

Manual for Parish Pastoral Councils



The Parish Pastoral Council is a planning body with short and long-term goals to foster and enhance, in the light of the gospel message, the quality of community life within the parish

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The Church

The Church, through the power of the Holy Spirit, is the living Body of Christ. The mission of the Church is to proclaim Christ's Word, build His Community, celebrate His Presence, and serve His people. All Christians, because of their baptism, share in the priesthood of Jesus Christ and because of this, they have been given a special role, or ministry, as an extension of Jesus' ministry. All the people of God (priests, religious, and laity) share in these gifts and responsibilities.

The Parish

The parish is that unit of God's family that fulfills the universal mission of the Church within a particular geographical area of the local church (The Archdiocese): to make Christ more fully present in and through the parishioners, in all that they say and do. The essence of parish as a community is a union of people who care about one another, who think of themselves as the Body of Christ, as the people of God.

Share Our Responsibility

Within the parish, all individuals have been called by God. Every individual has been sent into the world just as Jesus was sent into the world by the Father. Therefore, every Christian, regardless of circumstances, is called to share responsibility in the ministry of the Church. The Church carries on Christ's ministry through the members. This call, given in baptism and confirmation, can be called *shared responsibility*. God has assigned this shared responsibility to each of us. All Christians, therefore, are offered the opportunity to pray and work together to make the message of Christ known and accepted.

The concept of shared responsibility affirms that the people are actively involved in the decision-making for pastoral ministry. The theological meaning of shared responsibility is that God's truth, which provides the guidance for the Church, comes not only through the hierarchy but also through the laity. In order for the Church to have the fullness of God's light and guidance, everyone must be consulted as far as possible.

It is from this concept that the ministry of the parish pastoral council was born, where the people of God (priests, religious, and laity) together reflect on the parish's ministerial activity and, on the basis of that reflection, discern what needs to be changed or developed in the parish to make it more faithful to what God is calling it to be. This relationship of priests and people is the foundation of all the ministries that serve within the Parish Pastoral Council.



What is a Parish Pastoral Council?

The Parish Pastoral Council is a leadership body within the parish whose role is to develop and implement a mission-focused pastoral plan for the parish.

As servants to the wider community, Parish Pastoral Councils provide parishioners with forums for consultation and reflection on the mission of the Church in light of the signs of the times in the local neighbourhood and the world.

Parish Pastoral Councils develop pastoral plans, based on the insight of the community, to enable the faith community to continue to live out the mission of the Gospel.

Parish Pastoral Councils then call forth leaders from the parish to implement and achieve the goals of the pastoral plan. A Pastoral Plan outlines the mission, priorities, goals and strategies of the Parish for the period decided upon by the PPC.

What do Parish Pastoral Councils do?

In essence, the parish pastoral council is a planning body with short and long-term goals to foster and enhance, in the light of the gospel message, the quality of community life within the parish. Its representative nature, strongly committed to a spirit of consultation and consensus, ensures that every voice be heard. With its members united around the parish priest, the parish pastoral council provides an effective way for the people of God to hear God's word spoken through fellow Christians. (Statutes of the PPC – Archdiocese of Cape Town)

Parish Pastoral Councils are charged with creating and implementing a pastoral plan in the life of the parish. Pastoral planning begins with a parish-wide dialogue on the mission of the Church, the perceptions of the community, and the current reality of the parish. This dialogue is facilitated by the Parish Pastoral Council. When completed, the information gathered from these dialogues is taken by the PPC and the pastor and used to create a pastoral plan for the future. The pastoral plan articulates the goals and priorities of the parish community for the coming years.

The Parish Pastoral Council also calls forth individuals from the community to implement the goals of the pastoral plan.

Purpose of the Parish Pastoral Council

Statutes PPC Archdiocese of Cape Town

Section 1: to collaborate with the parish priest in the mission of the parish so that the pastoral welfare of all in the parish community may be promoted as effectively as possible and community life promoted and enhanced;

Section 2: to provide a forum for hearing the views and proposals of members of the parish community in all that concerns the life and mission of the parish;

Section 3: as a planning body, to study the life and activity of the parish, research its needs, and establish short and long-term goals to enable the parish to be faithful to its mission;

Section 4: as a link between the parish and the Archdiocese of Cape Town, to participate through the chairperson of the PPC in the deliberations and activities of the Deanery Pastoral Council.

Our Roles and Relationships

Within the Church, members have specific roles and vocations, but all share and support one another in carrying out the promises made at baptism and renewed at the time of confirmation. All members promised to share in the priestly, prophetic, and kingly ministry of Christ.

Priestly (Worship)

By sharing in this ministry with Christ, all are called to bring God to people and people to God in a community of faith through prayer, liturgy, and the sacraments so that we, the Body of Christ, can continually be sanctified. This is our common role as priestly people.

Prophetic (Teach)

By sharing in this ministry with Christ, we are all called to proclaim the Good News by word and way of life. The role of the prophet in today's Church is not to predict the future but to witness (both in word and deed) in Jesus' name in the here and now.

Kingly (Serve)

By sharing in this ministry with Christ, we are all called to acknowledge that the Spirit moves in all the people of God, prompting the members according to their particular gifts and offices, to discern anew the signs of the times and interpret them boldly in light of the Gospel. We address variances in cultures and values by evaluating them according to the teachings of Jesus. Thus, we are called to bring forth a new kingdom—a kingdom based on service to one another.

