

**JOINT PARISH PASTORAL COUNCIL (JPPC)**  
**TERMS OF REFERENCE**  
**(Revised March 2025)**

**1 PURPOSE OF THE JPPC**

1.1 The purpose of the JPPC is to collaborate with the Parish Priest in planning strategically for the ongoing development the parish mission and renewal, in light of the Parish Vision Statement. 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 of an on-going five year strategic plan for the implementation of parish renewal.

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

1.3 The JPPC will normally meet six times a year.

1.4 As a general principle, the JPPC will be hosted twice in each parish in the course of one year.

**2 MEMBERSHIP OF THE JPPC**

2.1 Three members of each of the three parishes will serve on the JPPC at any one time.

2.2 The Parish Priest will appoint parishioners to the JPPC, after consultation with the Senior Leadership Team (SLT).

2.3 Parishioners will be invited to serve on the JPPC based on a discernment of the following criteria:

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

2.4 The usual term of service will be two years, after which members will stand down and a replacement will be selected following the procedure set out under 2.2 and 2.3 above. The Parish Priest may choose to extend the term of office by a further year after a period of discernment with the member.

**3 EX-OFFICIO MEMBERS**

3.1. 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 7 below) to chair the meetings should he so choose.

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

3.3 One lay member of the Youth Ministry Leadership Team will join as an ex-officio member at each meeting and present a report on their ministry.

3.4 One lay member of the Senior Leadership Team (on annual rotation) will be an ex-officio member of the JPPC.

3.5. The President, either on his own initiative or upon the recommendation of the JPPC, may, at any time, appoint an additional member of the JPPC from among the parishioners of the three parishes should the need arise for additional expertise or consultation. These appointees will serve for an annual term which can be renewed by the President.

#### **4. 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 one year, the appointed member may, should they so choose, continue for a further two years.

#### **5. ELECTION OF A CHAIR, VICE CHAIRS AND A SECRETARY**

5.1 The JPPC will have a Chair, elected annually from and by all the elected members of the JPPC at the first meeting after the summer break.

5.2 The Chair, if willing to stand, may be re-elected each year for the period of their membership of the JPPC.

5.3 The President may delegate the Chair (or in their absence, one of the Vice-Chairs) to chair JPPC meetings should he so choose.

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

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

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

#### **6 PARISH CORE GROUPS (PCG) MEETINGS**

6.1 The PCGs may meet in an extraordinary meeting to discuss parish business at any time that the President and the PCG deems necessary or advantageous.

#### **7 THE PARISH FINANCE OPERATIONS AND PREMISES (FOP) COMMITTEES**

Each Parish will retain its own Parish Finance Committee, termed locally The Parish Finance Operations and Premises (FOP) committee. These Finance Committees 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. In addition to its financial responsibilities, each FOP 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.

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

A report on the work of the JPPC during the previous year will be made at the Annual parish Meeting of each parish.

#### **8 REVIEW OF THE TERMS OF REFERENCE**

These Terms of Reference will be reviewed in March 2026.