



MARY, QUEEN OF THE FAMILY PARISH, BLACKTOWN

51-59 Allawah Street, Blacktown 2148

Tel: 9622 1125 Fax: 9671 6425 Email: [admin@mqofblacktown.org.au](mailto:admin@mqofblacktown.org.au)

# STATUTES OF THE PARISH PASTORAL COUNCIL

Revision	Date	Prepared by	Approved by
2	October 2016	PPC Executive	PPC October 2016

**1. Role and Purpose**

The Parish Pastoral Council (PPC) is a consultative body. It has the right and duty to provide wise and constructive assessments to the Pastor and Pastoral team. Collectively, the members of the Council have the responsibility to consult, inform and listen to the needs and aspirations of each member of the Parish Community. It helps to empower, encourage and lead in discernment, as it shares with the Pastor the responsibility for the development of the Parish Community of faith and the Mission of the Church within the parish.

**2. Vision and Objectives**

**2.1. Vision**

Mary, Queen of the Family (MQOF) Parish is a welcoming, diverse, multicultural, Catholic community. We seek to live, teach and share the joy of the Gospel; to grow as disciples of Jesus through prayer, witness and action and to respond to the needs of the family in the Blacktown community and beyond.

**2.2. Objectives**

MQOF Parish Pastoral Council seeks to:

- 2.2.1. Discern the current and future needs of the parish community.
- 2.2.2. Become a welcoming community that grows in faith and shares that faith.
- 2.2.3. Foster a sense of community through Prayer and witness through action.
- 2.2.4. Live, teach and share the Joy of the Gospel.
- 2.2.5. Involve the whole parish in the Mission of the Church.
- 2.2.6. Listen and respond to the hopes, ideas and concerns of parishioners.
- 2.2.7. Generate responses to these identified issues.
- 2.2.8. Encourage and support the continuing good work of existing groups within our parish.

- 2.2.9. Set realistic and achievable short term and long term pastoral goals for our parish community within the framework of diocesan priorities
- 2.2.10. Oversee the implementation of these goals
- 2.2.11. Provide support for our Pastor. Working collaboratively with Parish Team and Finance Committee.

### **3. Council Membership**

#### **3.1. Composition**

The Council shall consist of:

- 3.1.1. Ex-officio members, namely the Pastor, other clergy, pastoral associates, and the youth minister.
- 3.1.2. Ten (10) representatives (Council Members) of the parish nominated at the Annual General Meeting elected by all the parishioners.
- 3.1.3. Representatives of the schools within the parish (St Michaels' Primary School, Nagle College, St Patrick's Primary School and Patrician Brothers' College).
- 3.1.4. Other members may be co-opted by the Pastor and Council, provided these do not exceed the number of elected members and they will have no voting rights.
- 3.1.5. People who are active members of the parish community who have reached the age of 18 years are eligible for election.
- 3.1.6. Any member of the Council may resign by giving written notice of intention to the secretary. The notice will become effective from the moment of its acceptance by the Council.
- 3.1.7. Any member of the Council who, without adequate reason, is absent from three successive meetings, is automatically excluded from the Council.

### **4. Role of the Executive**

- 4.1. Take responsibility for the preparation and distribution of the Agenda for each meeting, using input from pastoral council members and parishioners.

- 4.2. Ensure that the Minutes and Agenda are distributed in a timely manner prior to the next meeting.
- 4.3. Oversee the development of proposals for consideration by the Pastoral Council
- 4.4. Reflect on the effectiveness of the previous Pastoral Council meeting (*e.g. What went well? What can we do better?*)
- 4.5. Conduct the business of the Pastoral Council between meetings
- 4.6. Represent the Pastoral Council as required.

4.7. **Role of Chairperson**

- 4.7.1. Meet with other members of the executive to prepare an agenda for each regular meeting of the Council, incorporating input from all pastoral council members.
- 4.7.2. Study the agenda carefully before each meeting, gathering any information that might be relevant to the topics named.

