

**PARISH PASTORAL COUNCIL CONSTITUTION
ST. PAUL THE APOSTLE PARISH, KINGSTON, ONTARIO**

PREAMBLE

In keeping with Vatican Council II, a pastoral council brings together the laity, religious and clergy, who together with their pastor, work jointly to build the parish as a living Christian community.

St. Paul the Apostle Parish within its distinct community allows the Church to find its strength in empowering the diversity of gifts exercised by its members. The Parish Pastoral Council (PPC) serves the ministries needed to grow as a Christian community of faith, worship and service, caring for all the people in its day-to-day operations, the pastoral council has a consultative voice. It shares with other parish organizations, and with the pastor, who is ultimately answerable to the Archbishop, the responsibility for the spiritual and temporal welfare of the parish. The authority of the pastoral council consists in contributing to the formulation of decisions that will be taken by the pastor himself, through the nature of his office.

PURPOSE OF THE PARISH PASTORAL COUNCIL

The purpose of the Parish Pastoral Council is to assist the Pastor in establishing objectives, goals and strategies. It considers those ministries and services that are needed for the growth of a living parish community through reflection, planning and action. The PPC must carefully consider the needs of the faithful and search for the means that will adequately respond to those needs.

The PPC does not, however, become involved in the day-to-day details of running the parish. The implementation of PPC recommendations is entrusted to parish staff, ministries and committees.

The responsibility of the Parish Pastoral Council does not take away from the continued mission and responsibility of the parish as a whole. Each baptized parish member remains responsible in his or her own way for the mission of the parish.

ARTICLE I: NAME

The name of this council shall be "The Parish Pastoral Council of St. Paul the Apostle Parish, Kingston, Ontario" - hereafter referred to as the "PPC" or "Pastoral Council" or "Council".

ARTICLE II: MISSION STATEMENT

"We the Roman Catholic Community of St. Paul the Apostle strive to deepen our relationship with Christ and each other. We commit ourselves within the wider community to expressing the risen Jesus among us."

ARTICLE III: ELIGIBILITY FOR MEMBERSHIP

All Confirmed Roman Catholic members, who are practicing in the Parish of St. Paul the Apostle, Kingston, Ontario, are eligible for membership on the Parish Pastoral Council.

ARTICLE IV: COMPOSITION OF THE COUNCIL

There shall be ten (10) members elected by the general membership of the parish. There is no requirement to be a member of any organized group within the parish.

All clergy and pastoral assistants assigned to St. Paul the Apostle Parish are ex-officio members of the PPC.

No two (2) members of the same household will sit on the PPC at the same time.

Midterm vacancies will be filled by appointment of the PPC, unless an election is imminent.

ARTICLE V: CONDITIONS OF SERVICE FOR COUNCIL MEMBERS

The term of all elected members of the PPC shall be for two (2) years, renewable once. Half of the members shall be elected each year. After a break of not less than one (1) year, a person may again stand for election.

A person shall cease to be a member of the PPC if (s)he resigns or fails to attend three (3) consecutive meetings without just cause such as illness or illness or death of a family member.

Members of the PPC are to serve without remuneration. Legitimate expenses incurred by members carrying out PPC business will be reimbursed by the St. Paul the Apostle Parish. Expenses must be pre-approved by the Pastor.

Terms of office for the Chair, Vice Chair and Secretary are as follows:

The term of office for the Chair is for a single two (2) year term. The Chair will remain on the Parish Council for an additional one (1) year as Past Chair.

The term of office for the Vice Chair is for one (1) year, with the person filling that position to automatically become the Chair for a further two (2) year term.

The term of office for Secretary is set for one year, but may be renewed for one (1) additional year.

The descriptions of the terms of office for the Chair and Vice Chair imply that a person elected as Chair may serve on the PPC for more than four consecutive years.

ARTICLE VI: ELECTIONS OF THE COUNCIL

Elections are to be held on an annual basis, during the month of November.

At the September meeting the chair of the PPC will call for the Nominations Committee to begin its work.

The 2-year term of office shall begin January 1st and run until December 31st of the following year.

