

*Stevenage Old Town
Parish of the Transfiguration*

Parish Pastoral Council Constitution

1. Purpose

The purpose of the Parish Pastoral Council is to promote and support the pastoral life of the parish in all its aspects, both when gathered as a worshipping community and in daily life.

It fulfils this role by

representing parishioners and groups active in the life of the parish
advising the Parish Priest on pastoral matters
regularly reviewing the current pastoral life of the parish and thereby assisting the parish priest in planning for the future
co-coordinating ministries and activities within the parish
communicating decisions and enabling their implementation
representing the parish on organisations if requested to by the parish priest

2. Membership

Nominated Members	The Parish Priest may appoint up to two members of the parish pastoral council to serve for a term of 2 years, one of whom must be a member of the Parish Finance Committee.
Ordinary Members	A sufficient number of members will be appointed by nomination at the annual parish assembly to ensure that the Parish Pastoral Council normally consists of between eight and twelve lay members.
President	Parish Priest
Chairperson	Nominated or ordinary member appointed at the first meeting of the Parish Pastoral Council after the annual parish assembly to serve for 2 years
Vice-Chairperson	Nominated or ordinary member appointed by the Parish Pastoral Council

Secretary

Nominated or ordinary member appointed by
the Parish Pastoral Council

3. Eligibility for Membership

3.1 All regular worshippers of 16 years of age or older are eligible to be members of the Parish Pastoral Council.

3.2 Members may serve consecutively not more than two terms of 2 years. Such an individual will not be eligible again for membership until one full year has elapsed.

3.3 If a member consecutively fails to attend three of the Parish Pastoral Council's normal, scheduled meetings without sending apologies then normally it will be assumed that this person has resigned.

4. Resignations and Vacancies

4.1 Resignations should be sent in writing to the chairperson.

4.2 If a place on the Parish Pastoral Council becomes vacant it should be filled at the next annual parish assembly.

4.3 In the event of a vacancy, the Parish Priest may appoint a member to fill the vacancy until the next Parish Assembly, if the Parish Pastoral Council requests or if he deems this appropriate.

5. Meetings

5.1 The Parish Pastoral Council shall meet at least once every quarter.

5.2 The time and date should be arranged so that Parish Priest and Pastoral Sister can attend.

5.3 All members are expected to attend meetings and if unable to attend should send apologies to the chairperson or secretary.

5.4 A quorum of one third of the current ordinary and nominated members plus one is required for a meeting to take place.

6. Voting

6.1 In the case of a consultative vote only ordinary and nominated members may vote.

6.2 If the Parish Priest is absent the Chairperson should normally provide him with the account of votes cast.

7. Annual Parish Assembly

7.1 At the Annual Parish Assembly new members will be nominated to fill current vacancies on the Parish Pastoral Council.

7.3 The Parish Pastoral Council shall present a report on the life of the parish since the last assembly.

7.4 The current life of the parish should be discussed and parishioners should be encouraged to raise any issues concerning the pastoral life of the parish or make suggestions. This discussion should be recorded and discussed by the Parish Pastoral Council.

8. Communication

8.1 Minutes of the Parish Council should be made available to parishioners on the Parish website and on the notice boards at both Churches.

8.2 Parishioners may present items for discussion.

9. Amendments

9.1 This constitution should only be amended with the approval of the Parish Pastoral Council and the Parish Priest.

9.2 A signed copy of the current Constitution should be kept on file with the minutes of the Parish Pastoral Council.

Signed

Parish Pastoral Council Members

Parish Priest

Date