

St Joan of Arc, Haberfield – Parish Pastoral Council Guidelines

The Parish Pastoral Council (PPC) is a representative body of parishioners and provides support and advice to the parish priest in his overall administrative authority and in the ongoing life and development of the parish.

The PPC is guided by our vision for the parish:

We are welcoming to all, in fellowship with Jesus Christ and one another, and offering this love and service to the wider community

Through the establishment of the PPC the parish priest acknowledges the faith, wisdom and experience of parishioners and invites them to work collaboratively with him and contribute to the governance of the parish.

Role: The role of the PPC is to:

- Provide support to the parish priest in all aspects of parish life
- Be prayerful, discerning and open to the Holy Spirit
- Give priority to pastoral planning and implementation of the SJA Strategic Plan 2021-2024
- Ensure safeguarding and protection of children and vulnerable adults is front and centre of parish life
- Listen to parishioners and respond to their ideas and concerns
- Provide opportunities for parishioners to grow in their relationship with God and with each other
- Encourage greater participation in the life of the Church and its mission.

Membership: There will be a minimum of 8 and a maximum of 11 members who will represent the parish community. This includes the parish priest and assistant parish priest (should one be appointed in the future).

In addition, the Principal of SJA School (or delegate), Principal of Domremy College (or delegate) Pastoral Associate, Chair - Finance Committee and Parish Safeguarding Support Officer are ex-officio.

Term of Membership: The term of membership is three years. Any member who serves two terms consecutively must stand down for a minimum of one term.

It is intended that half of the PPC members will continue for a second term to facilitate continuity in PPC business and parish strategic planning – therefore fifty percent of the PPC will stand down in November 2023.

Any member of the PPC may resign by giving written notice to the parish priest and chair.

Selection Process: A nomination process for new members will occur in September 2023 prior to the end of the term of half of the PPC membership.

Membership is open to all parishioners aged 18 and over who can be nominated by others or self-nominate.

Following receipt of nominations, membership of the PPC will be arrived at through a period of consultation and discernment. The final composition of the PPC will be endorsed by the parish priest.

Casual vacancies: Casual vacancies on the PPC will be filled by invitation of the parish priest. When the term of the casual vacancy expires, that member may fill a position which would be regarded as their first full term.

Office bearers: The chair, deputy chair and secretary will be appointed from the PPC by the parish priest following consideration of nominations by PPC members for each position.

PPC Executive: The office bearers form the executive of the PPC. The executive will meet with the parish priest and pastoral associate to finalise the agenda ahead of each PPC meeting. Following approval of the agenda, the secretary will ensure the distribution of meeting papers and any other relevant documents.

Responsibilities of Members: Each member of the PPC will:

- Have a strong commitment to their Catholic faith, the parish community and the evangelising mission of the Church
- Work harmoniously, respectfully and prayerfully with the parish priest and other members
- Build and strengthen connections with parishioners and seek their input on matters before the PPC
- Consider matters on the agenda thoroughly, contribute to discussion and sound decision making at meetings and follow up action items for which they are responsible
- Commit to training, formation, conference and retreat attendance as recommended by the parish priest and PPC executive.

Meetings: The PPC will hold monthly meetings and meet 10 times a year on the first Tuesday of the month. An extraordinary meeting may be called, if required. A quorum is 50% of the membership. Meetings will not be held in January and July.

Sub-committees/Working groups: The PPC may establish sub-committees or working groups to examine particular issues which require further analysis and consideration. These will be time-limited and findings will be reported to the PPC.

Parish Groups: Significant decisions proposed by parish groups, particularly those involving funding should be referred to the PPC for further consideration and approval. Regular reports/briefings should be provided to the PPC.

Parish General Meeting: An annual Parish General Meeting will be held each November and all parishioners invited to attend. The parish priest and chair of the PPC will report on the year's deliberations and activities, progress on the strategic plan and outline future priorities.

A report will be given on the safeguarding of children and vulnerable adults. Parish groups and committees will also provide reports. This includes the Finance Committee.

Consensus: The PPC will adopt a consensus-based approach to reaching decisions and outcomes. Majority voting is to be avoided.

Conflicts of interest: Members must disclose actual or potential conflicts of interest which will be recorded.

Record keeping: The secretary will be responsible for taking accurate minutes of all meetings of the PPC. Records of all meetings will be maintained by the parish office. Documentation in relation to nominations, selection processes, appointments, correspondence, PPC guidelines and any other relevant documentation will be held by the parish office.

Communication: The PPC will communicate regularly with the parish community through the parish bulletin, website, Facebook page and school newsletters. The PPC will seek to engage with parishioners before and after Mass, at parish events and through conversations, meetings and parish consultations.

Review of PPC Guidelines: These guidelines will be reviewed every two years or earlier if the need arises.