratuitously. **However, if costs are incurred by members on behalf of and agreed to by Council, they may be reimbursed provided that valid receipts are submitted to the office and the PPC Chair and/or Pastor verifies the expenditures.**

7.0 ROLES WITHIN COUNCIL

7.1 The Pastor shall be President:

- a. The Pastor, as the Archbishop's representative, shall have the final decision on all advice received from the Council. He shall be expected to consult with his Council on all significant matters affecting the Parish and having heard the consensus of the Council, to ratify such decisions unless there is good cause.
- b. When the Pastor is unable to ratify a decision of Council, he shall explain to Council why he is unable to do so. If the Council, after prayerful reflection, is unable to resolve the issue, it shall, along with the Pastor, appeal to the office of Archbishop to arbitrate a decision.

7.2 The Council shall appoint **an Executive, comprised of a Chairperson, Vice-Chairperson and Secretary** from among its lay members, **as the first order of business at its first meeting after the Annual General Meeting.** **All executive positions are for a one year term.**

7.2.1 The Chairperson is responsible for:

- a. preparing meeting agendas in consultation with the Pastor and other members of the Council executive.
- b. chairing meetings.
- c. assisting the Pastor in providing leadership, support and encouragement to other members of the Council and especially to chairpersons of standing committees.

d. participating in regional meetings for Pastoral Councils.

e. a person may serve as Chair of PPC for a maximum of two consecutive terms.

7.2.2 A **The** Vice-Chairperson ~~may be appointed to temporarily~~ **shall** assume the duties of the Chairperson in his/her absence.

7.2.3 A Secretary shall be appointed to maintain all minutes, records and correspondence.

8. NOMINATION AND ELECTION OF MEMBERS

8.1 Each year, four of the eight lay members of the Council shall complete their term of office; ~~therefore, at the Annual General Meeting of the Parish:~~

~~a. four lay members shall be elected to fill the four expired terms; and~~

~~b. lay members shall be elected to fill any of the four non-expired terms that may have become vacant.~~

8.2 The Council shall appoint a Nominations Committee consisting of **the Pastor, one PPC member and one or two** ~~two or three~~ parishioners **who are not candidates for PPC,** at least 7 weeks before the Annual General Meeting. The Nominations ~~ing~~ Committee shall **accept nominations from the parishioners and** nominate at least enough eligible candidates (para. **Section 4**) to fill vacant positions. **It and** shall publicize the names **slate of nominees** well before the meeting. ~~It shall accept nominations from the parishioners and shall advise candidates who are ineligible.~~

It shall also:

a. establish procedures for the nominations of candidates; ~~in conjunction with the Pastor and the Council Chair;~~

b. decide on all electoral procedures;

c. conduct the electoral process during the Annual General Meeting (~~nominations from the floor shall be accepted providing the nominated person is present and agrees to be nominated~~);

d. publish names of successful candidates in the Parish bulletin; **and**

~~e. submit a report to the Pastor and the Council Chair; and~~

f. dissolve itself immediately after completion of its tasks.

8.3 At the Annual General Meeting of the Parish, lay members shall be elected from the slate of nominees as follows:

- a.** four persons to fill the four expired terms; and
- b.** lay members shall be elected to fill any additional non-expired positions that may have become vacant and not been filled by Council in the past year.

9 COMMITTEES AND MINISTRY LIAISONS

9.1 The Council shall establish committees and ministries in accordance with the needs of the Parish, and shall include the following:

9.1.1 Standing Committees

- a. Liturgy Committee and its sub-committees;
- b. Stewardship Committee**
- c. Information Technology & Audio-Visual Committee**

9.1.2 Ad-hoc Committees, to be struck as needed, with defined terms of reference including purpose, makeup, reporting structure and term of operation.

- a. Nominations Committee, in accordance with Section 8.**
- b. Such other committees as deemed necessary by PPC.**

9.1.3 Ministry Liaisons, who are PPC members shall be designated to liaise with the Committees or Ministry Groups. They shall report regularly to the PPC regarding their functioning, activities and needs.

- a. A lay member of the PPC shall be the official liaison with the Stewardship Committee.**
- b. A lay member or ex-officio member shall be designated as the liaison with the Liturgy Committee, or the Pastor may fulfill this role.**
- c. The Youth Coordinator shall act as the PPC liaison for all youth activities.**
- d. There shall be a PPC liaison for each of the following groups of ministries, renewed or re-designated each year at the first meeting after the annual general meeting:**

- i. Parish and Community Life**
- ii. Christian Education**
- iii. Social Action**
- iv. Administrative**

b. ~~Social Action and Outreach Committees;~~

c. ~~Sacramental Preparation Committee;~~

d. ~~Adult Education Committee;~~

e. ~~Youth Committee; and~~

9.2 Council shall, when it deems necessary, provide terms of reference for any committee responsible to it.

9.3 All Parish committees are ultimately responsible to the Pastor, through the Parish Pastoral Council, with the exception of the Parish Finance Council, the Catholic Women's League and the Knights of Columbus, which are responsible directly to the Pastor.