In chairing each meeting of the Council, the chairperson will:

- 4.7.3. Include significant time for prayer and formation at the meetings for the Christian focus there provide and the faith development that results.
- 4.7.4. Maintain the pastoral focus of the Council, e.g.
  - Encourage involvement of all members
  - See that the practices of attentive listening and questioning for clarification continue
  - Ensure that there is respect for each person's opinions.
- 4.7.5. Monitor the time-frame each agenda item.
- 4.7.6. Work collaboratively to set realistic short- term and long- term – goals for the Pastoral Council.
- 4.7.7. Ensure there are outcomes for each agenda item. Possibilities for action:
  - Actually recommend a decision and help plan its implementation
  - Share the tasks of implementation among all pastoral council members

- Assign one or more people to search out additional information on appropriate agenda items
- Communicate with parishioners/parish groups, seeking comments of assistance
- Invite each council member to ask at least three other parishioners for their ideas or responses in relation to a specified topic

4.7.8. *Other duties of the Chairperson:*

- Ensure that there is ongoing liaison with the Pastor
- Provide encouragement and support for Council members
- Encourage the participation of all pastoral councilors in working on projects and tasks.
- Ensure that there is regular communication with parishioners to inform them of the work of the Council, including regular updates on important projects.
- Encourage input from parishioners about their hopes, ideas, needs and concerns.
- Liaise with diocesan agencies between meetings as required.
- Represent the parish at deanery/diocesan meetings as required.

4.8. **Role of Deputy Chairperson**

- 4.8.1. Attend meetings of the executive.
- 4.8.2. Provide encouragement and support for the Chairperson.
- 4.8.3. Assist the chairperson in conducting the Pastoral Council's work.
- 4.8.4. Perform the duties of the chairperson in the latter's absence.

4.9. **Role of Secretary**

- 4.9.1. Provide for the recording of the minutes of regular and special meetings of the Council.
- 4.9.2. Arrange for the necessary meeting place and resources appropriate for the meeting.
- 4.9.3. Attend to inward and outward correspondence.

- 4.9.4. Distribute information and correspondence to Council Members and to parish groups as required.
- 4.9.5. Keep a file of records of the Council's minutes, decisions, history, membership and development.
- 4.9.6. Liaise with diocesan agencies when required (e.g. advise details of any change of the office bearers).

#### 4.10. **Role of Assistant Secretary**

- 4.10.1. Attend meetings of the executive.
- 4.10.2. Provide encouragement and support for the Secretary
- 4.10.3. Assist the Secretary in conducting the Pastoral Council's work.
- 4.10.4. Perform the duties of the secretary in the latter's absence.

### 5. **Responsibilities of Council 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 and 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 (e.g. other Parish meetings, deanery or diocesan meetings).

### 6. **Council Meetings**

- 6.1. The Council shall meet at least six (6) times a year or as often as necessary.
- 6.2. The Pastor is the ex-officio President of the Council.

- 6.3. Council members should elect their own Chairperson, Deputy-Chair, Secretary and Assistant Secretary. They may hold office for no more than four (4) consecutive years. In the absence of the Chairperson and Deputy Chairperson the President will appoint a chair.
- 6.4. Each meeting will generally last no longer than two (2) hours, unless the Council decides on an extension of time.
- 6.5. Parishioners may attend in person, if they provide written notice 2 weeks in advance, for a section of the meeting to present a particular issue at the PPC meeting.
- 6.6. A quorum for a meeting of the Council will be six (6) members of whom four (4) must be elected members, plus the Pastor or his representative.
- 6.7. Minutes will be taken at each Council meeting and will be confirmed at the next meeting.
- 6.8. A report of the Council meeting will be made to the parishioners through the Parish Bulletin or Parish Website as soon as practical following each meeting.
- 6.9. Sub-Committees may be appointed by the Council as required. Persons appointed to the Sub-Committees may be co-opted and will report to the PPC.

## **7. Election of Council Members**

- 7.1. Elections will be held in September every two (2) years.
- 7.2. Council Members are elected for a period of two (2) years.
- 7.3. Council Members may hold their position for two (2) consecutive terms totalling four (4) years. These Council Members may stand again after a break of one (1) year.
- 7.4. Should the position of an elected member become vacant the Council shall appoint a replacement until the next election.
- 7.5. Nominations will be called for via Sunday Masses, the Parish Bulletin and other Parish Communication Media for a period of two (2) consecutive weeks.
- 7.6. Nominations must be in writing using the Nomination form and include the names, contact details, addresses and signatures of the

nominating person, seconder and the candidate. Parishioners may nominate themselves.