Not more than 50% of the ordinary members of the PPC are to be elected at any one time, except when filling midterm vacancies.

Installation services of each new PPC are to take place during a predetermined Mass in January.

NOMINATIONS COMMITTEE

At the September meeting of Parish Council, the Chair of PPC will call for the Nominations Committee to be struck. The Nominations Committee of the PPC will be composed of the Pastor, the Past Chair or Vice Chair and two (2) other members of the parish community who are neither current members nor candidates for the PPC. The Past Chair or Vice Chair of the PPC (or other person appointed by the Chair) will assume leadership of the Nominations Committee.

The committee will seek nominees and supervise the annual election. It will be appointed by the PPC at least six (6) weeks prior to the date of the elections.

The committee, with the approval of PPC, will:

- Establish procedures for the nomination of candidates.
- Decide on electoral procedures.
- Monitor the election process.
- Ensure that parish members have ample opportunity to propose their own candidates, as well as to learn something about the slate of candidates standing for election.
- Ensure that notice of elections and names of the final slate of candidates are published in the bulletin for two (2) weeks in advance of the elections, with a brief description of the candidate.
- Prepare ballots, reflecting the nominations received.
- Distribute ballots at the Sunday Masses of the election date
- Advise candidates who do not meet the qualifications stated in the Constitution
- Accept nominations in writing no later than two (2) Sundays prior to the date of the election. Self-nomination is acceptable.
- Count the ballots and determine the successful candidates.
- The Chair of the nominations committee will advise the successful and unsuccessful candidates of the outcome of the election.

- See to it that the names of successful candidates are published in the parish bulletin.

ARTICLE VII: ROLES WITHIN THE COUNCIL

PRESIDENT

This role is filled by the Pastor, or the appointee of the Archbishop of Kingston. The PPC President calls the Council together and recalls the Council's objectives. The President promotes the vitality and dynamism necessary for the proper functioning of the PPC. The PPC relies on the full support, encouragement and guidance of its President.

CHAIR

The Chair shall serve for a single two-year term. For the first year of the Chair's two-year term, there will be no Vice Chair. For this year, the Past Chair will act in the absence of the Chair. During the second year of the Chair's term, a Vice-Chair will act in the absence of the Chair. At the end of the two-year term the Chair assumes the Past Chair role for one year.

The Chair sees to the good working of the council and, together with the Pastor, strives to ensure that the council is active and concerned about its duties. The Chair should be able to fulfill all tasks in freedom and with impartiality. In this work, he or she will encourage all Council members to participate actively and to express their views freely so that Council, and ultimately, the Parish may benefit from their gifts.

The Chair is responsible for:

- Preparing meeting agenda in consultation with the Pastor and other members of the Council Executive.
- Chairing all meetings.
- Assisting the pastor in providing leadership, support and encouragement to other members of the Council, and to the Chairs of Standing Committees.
- In collaboration with the Pastor, ensuring that the council adheres to the spirit and intent of the Constitution and diocesan guidelines for Parish Pastoral Council.
- The Chair or delegate participates in regional meetings of Parish Pastoral Councils.

VICE CHAIR

At the November meeting of the 1st year of the Chair's two-year term, the issue of Vice Chair is placed on the PPC agenda for discussion. In January of the 2nd year of the Chair's term, a Vice Chair will be chosen by Council for a one year period.

The following year (January meeting), the Vice Chair automatically becomes Chair for a two-year term.

The Vice Chair assists the Chair with Council duties and temporarily assumes those duties in the Chair's absence.

PAST CHAIR

The Chair of the previous year remains on the council for one year to provide an historical perspective for the PPC members. The Past Chair functions as a full-fledged PPC member.

The Past Chair will assume the leadership of the Nominations Committee as per Article VI.

It may be that due to the dates of his/her election the past Chair may serve an extra year beyond his/her term and may be the eleventh member of the Council.

SECRETARY

The secretary is chosen from the council members at the first meeting of the new council in January.

The Secretary is responsible for:

- Keeping minutes of all meetings of the Parish Pastoral Council and the Parish Assembly.
- Arranging for, or conducting, all necessary correspondence.
- Assisting in the preparation of the meeting agendas.
- Placing meeting date and time in the bulletin.
- Assuming other duties that the Council may assign.

