

Pastoral Council Constitution for the Parish of Ss Peter and Paul, Lincoln

1. Aims

- 1.1. To assist and support the Parish Priest in the pastoral administration of the parish.
- 1.2. To provide a means of representing the views of parishioners to the Parish Priest.
- 1.3. To encourage the active participation of parishioners in the life of the parish.
- 1.4. To assist in the promotion of unity within the parish.
- 1.5. To assist in the promotion and organisation of pastoral activities in the parish (including the development and delivery of an annual parish plan).
- 1.6. To promote ecumenism and witness to the Gospel values within the wider community.

2. Membership

- 2.1. 6 members will be nominated annually at the parish action planning autumn meeting.
- 2.2. 6 members will be co-opted by the Parish Priest to represent key parts of the parish (e.g. Finance Committee)
- 2.3. Any member who misses 3 or more consecutive meetings without submitting an apology will be deemed to have resigned.

3. Frequency and Duration of Meetings

- 3.1. Meetings will be held 3 times a year.
- 3.2. In the autumn, there will also be a parish action planning meeting to report on activities undertaken and plan actions for the following year.
- 3.3. Meetings will last no longer than 1 hour 30 minutes.
- 3.4. A quorum consists of 4 members including the Parish Priest.

4. Offices

- 4.1. The chair will be elected annually by the Parish Pastoral Council. The office of Secretary will be nominated by the Parish Priest.
- 4.2. Other offices may be established as agreed by the Council.

5. Attendance

- 5.1. Members should attend all meetings
- 5.2. If unable to attend, members should submit an apology.

6. Minutes

- 6.1. Unapproved minutes will be distributed to members of the Council.
- 6.2. Approved minutes will be posted on the notice board in the church.

7. Agenda

- 7.1. Any parishioner may submit agenda items for consideration up to 1 week before the Parish Pastoral Council meeting.
- 7.2. The agenda will be drawn up by the Chair, Secretary and Parish Priest.

8. Cessation of the Council

- 8.1. The Parish Pastoral Council will automatically cease to exist when the Parish Priest leaves the parish, however, members of the PPC will continue to coordinate pastoral activity in the parish until a new PPC is formed.

Draft Agenda: PPC Meeting

24th November 2016

Apologies: Tony Rowlett, Helen Levey

1. Welcome and Introduction Fr T
2. Election of a Chair and Vice Chair Fr T
3. Review of draft Constitution Chair
4. Update on Action Planning SG/ AG/ Reps
5. AOB.
6. Date of next meeting