



Diocese of Westminster

LETCHWORTH GARDEN CITY PARISH

Constitution for St Hugh of Lincoln Parish Pastoral Council

1. Purpose

The Parish Pastoral Council is a consultative body whose purpose is:

- 1.1 To promote between priest and parishioners, mutual co-responsibility in the management of parish affairs in accordance with the spirit of the Second Vatican Council, but with due regard to the responsibilities in law, both civil and ecclesiastical, which bear upon The Diocesan Trustee and the Parish Priest.
- 1.2 To provide a channel of communication between priest and parishioners and a forum for the expression of their respective views on all matters affecting the parish.
- 1.3 To provide a means of communication and co-operation between parish groups, organisations and societies.
- 1.4 To determine a parish voice for communication and co-operation with deanery and the Diocese, other Christian Churches and the wider community.

2. Composition of the Parish Pastoral Council

- 2.1 Parish Clergy.
- 2.2 A representative from each parish-based organisation.
- 2.3 Co-opted members. The Parish Council may, as it sees fit, co-opt up to six members.
- 2.4 Ex-Officio members. The Parish Priest may nominate not more than six ex-officio members.
- 2.5 National, Diocesan or Area based organisations to be represented as the Council sees fit.
- 2.6 Members of the Parish are encouraged to attend meetings of the Council.

3. Officers

President:	The Parish Priest
Chair	Appointed by the Parish Priest after consultation with the Parish Council, normally for a term of 3 years.
Secretary :	As appointed by the Council
Assistant Secretaries:	To be appointed as needed by the Council

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4 Committees

The Council may appoint committees for specific tasks. Committees may co-opt members subject to the approval of the Council.

5 Meetings

The Parish Council shall meet at least **three** times each year.

6 Annual Parish Meetings

The first meeting in in the calendar year will normally be the Annual Parish Meeting. Date, time and place will be displayed on the church noticeboard for the four weeks preceding the meeting. The agenda of the APM shall be:

- 1) Parish Priest's Report
- 2) Chair's Report
- 3) Financial Report
- 4) Amendments to the Constitution (if any)
- 5) Any other business

The Chair of the Parish Council will take the chair at the APM. Voting if required by the Chair will normally be by show of hands.

7 Special Parish Meetings

If the Chair or Parish Priest decides to call a special meeting of the Parish they may do so by giving notice of the meeting, stating the business to be transacted, in the same manner as for the APM.

8 Parish Council Meetings

A notice calling the meeting shall be announced and posted on the Church Notice Board, Newsletter and Website at least two clear weeks in advance, giving date, time, place and agenda.

Minutes of each meeting will be posted on the Church Notice Board together with the notice calling the next meeting.

9 Alteration to the Constitution

The Constitution may be changed by the Parish Priest after consultation with the Parish Council.