OTHER ROLES

The Council may determine other roles for its members, such as the Chairing of Special or Standing Committees, or acting as the liaison person between Council and Committees.

ARTICLE VIII: COMMITTEES OF THE COUNCIL

It is through the work of committees that the pastoral mission of the parish is carried out in an organized and efficient manner. The committee system also provides an opportunity for many members of the parish community to play an active role in fulfilling the mission of Christ and His Church. Members of committees working together for the good of the parish can experience a strong sense of Christian community.

The list below includes committees, ministries, organizations that are part of the parish community of St. Paul the Apostle, and those associated with the parish community. A detailed list is available from the Parish Office:

Parish committees, ministries, organizations:

Liturgical Ministries

Religious Education

Sacramental Preparation

Pastoral Care

Youth Ministry

Parishioner Support

Parish Organizations and Committees

Associated Organizations and Groups:
 National and International Organizations
 Community Groups
 Local Organizations and Support

Note: The Finance Committee, while a committee of the Parish Pastoral Council, is directed by the guidelines as set out in Canon Law and the Archdiocese (refer to 'A Handbook of Diocesan Regulations, Constitutions and Guidelines') and has no direct reporting relationship to the PPC. A Finance committee representative will meet with the PPC twice a year to discuss issues relating to finance.

Other standing committees or ad hoc committees may be formed as needs arise.

Each parish committee will have a Chair appointed by the PPC or Pastor after consultation with the members of the committee.

ARTICLE IX: MEETINGS OF THE COUNCIL

- Meetings will be held at least once per month, excluding the months of July, August and December. At the beginning of the year, the day and the week of the meetings will be determined, e.g. Fourth Thursday of the month. Meetings will be held on the Parish premises.
- A meeting of the Council may be held at any time, at the call of the Pastor or Chair, with the approval of the Pastor.
- A simple majority of the members constitutes a quorum.
- A report by the Chair should be made annually to the Parish at large, at the annual Assembly.
- All meetings will be open to all members of the Parish. The date and time will be published in the bulletin. Parishioners attending will be present as observers and will not have voting privileges. If a parishioner has an issue for the council s(he) should communicate this to the Pastor or the Chair prior to the meeting.

PROCEDURES FOR MEETINGS

- Decisions will be reached by consensus. A consensus has been reached when everyone can accept the decision.
- No significant segment of the Parish, no one who is important to the implementation of the decision, should feel left out. In fact, no one may have achieved exactly what he or she wanted, but everyone will have had an opportunity for input and everyone's input will be taken seriously.
- Consensus, as a community way of decision-making, places emphasis on persons, rather than on simply getting things done.
- If a formal vote is deemed appropriate, no major recommendation should be made without a two-thirds affirmative vote. Routine administrative decisions can be decided by a simple majority.

ARTICLE X: PARISH ASSEMBLY

Each year, parishioners will be invited to a general meeting in late February or early March. The pastor will be present and address the meeting and present a report on the current state of the Parish and the activity in the Parish. The Council Chair will chair the meeting and will also present a report. The purposes of the meeting will include an opportunity for:

- Parish members to meet members of the council.
- Members to raise parish issues of concern to them.
- Members to question council.
- Council to report to the parish community and invite suggestions from the members.
- A report on the financial status of the parish by the Parish Finance Committee.
- Information on major policy changes or projects in the parish.

ARTICLE XI: AMENDMENTS TO CONSTITUTION

1. Amendments to this constitution may be made twice a year, at the November and June regular meeting.
2. Any PPC member may propose and move an amendment, providing advance written notice has been circulated as stated in point #3 below.
3. Notice of the amendment shall be circulated to all council members at least one week prior to the meeting at which it will be voted upon.
4. Given the Pastor's approval, two-thirds majority of all current council members is required to ratify an amendment.

Pastor

Date

September 11, 2000(O) Original
March 2002(R) Revised
April 2003 (R)
September 2003 (R)
November 2004 (R)
November 2005 (R)