

Parish of the Assumption, Beeston

PARISH COUNCIL CONSTITUTION

Aims/Objectives

1. To advise and assist the Parish Priest in promoting the pastoral and material health of the Parish.
2. To assist the Parish Priest in promoting the spiritual life of the Parish.
3. To provide leadership for the Parish and encourage awareness amongst parishioners of their individual and collective responsibility for the life of the Parish, as part of the wider Church.
4. To oversee pastoral affairs, including the Liturgy, within the requirements of Canon Law, the General Instruction on the Roman Missal, and other relevant Church documents.
5. To oversee and support the various Parish Ministries.
6. To oversee the Parish Buildings and physical assets, including safety issues and legislation.
7. To arrange, chair and minute a Parish Annual General Meeting (AGM), and other Parish General Meetings where deemed necessary.
8. To determine arrangements for the election of members of the PPC at an AGM.
9. Whilst the detailed supervision of Parish Finance is the responsibility of the Finance Council, regular reports on finance should be provided to the Council.

Governance

10. The Parish Council is established under the provision of n536 of the Code of Canon Law,
11. The Parish Council shall conduct its business in a spirit of consensus and co-responsibility, with the guidance of the Parish Priest, who has canonical responsibility given by the Bishop under the laws of the Catholic Church. This differs from democratic models of governance with decisions based on majority voting.
12. Whilst consent and consensus will be pursued wherever possible, the Council will accept the ultimate authority of the Parish Priest.

Membership

13. The Parish Council shall normally consist of 12 members, but in any case not less than 8 or more than 14, in addition to the Parish Priest who is the President.
14. Members shall be elected at the Parish AGM to hold office until the following AGM.
15. Additional members may be co-opted as required for specific reasons, or to replace members who leave the Council before a Parish AGM.
16. The Council will encourage rotation of membership so officers and members may retire after a reasonable term of office - for example, three years.

Officers

17. The Council shall have the following officers:
 - President (the Parish Priest)
 - Chair
 - Vice Chair
 - Secretary
18. With the exception of the President, these shall be elected annually by the Parish Council.
19. The Secretary shall keep a register of officers and members, and their dates of election.

Meetings

20. Council meetings shall be held at least every 2 months, with a longer break over the summer.
21. Meetings shall be chaired by the Chair or Vice-Chair.
22. A minimum of five members in addition to the meeting chair shall constitute a quorum.
23. The Secretary shall prepare:
 - an Agenda for each meeting, which shall be circulated not less than 7 days before the date of the meeting
 - Minutes of each meeting, to be reviewed by the President or the Chair prior to being published to the Parish within 10 days of the meeting

Records

24. The President shall retain the records of the Parish Council for at least three years, subject to any Church or Legal requirement for a longer period of retention.