

St Bernadette's Parish Carlton

PARISH PASTORAL COUNCIL CHARTER

1. NAME

This Council shall be known as "The St. Bernadette Parish Pastoral Council", covering the Parish of St Bernadette's Parish, Archdiocese of Sydney, Carlton, New South Wales.

2. VISION & MISSION STATEMENTS

2.1. Vision Statement

A welcoming Eucharistic community of Christ's disciples where everyone knows and cares for each another, sharing our gifts, living a life of holiness, and building God's kingdom of love.

2.2. Mission Statement

- 1) Called to be Christ's disciples and guided by the Holy Spirit, we are to be the catalysts which draw individuals from the broader Carlton and surrounding communities to share, celebrate and spread the word of God.
- 2) Through knowing and believing, prayer and worship, words and deeds, we, as a parish family journeying together, bear witness to God's fatherly love, to Jesus's selfless sacrifice, and to the transforming power of the Holy Spirit.
- 3) We are sent forth to bring the good news to those we meet in our families, our community and our world and give practical expression to the love of God for all people.

3. ROLES & FUNCTIONS

3.1. The Pastoral Council is an advisory and consultative body (Canon 536 #2) with the primary ROLES to assist the Pastor in:

- 1) Encouraging and supporting parishioners in their efforts to respond to their baptismal call to live as followers of Christ and to participate in the mission of the Church;
- 2) sharing in the responsibility of the ongoing faith development of the community;
- 3) working together with the pastor and parishioners to build up a dynamic and vibrant Christian community characterised by faith, evangelisation, worship and service;
- 4) promoting the Archdiocese's mission plan ("Go Make Disciples") in the parish community and in collaboration with two neigh-

bouring parishes (*St Michael parish, Hurstville, and St Patrick parish, Kogarah*), archdiocesan agencies and other relevant groups in the community;

- 5) being attentive to the realities of life within society so as to provide services that will meet the needs of the parish community.

3.2. To help the Pastor, the principal FUNCTIONS of the Council are:

- 1) To assist with pastoral planning which includes setting long-term and short-term goals in line with our parish mission statement;
- 2) to recommend strategies in achieving pastoral goals which may include forming new committees or Pastoral Council sub-committees and/or task forces, when necessary;
- 3) to recommend and develop policies and procedures for implementing, monitoring, and evaluating parish pastoral initiatives
- 4) to be the focal point of communication:
 - a. listening and being attentive to the concerns and needs of parishioners;
 - b. responding to identified needs, with involvement of the whole parish if necessary;
 - c. collaborating with the Parish Finance Committee;
 - d. collaborating and sharing of resources with neighbouring parishes (*St Michael's Parish, Hurstville, and St Patrick's Parish, Kogarah*);
 - e. cooperating with Archdiocesan agencies and supporting their initiatives;
 - f. fostering collaboration with other relevant institutions;
 - g. fostering and supporting the activities of various groups and organizations;
 - h. encouraging awareness to issues within local and wider communities, and fostering a Christian response.

4. MEMBERSHIP

4.1. Membership Criteria

Considering the roles and functions entrusted to the Pastoral Council, the following criteria for potential candidates should be parishioners:

- 1) in good standing with a desire to be of service to the Parish community;
- 2) of proven faith with interest in the welfare of all parishioners;
- 3) with a keenness to promote the teachings of the Catholic Church;
- 4) who are willing to commit their time, talent and wisdom in a consultative and collaborative manner;
- 5) who are able to work cooperatively and constructively with all other members of the Council;
- 6) who are active members of the Parish community and have reached the age of eighteen (18) years;
- 7) who are willing to participate in an ongoing formation process such as annual retreat, recollection, trainings/workshops and other prayer experiences or devotions.

4.2. Membership Size

The Parish Council will consist of twelve (12) members as follows:

- 1) Three (3) ex-officio members:
 - a. The Parish Pastor
 - b. Deacon
 - c. Finance Committee Chairman
- 2) Three elected Executive officers
 - a. Chairperson
 - b. Deputy Chairperson
 - c. Secretary
- 3) Six (6) members
- 4) The Executive Committee shall comprise of the Council Officers: the Pastor, Deacon, Chairperson, Deputy Chairperson and Secretary.