10. MEETINGS OF THE COUNCIL

10.1 Meetings shall be held monthly except during July and August.

10.2 Special meetings shall be held when required.

10.3 Date, time and agenda of the next Council Meeting shall be **publicized** ~~placed on the Parish notice board~~ at least a week before the proposed meeting, ~~and a notice shall be put in the Parish bulletin two weekends before the meeting.~~

10.4 Minutes of ~~the most recent~~ **all PPC** meetings shall be ~~placed on the bulletin board~~ **made available to the parishioners** within 48 hours of their approval by the Parish Pastoral Council.

10.5 All meetings of the Council shall be open to parishioners, as observers, except that where confidences or confidentiality of persons is involved, the meeting may be extended beyond published meeting hours, at the discretion of the President and the Chairperson together, to deal with such matters and only with such matters.

10.6 Any parishioner who wishes to address the Parish Pastoral Council on any issue shall notify the Chairperson or the Secretary at least five days before the next meeting. A written notification may be requested by the Chairperson or the Secretary. Time shall be allocated as soon as practical.

- 10.7 Formal votes shall be taken and recorded only when consensus cannot be reached. If a formal vote is taken, a simple majority shall suffice, except that a major policy or proposal shall require a two-thirds affirmative vote.
- 10.8 All members of the Council, **excluding** ~~including~~ ex-officio members, are entitled to vote.
- 10.9 A quorum shall consist of five lay members, together with the Pastor unless he specifically authorizes the meeting to take place in his absence.
- 10.10 The Council shall set other rules and procedures, as required, for its meetings.

11. **AUTHORITY OF COUNCIL**

- 11.1 The role or authority of the Council is derived from the Archbishop as generally defined in “Guidelines for **the** Development of Parish Pastoral Councils”, Archdiocese of Ottawa, ~~February 1993~~ **November 2007**, and as confirmed by the Archbishop when he approves this Constitution.

12. **RELATIONSHIP OF COUNCIL TO THE PARISH FINANCE COUNCIL**

- 12.1 The Parish Finance Council, which is responsible with the Pastor, for the temporal administration of the Parish (finances, supplies, properties, book keeping, budgeting), does not report to the Parish Pastoral Council. Since, however, the Parish Pastoral Council is responsible for carrying out the Parish mission and establishing the over-all goals and priorities of the Parish, it is essential that there be a close liaison between these two Parish governing bodies.
- 12.2 The Parish Pastoral Council shall always consult with the Parish Finance Council before setting Parish goals and priorities for the coming year to ensure that the financial resources are adequate and available.
- 12.3 The Parish Finance Council shall advise the Parish Pastoral Council when there are major concerns regarding Parish finances or Parish facilities which might hinder the Parish from carrying out its planned activities.
- 12.4 The Parish Pastoral Council Chairperson shall act as liaison with the Parish Finance Council and shall either attend its meetings or send a representative from the Council. The Chairperson of the Parish Finance Council shall be invited to attend, or send a representative to meetings of the Parish Pastoral Council.

13. **ANNUAL GENERAL MEETING OF THE PARISH**

- 13.1 The Parish Pastoral Council, in conjunction with the Parish Finance Council, shall arrange for an Annual General Meeting of the Parish to which every parishioner shall be invited, and for which adequate notice shall be given.
- 13.2 The quorum for the Annual General Meeting shall be the number of parishioners in attendance after due notice has been given.
- 13.3 The Council shall report its work of the year, and on the work of the committees and ministries within its sphere.
- 13.4 The Parish Finance Council shall report on the financial status of the Parish.
- 13.5 Parishioners shall be encouraged to raise any Parish issues of concern to them.
- 13.6 Elections to the Parish Pastoral Council and the Parish Finance Council shall take place.
- 13.7 Decisions of the Annual General Meeting shall be by simple-majority vote.

14. **AMENDMENT OF CONSTITUTION**

- 13.1 This Constitution may be amended at an Annual General Meeting of the Parish by a two-thirds vote, provided that the proposed amendment has been published with the notice of meeting.

15. **RULES OF PROCEDURE**

- 15.1 The rules contained in the current edition of Robert's Rules of Order shall apply in all matters not covered in this Constitution or other rules of the Council.