

The Lefevre Catholic Community Pastoral Council (PPC) Terms of Reference



Background

Parish Pastoral Councils (or PPC) are bodies that were strongly recommended by the Bishops of the Second Vatican Council: to further the work of the church, foster spiritual growth of parishioners and lead an active response to the universal call to mission.

The PPC promotes an enriched understanding and active implementation of the mission of the 'People of God' or the Church.

Our role as members of the Parish Pastoral Council is to support our Parish Priest in sharing the responsibility for building a vibrant, caring and welcoming community focused on living the Gospel of Jesus in word and action.

Our goal is to serve our Parish community through:

- Listening and responding to the hopes, ideas, needs, and concerns of parishioners.
- Providing opportunities for parishioners to grow in their relationship with God and with each other.
- Encouraging and supporting the continued good work of existing groups and individuals within our Parish.
- Contributing towards making Parish decisions that reflect the Values of the Gospel and the teachings of the Church.

The Lefevre Catholic Community PPC is committed to respectful listening and discussion, generous contribution of professional and personal skills, and acting with integrity.

Date Completed: 16/5/22
Review Date: May 2024

1. Role and function

1. The PPC is an advisory group to the parish priest.
2. The PPC is a pastoral leadership group that considers and operates from a broad perspective and shared responsibility to the Parish as a whole. It is not focused on a particular group or set of issues and leads planning, staffing and strategic direction to minister to the needs of parishioners.
3. The PPC is responsible for short and long term Pastoral Plans developed in the context of available resources and existing initiatives and goals. It works closely with the Finance Council to achieve this.
4. The PPC reports regularly to parishioners.
5. The PPC adopts a consensus approach to decision making with each member offering input towards the final outcome. Majority voting, lobbying, competition and domination is avoided.

2. Membership

1. The Parish Pastoral Council shall be comprised of:
 - Parish Priest
 - A chairperson
 - At least three members of the Catholic faithful of the parish
 - One member of the Catholic faithful nominated by each of our Catholic Schools
 - A married couple may serve as one member
2. A Deputy Chairperson may be appointed (if needed) by the Parish Priest, in consultation with elected members. In the absence of the Chairperson, the Deputy Chairperson will Chair PPC meetings.
3. The members of the Pastoral Council shall be appointed by the Parish Priest or elected in a manner determined by the Parish Priest.
4. The maximum term of membership is three years. To facilitate continuity, it is anticipated that approximately a third of the members will change each year as to build capacity
5. The Council will have as broad a membership as possible with diversity of age, gender, ethnic origin.
6. Each Pastoral Council is representative of the whole parish community, and not a representative of only a specific parish group.
7. Any casual vacancy on the Pastoral Council may be filled by the Parish Priest after consultation with the Council.
8. Member of the parish may nominate other members of the community to join the PPC via the Parish Priest.
9. Staff of the parish, for example the Family Faith Coordinator, or a School Principal may be invited to attend for all or part of a meeting.
10. Visitors may come to the Parish Council meeting at the discretion of the Parish Chair and Priest and do not take part in discussions
11. Visitors may be invited to come to part or whole of the meeting

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3. Parish Administration

1. The Parish Priest is the President of the Council, and will preside at meetings where possible.
2. The Chairperson will take the chair at meetings. However, if the Chairperson has a programme for formation of members the Chairperson may invite members to take turns in the chair.
3. The members will rotate the minutes.

4. Task Groups

1. Task Groups may be set up under the auspices of the Pastoral Council for specific purposes and for a definite duration. These groups may include members of the Pastoral Council.
2. Task groups will report regularly to the Pastoral Council.

5. Responsibilities of members

In a spirit of prayerfulness each member of the Parish Pastoral Council will:

- 5.1. Attend the regular meetings of the Parish Pastoral Council.
- 5.2. Provide input to deliberations of the Council.
- 5.3. Develop a spirit of enquiry and the ability to listen and understand the issues affecting the lives of parishioners.
- 5.4. Provide prayerful support and encouragement for other members of the Parish Pastoral Council.
- 5.5. Actively participate in the implementation of finalised plans of action.
- 5.6. Embrace opportunities for personal faith development and for gaining skills to assist with effective participation in the Council's operations.
- 5.7. Represent the Parish Pastoral Council when required: for example, other Parish meetings, Deanery or diocesan meetings.

6. Meetings

- 6.1. There will be a minimum of eight monthly meetings of the Pastoral Council each year.
- 6.2. Members will keep confidential matters relating to individuals and their privacy. The Chairperson will nominate during or at the end of each meeting which matters are to be kept confidential.

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7. Consensus

- 7.1. The consensus approach will be used in the process of contributing towards the making of parish decisions, with each member offering input towards the final outcome. Majority voting is not to be used unless unavoidable.
- 7.2. Lobbying, factions, competition, and domination are to be avoided.

8. Communication with the Parish

- 8.1. The Pastoral Council will report to the parish community regularly.
- 8.2. The Council will also seek the input of parishioners.
- 8.3. The Parish Council may decide on appropriate means, include parish meetings, consultations, focus meetings, and conversations.

9. Review of Guidelines

- 9.1. These Pastoral Council Guidelines will be reviewed at last once during the term of each Pastoral Council.