

**PARISH PASTORAL COUNCIL (PPC)  
TERMS OF REFERENCE**

**1. PURPOSE OF THE PPC**

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

1.2 The principal work of the PPC will be to discern the will of the Holy Spirit for our parish. This will involve:

- The development of a long-term strategic plan of our parish's vision of missionary discipleship and its transition from a culture of maintenance to a culture of mission.
- Taking and evolving the goals that have been set, and setting the priorities to lead to the realisation of the vision
- The development and publication of an on-going five-year strategic plan for the implementation of parish renewal.

1.3 The PPC shall provide non-binding advice and recommendations to the Parish Priest on the matters referred to above.

1.4 The PPC will normally meet six times a year.

**2. MEMBERSHIP OF THE PPC**

**2.1 ELECTED MEMBERS**

2.1a There will be four elected members from the parish.

2.1b Elected members shall serve for a period of three years. Thereafter, they will not be eligible to serve again, by appointment or election, for a further three years.

**2.2 APPOINTED MEMBERS**

2.2a The President will appoint eight members (four members in Cycle 1 and four members in Cycle 2 – see paragraph 5.2 below) of the PPC from the parish who are representative of different areas of the parish life and/or based on their skills and competencies.

2.2b Appointed members shall serve for a period of three years. Thereafter, they would not be eligible to serve again, by appointment or election, for a further three years.

**2.3 EX-OFFICIO MEMBERS**

2.3a The Parish Priest is the President of the PPC.

2.3b Any clergy, in addition to the President, who are appointed by the Diocesan Bishop are members of the PPC.

2.3c *Other ex-officio appointees* – The President, either on his own initiative or upon the recommendation of the PPC, may, at any time, appoint up to two additional members of the PPC from among the parishioners should the need arise for additional expertise or consultation. These appointees will serve for an annual term which can be renewed by the President.

### 3. EXPECTATIONS OF PPC MEMBERS

3.1 It is expected that PPC members will:

- a. Share the parish vision for building a community of missionary disciples and developing a culture based on mission rather than maintenance.
- b. Have enthusiasm (and ideally a skill set) for developing the long-term strategic vision for parish renewal.
- c. Have read or commit to reading the book *Divine Renovation*.
- d. Commit (as far as is possible) to attending the six PPC meetings each year.
- e. Be willing to prepare for meetings by reading/viewing materials provided beforehand.
- f. Be willing to undertake *Alpha* and invite others to take part in *Alpha*.

### 4. PROCESS FOR THE ELECTION OF PPC MEMBERS

4.1 The process for election to the PPC will be as follows:

4.1a. At least seven weeks in advance of the Annual Parish Meeting (APM – see paragraph 9) a notice will be communicated via various parish communications channels, including but not limited to the weekly newsletter, inviting parishioners to offer themselves as nominees for election to the PPC.

4.1b. Candidates must complete the application form including a short personal statement and details of two parishioners who support their application and return to the President (Parish Priest).

4.1c. The nomination process will run for three weeks.

4.1d. The nominees will be announced by the Parish Priest and via various parish communications channels, including but not limited to the weekly newsletter.

4.2 The election will take place as follows:

4.2a. If there are four or less candidates, the candidates will be automatically elected to the PPC without the need for a vote.

4.2b. If there are more than four candidates, there will be a secret paper ballot on which parishioners may cast up to four votes.

4.2c. The secret ballot will run for two weeks.

4.2d. Voting will take place electronically and via paper forms.

4.3 At the APM the results of the election will be announced as follows:

4.3a. If no ballot has taken place, all candidates will be confirmed as elected to the PPC.

4.3b. If a ballot has taken place the votes will be counted by three parishioners present at the APM (excluding those standing for election).

4.3c. The candidates receiving the most votes will be elected to the PPC. 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.

4.3d. The result of the election will be published via various parish communications channels, including but not limited to the weekly newsletter.

4.3e. Elected Members will serve for a three-year term of office.

4.3f The cycle of elections beginning in 2021 will be as follows:

Cycle 1 - Election of four new members

Cycle 2 - No Elections

Cycle 3 - No Elections

## **5. PROCESS FOR THE APPOINTMENT OF PPC MEMBERS**

5.1 The process for the appointment of members to the PPC will be as follows:

5.1a. The President (Parish Priest) will appoint eight members to serve on the PPC.

5.2 At the APM the appointment will take place as follows:

5.2a The appointments are announced by the Parish Priest.

5.2b Appointed Members will serve for a three-year term of office.

5.2c The cycle of appointments beginning in 2021 will be as follows:

Cycle 1 - Appointment of four new members

Cycle 2 - Appointment of four new members

Cycle 3 - No Appointments

## **6. VACANCIES**

In the case of the resignation of a member, the President (Parish Priest) will appoint a parishioner 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 stand for election or may be reappointed by the President at the end of their term of office.

## **7. APPOINTMENT / ELECTION OF A CHAIR, VICE CHAIRS AND A SECRETARY**

7.1 The PPC will have a Chair, appointed annually by the President of the PPC at the first meeting after the APM.

7.2 The Chair may be reappointed each year for the period of their membership of the PPC.

7.3 A Vice-Chair will be elected annually from and by the members of the PPC at the first PPC meeting after the APM. The Vice-Chair, if willing to stand, may be re-elected each year for the period of their membership of the PPC.

7.4 The Chair (or in their absence, the Vice-Chair) will chair the PPC meetings.

7.5 The Secretary will be elected annually from and by all members of the PPC at the first meeting after the APM. The Secretary, if willing to stand, may be re-elected each year for the period of their membership of the PPC.

7.6 The Secretary will take minutes of the meetings and, after approval by the President and the Chair, will distribute them to PPC members.

## **8. MINUTES**

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

## **9. ANNUAL PARISH MEETING (APM)**

9.1 The Parish shall hold an APM each year in October or November. This meeting is called by the President. The date, time and venue will be advertised in the parish newsletter for at least four weeks preceding the meeting, or at least seven weeks in an election year (Cycle 1 – see paragraph 4.3f above).

9.2 The Parish Priest will chair the APM.

9.3 In Cycle 1 (see paragraphs 4.3f and 5.2c above) at each APM, in addition to any other business approved on the agenda, the appointment and election of new members will take place.

9.4 In Cycle 2 (see paragraphs 4.3f and 5.2c above) at each APM, in addition to any other business approved on the agenda, the appointment of new members will take place.

9.5 There will be no appointments or elections in Cycle 3 (see paragraphs 4.3f and 5.2c above).

## **10. REVIEW OF PPC TERMS OF REFERENCE**

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

*Document Created: June 2021*

*Last Review Date: June 2021*

*Next Review Date: June 2022*

