

# **Kilmacud Parish Pastoral Council Constitution (DRAFT)**

## **1. Title.**

The Council shall be known as **Kilmacud Parish Pastoral Council (KPPC)** and shall be herein referred to as ‘the Council’.

## **2. Mission & Purpose.**

2.1 The Parish Mission Statement shall underpin the work of the Council:

*Secure in the belief that we are loved by God, to make love a reality in our homes, in our Parish and beyond, in a spirit of prayer and service.*

2.2 The Council is a consultative leadership group through which priests and people work together as partners in furthering the mission of Christ in the parish.

2.3 The primary ministry of the Council is to collaborate in planning the way forward for the parish. It does this in the context of the circumstances of the parish, in the light of the gospels, the teachings of the Church, the *signs of the times* and the reflections of the members of the parish community.

2.4 The Council shall:

- a. promote faith development, spirituality and prayer in the parish
- b. identify parish needs and challenges
- c. implement parish plans and programmes in response to the identified spiritual and pastoral needs of the parish
- d. encourage the parish community to discover their gifts in response to these needs and challenges
- e. develop these gifts through the provision of training and on-going formation
- f. promote effective dialogue, communication and active listening in the parish.

## **3. Representation.**

A broad representation of the whole parish is ideal. The members of the Council shall undertake to be representative of the whole community and focus on what is best for the whole parish rather than individual groups.

#### **4. Formation.**

Prayer, reflection, and skills training are of paramount importance to ensure that the Council is effective. On-going formation shall be provided for every member of the Council

#### **5. Membership of the Council.**

5.1 The Parish Priest/Administrator/Curate shall be ex officio members of the Council.

5.2 A representative from the religious communities in the parish shall, if available, be an ex officio member of the Council.

5.3 Seven members shall be elected by the parish community at the Parish Annual General Meeting (AGM). The election will be preceded by a meeting of parishioners who may wish to go forward for election, in order to ensure that reflection, discernment and prayer is central to the Council selection process (See Appendix A).

5.4 Three members shall be co-opted by the Council for their gifts and expertise, or to ensure good representation of the whole parish, as well as age and gender balance. Two of these shall be drawn from the outgoing Council and shall serve for one further year, to facilitate continuity. After that year they shall step down and be replaced for two years by two new co-opted members, until the end of the term of office of the Council.

5.5 The Council may co-opt a new member, to replace a member who resigns or is deemed to have resigned, who shall serve until the end of the term of office of the Council.

#### **6. Term of Office.**

6.1 The maximum term of office of the Council shall be three years.

6.2 No person, with the exception of the serving priest(s) of the parish and the two co-opted members from the outgoing Council, shall serve a consecutive term of office of Council membership.

6.3 No person shall serve more than two full terms of office of Council membership in his/her lifetime.

#### **7. Officers.**

- 7.1 The Council shall have the following officers; President, Chairperson, Vice-Chairperson and Secretary.
- 7.2 The office of President shall at all times be occupied by the Parish Priest/Administrator.
- 7.3 All other officers shall be elected at the first meeting of a new Council.

## **8. Roles & Responsibilities.**

### **8.1 Responsibilities of all members:**

- a. Attend the meetings of the Council on a regular basis.
- b. Participate in the deliberations of the Council.
- c. Assist where possible with the implementation in the parish of the Diocesan Child Safeguarding and Protection Policy and Procedures.
- d. Engage in dialogue and active listening in the parish to assist in identifying parish needs and views and in support of the Mission & Purpose of the Council (See Section 2).
- e. Take part in training/induction of Council members and avail of ongoing formation.
- f. Preserve and protect confidentiality at all times.

### **8.2 Role of President.**

- a. Convene the Council meetings.
- b. Encourage the Council to have a pastoral, whole-parish perspective.
- c. Ensure there is on-going formation for Council members.
- d. Maintain the connection with the Diocese and the wider community.

### **8.3 Role of Chairperson (and/or Vice-Chairperson).**

- a. Prepare the agenda for the meetings in consultation with the President.
- b. Chair the Council meetings.
- c. Ensure that the Mission & Purpose of the Council (See Section 2) and parish policies are adhered to.
- d. Encourage all members to attend the Council meetings and to carry out agreed tasks.

### **8.4 Role of Secretary.**

- a. Prepare minutes of the meetings.
- b. Attend to correspondence in consultation with the Chairperson.

- c. Distribute minutes and agenda to members before each meeting.
- d. Report relevant items from the Council meetings to the Parish Office for inclusion in the Parish Newsletter.

**9. Meetings.**

- 9.1 The Council shall normally meet **nine** times during the academic year (September – June).
- 9.2 There shall be a Parish Annual General Meeting. An Extraordinary General Meeting shall be convened if required.
- 9.3 All meetings shall include a period of time for prayer and reflection.
- 9.4 Members who fail to attend **four** meetings in a given year without reasonable explanation shall be deemed to have resigned.
- 9.5 A Parish Child Safeguarding Representative shall be invited to report twice annually to the Council and to attend any other meeting of the Council that may be considered necessary.

**10. Sub-Committees.**

The Council may set up a sub-committee to carry out particular tasks. The terms of reference, membership and time-frame will be specified by the Council.

**11. Quorum.**

The quorum for a Council meeting shall be seven members including the President or his delegate.

**12. Decisions.**

- 12.1 The Council shall insofar as possible make decisions by consensus. Where a vote is deemed necessary, the following procedures shall apply:
  - a. All members shall have a single vote.
  - b. Decisions shall be made by a simple majority of the members in attendance at the Council meeting.
  - c. In the case of equality of votes, the Chairperson shall have a casting vote.

**13. Amendments to the Constitution.**

Any amendment to the Council Constitution shall be proposed and ratified at a Parish AGM.

## **APPENDIX A**

The following process shall be adopted when the selection of a new Council is taking place;

- a. Election of the Council members shall take place every three years at the Parish AGM.
- b. The President and the Chairperson of the outgoing Council and/or their delegates shall conduct the process.
- c. Parishioners shall be advised of the forthcoming election at least six weeks prior to the date of the Parish AGM and each week thereafter.
- d. A meeting of those interested in becoming a member of the Council shall be held three weeks before the Parish AGM. Attendees shall be fully informed of the role, duties and responsibilities of the Council and its members as outlined in the Constitution. The process shall include time for prayer and reflection to help discern those most suited to serve as members of the Council.
- e. Candidates shall submit to the President of the Council, a Nomination Form signed by a proposer and a seconder, both of whom must be parishioners or members of a parish group/ministry team. The Nomination Form shall be submitted no later than one week before the election.
- f. Upon election, the new Council shall assume its role on the day after the day of the last meeting of the out-going Council, normally in the first week of June.