**JOINT PARISH PASTORAL COUNCIL (JPPC)**

 **TERMS OF REFERENCE**

1. **PURPOSE OF THE JPPC**

1.1 The purpose of the JPPC is to advise and make recommendations to the Parish Priest on the spiritual, pastoral and social life of the parish community.

* 1. The principal work of the JPPC will be to discern the will of the Holy Spirit for our three parishes. This will involve:
* The development of a long-term strategic plan of our parishes’ vision of missionary discipleship and their transition from a culture of maintenance to a culture of mission.
* Vision-casting and the setting of priorities
* The development and publication of an on-going five year strategic plan for the implementation of parish renewal.
	1. The JPPC shall provide non-binding advice and recommendations to the Parish Priest on the matters referred to above.
	2. The JPPC will normally meet six times a year.
	3. As a general principle, the JPPC will be hosted twice in each parish in the course of one year.
1. **MEMBERSHIP OF THE JPPC**

2a**. ELECTED MEMBERS**

2a.1 There will be four elected members from each of the three parishes.

2a.2 Elected members shall serve for a period of three years. Elected members may, if they so wish, stand for election for a second three year term. If they choose to do so, and are elected, they would, thereafter, not be eligible to stand again for a further six years.

2b**. EX-OFFICIO MEMBERS**

2b.1. The Parish Priest or, when absent or the parish is vacant, the Assistant Priest, is the President of the JPPC. He presides at all meetings but may delegate the Chair (see paragraph ***7*** below) to chair the meetings should he so choose.

2b.2. Any clergy, in addition to the President, who are appointed by the Diocesan Bishop are members of the JPPC.

2b.3. The Parish Youth Coordinator, when one is in post, will be an ex-officio member of the JPPC.

2b.4. *Other ex-officio appointees* – The President, either on his own initiative or upon the recommendation of the JPPC, may, at any time, appoint up to two additional members of the JPPC from among the parishioners of the three parishes should the need arise for additional expertise or consultation. These appointees willserve for an annual term which can be renewed by the President.

1. **EXPECTATIONS OF JPPC MEMBERS**
	1. It is expected that JPPC members will:
2. Share the three-parish vision for building communities of missionary disciples and developing a culture based on mission rather than maintenance.
3. Have enthusiasm (and ideally a skill set) for developing the long-term strategic vision for parish renewal
4. Have read or commit to reading the book *Divine Renovation*.
5. Commit (as far as is possible) to attending the six JPPC meetings each year
6. Be willing to prepare for meetings by reading/viewing materials provided beforehand.
7. Have undertaken or be willing to undertake *Alpha* or be willing to invite others to take part in *Alpha*.
8. **ANNUAL PARISH MEETING (APM)**
	1. Each parish shall hold an APM each year in February or March. These meetings are called by the President. The date, time and venue will be advertised in the parish newsletter for the four weeks preceding the meeting.
	2. The Parish Priest will chair the APM in each parish.
	3. In Cycles 1 & 2 (see paragraph 5.5 below) at each APM, in addition to any other business approved on the agenda, the election of new members and/or those seeking re-election for a second term will take place. There will be no elections in Cycle 3.
9. **PROCESS FOR THE ELECTION OF JPPC MEMBERS**
	1. The process for the initial election of JPPC members in February/March 2019 is set out in the Annex at the end of the Terms of Reference.
	2. The process for election to the JPPC from February/March 2021 [no elections in 2020] onwards will be as follows:

5.2a. When the APM is first advertised in the parish newsletter, at least four weeks before the meeting, a notice will also be included in the newsletter inviting parishioners to nominate candidates to the President (Parish Priest) or to Chair of the JPPC. The President or Chair will then ascertain from the nominees whether they would be willing to stand. Parishioners may nominate themselves.

* 1. At each APM the election will take place as follows:

5.3a The nominees are announced by the Parish Priest.

5.3b If there are only two nominations the candidates will be automatically elected to the JPPC without the need for a vote.

5.3c If there are more than two candidates there will be a secret paper ballot on which parishioners may cast up to two votes.

5.3d The votes will be counted by three parishioners present at the APM (excluding those standing for election).

5.3e The two candidates receiving the most votes will be elected to the JPPC. In the event of a tied vote the names of those with tied votes will be drawn “by lot”. The first candidate whose name is drawn will be declared elected.

5.3f The result of the election will be announced at the APM and published in the Newsletter.

* 1. Members will serve a three year term of office.
	2. The cycle of elections beginning in 2021 [no elections in 2020] will be as follows:

Cycle 1 – Election of two new members from each parish

Cycle 2 – Election of two new members from each parish

Cycle 3 –No Elections

1. **VACANCIES**

In the case of the resignation of a member, the Parish Priest will appoint a parishioner from the respective parish to serve for the remainder of the resigning member’s term of office. If the remaining term of office is less than two years, the appointed member may, should they so choose, stand for election at the end of their term of office.

