

## **Parish of Richmond: Parish Pastoral Council Statutes – (July 2009)**

### **1. Name:**

The Council will be known as the *Parish of Richmond Pastoral Council* (PRPC).

### **2. Mission:**

The mission of the PRPC, in co-operation with the Parish Priest, is to work to provide opportunities within the parish, formally and informally, for all members of the parish to:

- a. be full and active members of the parish community;
- b. realise their baptismal call to be Christ's disciples within the parish;
- c. develop the confidence and skills needed to advance Christ's mission;
- d. grow in faith and experience through appropriate education and formation;

In carrying out this mission the PRPC will regularly review individual parish goals, strategies, and structures ensuring they assist parish members in proceeding purposefully towards establishing God's reign.

### **3. Role & Function:**

The PRPC is a consultative body. As such it has the right and duty to provide wise and constructive assessments to the Parish Priest. It is to be involved in prudent policy making, goal planning and setting of objectives for the furtherance of the Christian ministry within the parish.

In carrying out its role the PRPC will:

- a. provide suitable education and formation of PRPC members and parish members in understanding the Council's role within the mission of the parish and the wider Church.
- b. initiate processes of pastoral planning in order to:

- i. develop a vision for the parish;
  - ii. plan appropriate goals and objectives for the spiritual, liturgical and apostolic life of the parish;
  - iii. establish appropriate strategies for realising these goals and objectives;
  - iv. ensure regular evaluation of the parish's strategies, goals and objectives
  - v. ensure the differing mass centres within the parish function as a whole and that the PRPC is careful in its planning to be inclusive of each of these centres;
  - vi. ensure parish members attending each mass centre feel part of the whole parish community.
- c. overview the workings of individual parish groups and services and the sharing of same with other parishes so as to provide for:
- i. the efficient co-ordination of those groups and services and their positive incorporation within the life and mission of the parish; and,
  - ii. the initiation of new groups and services where needed.
- d. ensure that lines of communication are kept as open as possible amongst parish administration, parish groups and services, and individual members of the parish and be a means of communication with other parishes, the local deanery and the diocese.
- e. prepare the parish for the future, particularly through providing opportunities for future parish leaders to emerge and be appropriately formed.

### **4. Council Membership**

- a. the PRPC will consist of:
  - i. parish clergy, parish school principal (or representative), parish pastoral associate(s) and a representative of the religious orders living within the parish;

- ii. six (6) elected parish members;
  - iii. other parish members invited by the Parish Priest, as appropriate and when required, but not to outnumber total number of elected members.
- b. people who are regular worshippers within the parish and have reached the age of 18 years are eligible to be PRPC members.
- c. membership of the PRPC shall be for a period of 2 years. A retiring member may be re-elected provided that s/he has not served for more than 6 consecutive years. On completion of 6 years service a retiring member may be eligible for re-election after a lapse of 1 year.
- d. should the position of an elected member become vacant the PRPC shall have the power to appoint a replacement until the next election.
- e. any member of the PRPC may resign by giving written notice of their intention to the PRPC secretary. The resignation shall be effective from its acceptance by the PRPC.
- f. any PRPC member who, without giving adequate reason, is absent from 3 successive meetings is automatically excluded from the PRPC and their position shall be declared vacant.
- g. after the initial election of members and to ensure continuity elections for 3 members shall be conducted each year at a time and in a manner determined by the PRPC but not contrary to these statutes. At least 4 weeks notice must be given to the whole parish of such elections and during which time nominations will be called for and to close 7 days prior to the actual elections so ballot papers can be published. Voting shall take place at all Sunday masses within the parish. All parish members over the age of 16 shall have the right to a single vote. *Voting shall be preferential.*

## 5. Council Meetings

- a. The Parish Priest is ex-officio the president of the PRPC.
- b. PRPC members shall elect their own executive consisting of a chair, deputy chair and secretary. Executive members may hold office no more than 2 consecutive years. The Parish Priest will always be a fourth member of the executive and not subject to election or term of office.
- c. PRPC shall normally meet once every 2 months or as often as is deemed necessary.
- d. sub-committees may be appointed as required and to which other members of the parish may be co-opted. Sub-committees will report at each PRPC during the life of the sub-committee.
- e. PRPC executive is responsible for:
  - i. taking, keeping and circulation of minutes;
  - ii. preparing and circulation of meeting agenda and reminders;
  - iii. preparing and display of brief report to the parish for PRPC meetings;

## 6. Annual General Meeting

An annual general meeting of parish members shall be held each year on a date to be fixed by the PRPC. The PRPC will report on its activities during this meeting.