4.3. Terms of Office

- 1) Elected and appointed members of the Council shall serve a two-year term with the possibility of being nominated/elected to serve a second and third terms.
- 2) Any retiring member may be elected/selected provided he/she has not served for more than six (6) consecutive years;
- 3) On completion of six (6) years service, a retiring member may again be eligible after a lapse of one year;
- 4) Should the position of an elected/selected member become vacant, the Council shall have the power to appoint a replacement until the next election/selection;

- 5) Any member of the Council may resign by giving written notice of intention to the Secretary of the Council and the resignation shall operate from its acceptance by the Council;
- 6) Normally, not more than one third of the Council's membership should be changed at one time.

4.4. Duties of Executive Committee Officers:

- 1) Prepare Council agenda and minutes for each meeting and provide leadership in keeping the council faithful in carrying out its responsibilities.
- 2) Responsible for ensuring the efficient administration of the Council and that decisions taken are acted upon.
- 3) Perform their roles as stated in the Proceedings of the meetings (5.4)
- 4) Oversee the development of proposals for consideration by the Pastoral Council.
- 5) Reflect on the effectiveness of the previous Pastoral Council meeting e.g. What went well? What can we do better?
- 6) Conduct the business of the Pastoral Council between meetings and represent the Pastoral Council as required.

4.5. Additional Appointments - The Pastor, in conjunction with other members of the Council Executive, may appoint up to two (2) additional members with skills or talents that he feels will enhance the work of the Council to best serve the Community.

5. COUNCIL MEETINGS & PROCEEDINGS

5.1. Quorum

- 1) A quorum of the Council shall be half of the number of members plus one.
- 2) Should voting be equally divided on any given issue then the Pastor shall have the casting vote.
- 3) No meeting may be held without a quorum.

5.2. Frequency of Meetings

- 1) The Council meets monthly or at least nine times a year or unless otherwise determined by the members of the Council.
- 2) Extraordinary meetings can be held at the

request of the Pastor or called by the Chairperson or any three members of the Council. No less than three days notice is required.

- 3) Each Council meeting will last for not more than two hours, unless the Council decides on an extension of time.

5.3. Agenda

- 1) The Council Executive shall determine the agenda and shall give members at least seven to fourteen days advance notice in writing of each meeting.

5.4. Proceedings

- 1) Each meeting will begin and close with a prayer to guide the members in the ministry of the Council.
- 2) The Pastor is the president of the Council and presides over the Council.
- 3) The Chairperson chairs the meeting. In the absence of the Chairperson the Deputy Chairperson takes his/her place.
- 4) In the absence of the Chairperson and the Deputy Chairperson, the Pastor chairs the meeting.
- 5) The Secretary shall:
 - a. take the minutes of all meetings of the Council;
 - b. provide an accurate record of minutes and notifies members of meetings at least seven days in advance. Notification includes minutes of previous meetings, agenda, any documentation relevant to agenda;
 - c. minutes from previous minutes will require review and approval at the commencement of each meeting.
 - d. handle all communication from the Council;
 - e. once the minutes from previous meetings are approved, one copy will be provided to the Parish Pastor to keep as record in the Parish file, another copy shall be kept in the Council Secretary's file which is to be passed to his/her successor in office.
- 6) A summary of each Council meeting will be made available to parishioners on the Church notice board and/or Church bulletin.
- 7) As the Council will have power to appoint parishioners as ad hoc committee members to the Council or individuals to sub-committees at such times and for such

purposes as it deems fit, such ad hoc members or individuals to sub-committees shall not have Council voting rights. These groups report to the Council.

- 8) The council members will work collaboratively and after facilitating input on all topics and issues decisions shall be deemed as accepted based on the consensus of the Council members.
- 9) All written communications from the Council shall be made with the knowledge and approval of the Council and shall be effected through the Council Secretary.