1. **ELECTION OF A CHAIR, VICE CHAIRS AND A SECRETARY**
	1. The JPPC will have a Chair, elected annually from and by all the elected members of the JPPC at the first meeting after the APMs.
	2. The Chair, if willing to stand, may be re-elected each year for the period of their membership of the JPPC.
	3. The President may delegate the Chair (or in their absence, one of the Vice-Chairs) to chair JPPC meetings should he so choose.
	4. A Vice-Chair will be elected annually from and by the elected members of each of Parish Core Group (see para 8. below) at the first JPPC meeting after the APMs. The three Vice-Chairs, if willing to stand, may be re-elected each year for the period of their membership of the JPPC.
	5. The Secretary will be elected annually from and by all elected lay-members of the JPPC at the first meeting after the APMs. The Secretary, if willing to stand, may be re-elected each year for the period of their membership of the JPPC.
	6. The Secretary will take minutes of the meetings and, after approval by the President and the Chair, will distribute them to JPPC members.
2. **PARISH CORE GROUPS (PCG) MEETINGS**
	1. Twice a year, in rotation, the three PCGs, consisting of the elected members from each parish, plus the Parish Priest and Assistant Priest, will meet for half-an-hour prior to the main JPPC meeting to discuss any spiritual, pastoral or social business relating specifically to the parish concerned. The respective Vice Chair of each parish will chair these meetings when delegated to do so by the President.

* 1. In 2019/20 the PCG meetings will be scheduled as follows:

 March and September 2019 – Rickmansworth

 May and November 2019 – Chorleywood

 July 2019 and January 2020 – Mill End

* 1. Thereafter the order of PCG meetings will rotate sequentially between the three parishes each year.
	2. Two weeks prior to each PCG meeting a notice will be placed in the parish newsletter inviting suggestions for discussion relating to the spiritual, pastoral or social life of the respective parish from parishioners of the relevant parish. Matters for discussion can be raised either with the Parish Priest or the appropriate Vice-Chair.
	3. The PCGs may meet in an extraordinary meeting to discuss parish business at any time that the President and relevant Vice-Chair deem this to be necessary or advantageous.
1. **MINUTES**

The minutes of the JPPC and PCG meetings (ordinary and extraordinary) will be published and made available to parishioners as soon as possible after each meeting.

1. **THE PARISH FINANCE COMMITTEES**
	1. Each Parish will retain its own Parish Finance Committee. These are separate bodies (required by Canon Law and appointed by the Parish Priest) which, together with the Parish Priest, have responsibility for the financial management of parish resources.
	2. However, each Parish Finance Committee will be re-titled as The Finance, Operations and Premises Committee (FOP) and, in addition to its financial responsibilities, will have responsibility for the care and development of the parishes’ premises, and oversight of operational matters relating to the day to day running of the respective parish.
	3. The Parish Priest will appoint two new (non-finance background) parishioners to serve on each FOP Committee for the purpose of broadening and enhancing the discussionand decision-making processes of the FOP, especially in the area of operational matters.
	4. Parishioners will be invited to direct issues they wish to raise concerning finance matters, operational matters or premises matters to the relevant FOP Committee rather than to the JPPC or the respective PGC.
2. **REVIEW OF JPPC TERMS OF REFERENCE**

The Terms of Reference of the JPPC will be reviewed by the JPPC at the end of the first year of its operation and thereafter at three-yearly intervals.

**ANNEX**

**PROCESS FOR THE INITIAL ELECTION OF JPPC MEMBERS IN FEBRUARY/MARCH 2019**

1. In February/March 2019, the Parish Priest will call an Annual Parish Meeting (APM) in each of the three parishes.
2. The two members elected to each of the three Parish Pastoral Council (PPCs) in 2018 will serve a further two years on the JPPC. All other members of the existing PPCs will stand down.
3. When the February/March 2019 APM is first advertised in the parish newsletter at least four weeks before the meeting, a notice will also be included in the newsletter requesting parishioners to nominate candidates to the Parish Priest or to the relevant Chair of the existing PPCs. The Parish Priest or relevant Chair will then ascertain from the nominees whether they would be willing to stand. Parishioners may nominate themselves.
4. At each APM, the election will take place as follows:
	1. The nominees are announced by the Parish Priest.
	2. If there are only two nominations the candidates will be automatically elected to the JPPC without the need for a vote.
	3. If there are more than two candidates there will be a secret paper ballot on which parishioners may cast up to two votes.

4.4 The votes will be counted by three parishioners present at the APM (excluding those standing for election).

* 1. The two candidates receiving the most votes will be elected to the JPPC. In the event of a tied vote the names of those with tied votes will be drawn “by lot”. The first candidate whose name is drawn will be declared elected.
	2. The result of the election will be announced at the APM and published in the Newsletter.