- 7.7. An individual meeting with the Pastor and ex-officio members to help with discernment is necessary to be appointed as a Council Member.
- 7.8. In the year assigned for election of new councillors, confirmed nominations may be accepted in absentia where circumstances prevent the nominee from attending the Annual General Meeting to be followed by discernment and meeting with the Pastor.

## **8. Annual General Meeting**

- 8.1. An Annual General Meeting will be held in August. At this meeting a full report from the Pastoral Council will be presented and the meeting will consider other matters for which not less than seven (7) days' notice has been given to parishioners.
- 8.2. Parishioners wishing to have any matter added to the agenda at the Annual General Meeting will be required to submit such a matter in writing to the Secretary of the Council not less than fourteen (14) days before the date of the Annual General Meeting.

## **9. Changes to the Statutes**

- 9.1. The Statutes of the Pastoral Council can only be changed at an Annual General Meeting, providing that notice of such change has been given to the parishioners.
- 9.2. For changes to become effective they must be presented at the Annual General Meeting, and agreed to by at least two-thirds of Parish Pastoral Council members present at the meeting who are eligible to vote.
- 9.3. All changes must have the approval of the Diocesan Bishop.

## **APPENDIX 1 – NOMINATION FORM**



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**MARY, QUEEN OF THE FAMILY, PARISH PASTORAL COUNCIL**  
**NOMINATION FORM**  
**ANNUAL GENERAL MEETING (Date)**

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### **NOMINATION**

NAME OF NOMINEE \_\_\_\_\_

I declare that I am member of Mary, Queen of the Family Parish Blacktown, aged at least 18 years, that I regularly attend worship in this parish and that I am on the register of this Parish, and nominate the above mentioned parishioner for election to the Parish Pastoral Council.

	<b>PROPOSER</b>	<b>SECONDER</b>
NAME	_____	_____
ADDRESS	_____	_____
EMAIL	_____	_____
CONTACT #	_____	_____
SIGNATURE	_____	_____
DATE	_____	_____

**NB:** *The nomination may only be proposed and seconded by members of the parish.*

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**CONSENT BY NOMINEE**

I \_\_\_\_\_ declare that I am member of Mary, Queen of the Family Parish Blacktown, aged at least 18 years, that I regularly attend worship in this parish and that I am on the register of this Parish, and I accept the nomination for election to the Parish Pastoral Council

NAME (PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

CONTACT # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

***NB:*** *Please complete a separate form for each nomination*

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**Nomination forms may be handed into the Parish Office.**

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## **Appendix 2- Characteristics of the Parish Council member**

A Parish Council member is described by seven distinct characteristics: discerner, prayerful, representative, enabler, prophetic, pastoral and collaborative. Make a check in the boxes that you can answer "yes".

- Can you make decisions that are guided by a firm, faith filled hand that is open to the Holy Spirit? *Then you are a discerner.*
- Can you reflect on the Gospel so that God's ministry is part of your parish life? *Then you are prayerful.*
- Can you listen to your fellow parishioners and present ideas that mould the future of the parish? *Then you are a serving representative.*
- Can you challenge your fellow parishioners to grow spiritually and share their gifts? *Then you are an enabler.*
- Can you identify what Mary, Queen of the Family Parish's focus is and celebrate a transformation? *Then you are prophetic.*
- Can you resolve conflicts? Can you strengthen parish relationships and celebrate the peach of Christ? *Then you are pastoral.*
- Can you work well with others? Can you collaborate within and outside of our parish to celebrate Mary Queen of the Family Parish's prosperity and community? *Then you are collaborative.*

### ***Qualities for Council Members***

Potential PPC members do not need to have specific training in church or in planning.

Members *do* need to be open to learning about church and engaging other people within the parish. Specific qualities include:

- Participating members of the parish
- A working knowledge of parish and diocesan life
- A vision of the Church as the people of God
- An ability to listen to the needs of the parishioners
- A desire for spiritual growth
- An openness toward study and reflection
- An eagerness to carry out the parish mission
- An ease in working with groups
- A willingness to empower others
- A desire to work with consensus decision making
- An availability of time and energy

**Prospective candidates should:**

- Desire spiritual growth for oneself and parish
- Be enthusiastic about the future directions of the parish
- Have a willingness to listen, speak honestly and to work toward consensus
- Display the ability to inspire and empower others and to delegate
- Demonstrate flexibility and openness with people and ideas