6. COMMITTEES OF PASTORAL COUNCIL

- 6.1. The Council is empowered to determine and establish standing committees (e.g., Liturgy Committee, Committee on Social Concerns, Safeguarding Committee) and ad hoc or subcommittees to meet special needs as it deems necessary to assist in carrying out its work.
- 6.2. Committees shall be given clear terms of reference including an outline of the task to be undertaken, term of office or duration of the task assigned and appropriate reporting procedures.
- 6.3. Each committee must include at least one member of the parish council and committees will be required to appoint a chairperson who will report to and make recommendations to the council.
- 6.4. As soon as an ad hoc committee's task is completed, the committee is automatically dissolved by the Council at any time.

7. RELATIONSHIPS OF PASTORAL COUNCIL

7.1. Relationship with the Pastor or Parish Administration

- 1) The Pastor is an integral member of the Pastoral Council. At Council meetings, along with all councillors, the Pastor participates in prayer, formation, discussions, planning and action for the sake of the parish as it goes about its mission.
- 2) In a spirit of collaboration, the Pastor contributes to the agenda, raises matters about which he is seeking advice and contributes his perspective on parish life, drawing in the wider Church dimension when appropriate.

- 3) The Pastor and the other councillors work together on issues, programs, projects and pastoral activities, share ideas and develop appropriate responses and recommendations.

7.2. Relationship with the Parish Finance Committee

- 1) The Parish Finance Council, mandated by the Code of Canon Law (Can. 537), is separate and distinct from the Pastoral Council.
- 2) In order to ensure effective communication, a member of the Parish Finance Council serves on the Council as an ex officio member.
- 3) As ex officio, he or she makes informal report and shares with the Council information regarding the parish finances and temporalities on a regular basis and assists the Pastor in implementing the pastoral plans suggested by the Council by making fiscally responsible recommendations.

7.3. Relationship with the Parish Ministries, Committees, Groups

- 1) The Council may establish ad hoc committees to meet special needs and assist in carrying out its responsibilities.
- 2) To encourage unity and integration and to foster a close working relationship among all parish groups, the Council meets at least once or twice a year with the leaders of parish committees and parish groups or organizations.
- 3) Committees should also provide periodic reports of their activities to the parish at large.

7.4. Relationship with Parish Community

- 1) Pastoral Council is called into service by the larger parish community and it is essential that councillors bring to their deliberations an understanding of the views of all parish members rather than simply representing their own opinions.
- 2) Collectively, Council members have a responsibility to listen to the hopes and needs of parishioners, to consult them on appropriate issues and to communicate the outcomes of Council deliberations.
- 3) Parishioners are encouraged to offer information, insights, concerns, constructive feedback and proposals for action.

- 4) A Council thrives in an atmosphere of ongoing community interaction, encouragement, support and prayer.

8. FAITH FORMATION FOR COUNCIL MEMBERS

8.1. During Pastoral Council meetings an ongoing faith formation segment is to be included (perhaps for ten minutes) which aims to contribute towards at least one of the following:

- 1) continued faith enrichment;
- 2) deeper understanding of Scripture;
- 3) greater knowledge of Church teaching;
- 4) personal growth;
- 5) development of group skills to work as an effective team.

8.2. Formation materials are in the areas of scripture, theology, spirituality, skills development and moral/current issues.

8.3. In line with Archdiocese guidelines council members will be encouraged and supported to participate in ongoing faith and skill development to provide them with the tools and knowledge required to effectively execute their roles in Council and an opportunity to better understand their calling as disciples of Christ.

9. CHARTER REVIEW AND AMENDMENTS

9.1. This charter is to be reviewed every two years to determine its continued relevance and effectiveness, and adjusted as may be beneficial to the pastoral good of the parish.

9.2. This charter is subject to review and change following the appointment of a new pastor or administrator.

Thanks to the team members for sacrificing their time in the drafting of this Parish Pastoral Council Charter (PPCC):

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*Please read the PPCC & if you have any comments email to:
admin@carltonparish.org.au*