

<p style="text-align: center;">Parish Pastoral Council Of the Parish of Our Lady Immaculate and St Robert, Harrogate</p>
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Diocese of Leeds Charity Number 249404

"In every parish of the diocese, a Pastoral Council shall be established, if the diocesan Bishop, after consulting with the Council of Presbyters, so decides. The pastor presides over the Pastoral Council. The Pastoral Council is composed of members of the congregation together with those of the parish staff who have pastoral care by reason of their office. The Pastoral Council assists in promoting pastoral action in the parish." . Canon 536

1. Establishment of Pastoral Parish Council.

- 1.1 In the parish of Our Lady and St Robert, Harrogate, there is a body known as the Parish Pastoral Council (henceforth referred to in this document as the PPC), which shall be conducted in accordance with this constitution.
- 1.2 This will come into effect on 23rd February 2022. Thereafter, this date will mark the start of the PPC's year.

2. Function of the Parish Pastoral Council

- 2.1 The PPC will assist the parish priest and share with him in the pastoral care of the parish.
- 2.2 The parish of Our Lady Immaculate and St Robert is part of a whole communion of faith that is the People of God. The PPC should be mindful of this and involve itself in matters of wider concern where appropriate.
- 2.3 In accordance with canon 536 the PPC will be a consultative body that shall make recommendations to the parish priest. The PPC may also initiate or carry out such work as approved by the Council and the parish priest.
- 2.4 The parish priest shall give careful consideration to the recommendations made by the PPC and shall accept them unless in his opinion there is a proportionately serious reason to the contrary.
- 2.5 When the parish priest does not accept the recommendation made by the PPC he shall give the PPC a clear explanation for not doing so, saving always the requirements of confidentiality.

3. Composition of the Parish Pastoral Council.

- 3.1 The full establishment of the PPC shall consist of a maximum of 14 members – the Parish Priest, Assistant Priest, the Parish Secretary and representatives from:
- Safeguarding
 - Youth
 - Finance
 - Social
 - Musicians
 - Children

Additional to the above shall be up to 5 parishioners appointed by the parish priest. The parish priest is president of the parish council and presides at all meetings, though he may delegate a Chairperson to take the chair at meetings should he so choose.

3.2 As shown above, members will be drawn from societies, ministries and groups within the parish. A general meeting to which all parishioners are invited may be held annually.

3.3 Co-opted members: additional members may be co-opted by invitation of the parish priest for a specific purpose and or for a specific length of time.

3.4 Ex Officio members will be –

- i) The parish priest
- ii) The assistant priest
- iii) A liaison member from the Parish Finance Committee. (The Parish Finance Committee is a separate body from the PPC in its own right as decreed by Canon Law (canons 492/3, 532, 537 and 1280. In the Finance Committee, the Christian faithful assist the parish priest in the administration of the goods of the parish (Canon 537). The Parish Finance Committee, members of which are appointed directly by the parish priest, is independent of the PPC but should appoint an ex-officio member to report to the PPC.
- iv) The Parish Secretary, who will be secretary to the PPC and whose duties also include the role of liaison officer between the PPC and the Parish.
- viii) Parish liaison for young people.
- ix) Parish social events organiser
- x) A Parish Safeguarding officer.
- xi) A representative of the musicians/singers
- xii) A representative of those who seek to meet the pastoral and liturgical needs of parish children.

4. General Conditions of PPC membership.

4.1 The term of office of all members (other than the parish priest, assistant priest and secretary) shall be three years.

4.2 Membership of the PPC lapses if a person ceases to be a member of the originating society, committee, working group or cease to hold the office by which they hold a place on the PPC.

4.3 Any member of the PPC who fails to attend two consecutive meetings without good cause will be deemed to have resigned.

5. Officers of the PPC.

5.1 The parish priest is the ex-officio president of the PPC.

5.2 The PPC may, on the direction of the parish priest, elect one of its members to be the chairperson. The Chair shall hold office for one year and may be re-appointed for up to two consecutive terms of office: they shall be responsible for the efficient running of the meetings of the PPC.

5.3 The secretary and assistant priest are ex-officio.

6. Sub-Committees.

6.1 The PPC shall have the power to establish sub-committees which may co-opt such further members as may seem useful or necessary for specific purposes and specified periods of time.

7. Preparation for Meetings of the PPC.

7.1 At a suitable date before each meeting of the PPC parishioners shall be informed that a meeting is to take place and shall be invited to submit items for discussion.

- 7.2 Items for discussion should be given to the parish priest directly or via the parish office. These items should include the name of the proposer of the item, though this does not have to appear on the agenda.
- 7.3 The agenda for each meeting will be arranged by the parish priest together with the person who is to chair the meeting and the secretary.
- 7.4 A copy of the agenda for each meeting and any relevant documents shall be available to members of the PPC at least one week before the meeting.
- 7.5 A copy of the agenda will also be posted on the parish website one week before the meeting.

8. Conduct of Meetings.

- 8.1 The PPC shall meet at least three times each year.
- 8.2 Additional meetings of the PPC shall be arranged, as circumstances require.
- 8.3 In accordance with the nature of the PPC every meeting shall begin with a scripture/spiritual reading, reflection and prayer.
- 8.4 Meetings of the PPC shall last no longer than one and a half hours. A meeting may continue after its allotted time only if this is agreed by a majority vote.
- 8.5 A quorum of the PPC shall consist of five members. If, fifteen minutes after the time set for the commencement of the meeting, a quorum is not present the meeting shall stand adjourned and a date shall be arranged for a further meeting. Once a quorate meeting has begun it shall remain quorate even if the number present falls below the quorate number.
- 8.6 Recommendations made by the PPC shall be determined by a simple majority of votes of those present and voting.
- 8.7 The PPC shall not meet in the absence of the parish priest without his express approval, which must be sought on each occasion.
- 8.8 In the case of extended illness of the parish priest, the local dean where possible in agreement with the parish priest, shall make suitable arrangements for meetings of the PPC. (See 11 below)
- 8.9 A copy of the minutes of each meeting of the PPC should be displayed on the parish website at some stage after the meeting.

9. Matters of Obligatory Consultation.

- 9.1 The bishop may designate matters as 'Questions of Substance' about which the parish priest must consult the PPC before any action is taken.

10. Review of the Work of the PPC and its Constitution.

- 10.1 The PPC shall consider how effectively it is working and what improvements might be made to the conduct of its business at least every three years. The parish priest with the chairperson will be responsible for initiating and conducting this review.

11. Arrangements during the Vacancy of the Parish.

- 11.1 For the purpose of this clause a Vacancy shall be deemed to be the period that elapses between the death, retirement, or transfer of a parish priest and the appointment of his successor.
- 11.2 As from the date of the death, retirement or transfer of the parish priest the PPC shall cease to function as a PPC.
- 11.3 During the vacancy the general oversight of the parish is the responsibility of the local dean unless in particular cases the bishop makes other provisions. The dean (or other person entrusted by the bishop with the temporary care of the parish) may call such meetings of the former PPC now acting as a Parish Advisory Body as may, in his judgement, be prepared for the continuing maintenance of the parish.

11.4 During the vacancy the Parish Advisory Body shall not consider any matters which would substantially affect the life of the parish unless they are requested by the bishop or receive his explicit approval to do so.

11.5 Any decisions taken by the Parish Advisory Body during a vacancy in accordance with the foregoing shall not remain in force unless they are approved by the new parish priest or have received the explicit approval of the bishop.

Signed : _____ Chairperson of the Parish Council

_____ Parish Priest