As the people of God in the Church today, each one of us has a role to play, a role so intimate that St. Paul describes us as being a part of one another. In order to support one another in living and proclaiming the Gospel, we must have a clear idea of our particular role and an understanding of the various relationships in the Church, the parish, and specifically the parish pastoral council.

Parish pastoral councils represent all areas of parish life: old and young, poor and rich, clergy, religious, laity, people with divergent points of view, and ethnic and cultural backgrounds. Members of a council, as well as all parish members, are called forth to merge their expertise, insights, and diverse experiences out of love and concern for those to whom they minister. Hence, membership on the parish pastoral council ideally should reflect this rich diversity.

Called to Holiness

Members of the council are people of prayer who see the value of private prayer for personal growth in Christ and the value of communal prayer for growth in Christ's community of faith and love. This suggests a willingness to spend time in prayer with other council members for the purpose of growing together in love and trust and thereby becoming an example of unity and co-operation to the entire parish, and especially becoming a living sign of the presence of Christ in the parish community.

Members of the council recognize that Christ has called all to holiness. This ancient clarion call has been echoed in the documents of the Second Vatican Council. Parish pastoral council members should understand what it means to be Church today. To be Church means that all of God's people (Pope, bishops, priests, religious, laity) share the life of God through and in Christ and are guided by the Holy Spirit. It means speaking and listening to one another to discern what the Spirit is saying. This is necessary to meet the needs of our times and of our community.

Members of the council have some knowledge of the Vatican II documents – their purpose, spirit, direction, theology – or at least are open to learning about them. This is necessary if one recognizes that structural reforms without the corresponding spiritual renewal soon become empty shells. A background in the Vatican II documents will allow Gospel values and genuine Christian concerns to surface and challenge one's Christianity, preventing the councillors from becoming immersed in trivia.

Members of the council have a sense of mission. This implies:

1. *an awareness of shared responsibility for the work of the church;*
2. *recognition of differing roles and a plurality of ministries within the Body of Christ;*
3. *recognition of the need to use the variety of talents and charisms for the building up of the Universal Church;*
4. *a sense of accountability.*

A council member is willing to become considerably involved in the parish, in its life and activities. Council members must make a greater commitment in time and energy than attendance at meetings. Council members are listening people (which is essential to the dialogue process) who are trying to discover the real issues and concerns.

Each member of the parish pastoral council is aware of offering a talent or skill to council ministry. Council members do research, background reading, attend workshops, and seminars and they do their homework and attend council meetings well prepared to discuss the issues that are placed on the council agenda. Council members are aware of enriching their skills of listening, facilitation, conflict management, etc. as necessary tools of the total communication that is essential to all councils.

Parish pastoral council members represent the total parish and must promote the whole mission of Christ. They cannot limit their concern to specific interests or groups such as Catechetics, family, or liturgy. When they sit as a council they are responsible for the total needs of the Universal Church as well as those of the parish.

Since parish pastoral council experience enlightens council members through extra study, discussion, and deliberation, members must use this broader vision when determining the direction of the parish through mission statement, goals, and objectives.

Consultation

The parish priest presides at the meetings of pastoral councils. Good presiding means knowing how to consult, what to consult about, and how to lead. This requires the development of a meeting agenda so councillors can prepare for the meeting in advance and participate in an orderly way.



In a well-managed council, pastors invite councillors to share the mission of planning.

Parish Priests may consult about specific issues, or they may ask a very general question about the needs or mission of the parish. Although the parish priest presides, the lay members serve as chairpersons and facilitators, especially if they are good at helping the flow of discussion and the achievement of consensus. The goal is to help councillors make present the wisdom of the community.

When the pastor consults the council, he invites the councillors to participate in his apostolate of leading the parish.

Councillors serve by examining, under his direction, some aspect of the parish reality. They reflect on it and offer him their conclusions.

- *Presider.* The term that canon law uses to describe the pastor's (priest's) role.
- *Consultation.* [Defn -A conference at which advice is given or views are exchanged] The pastor who clearly states what he is consulting about helps the council.
- *Service.* Service on the pastoral council means more than leadership.
- *Wisdom.* Parish priests consult to put the wisdom of the people at the service of the parish.

The good councillor is the one who can achieve the purpose of the council as defined by the Church — that is, someone able to study a matter deeply, reflect on it thoroughly, and work with others to reach a common conclusion and then put that conclusion into action. The special task of councillors requires patience, tenacity, studiousness, and the capacity for sustained thought.



Consensus

The parish pastoral council is involved in setting the policies, objectives, and vision of the parish. Keeping in mind what has been previously stated on the role of the parish priest concerning decision-making, ideally consensus is achieved by a council when everyone can live with its decision.

The process of consensus, when used within a Christian setting, brings opportunities for spiritual growth. As baptized Catholics, members bring to the council meeting their own faith experiences and share these with the other members, thus building a trust and a bond that can continue to develop. The Holy Spirit, always present, calls the members to openness to God's love and inspiration and to one another. As each individual shares his/her Christ-life, the Parish Pastoral Council truly grows into a community—a model for the entire parish.

Consensus is the community way of decision-making, placing emphasis on persons and on the growth of the group of people rather than simply on getting things done. Our society is geared toward efficiency and productivity, which often occur at the expense of people involved. The voting process, for example, places more emphasis on getting things done, rather than placing the value on building community where people and group development come first. It involves winners and losers which is always counter-productive.

In consensus everyone has an opportunity for input, and everyone's input is taken seriously.

The proposal is changed or at least could be changed as a result of the input. In fact, probably no one has achieved exactly what he or she wants. The final decision represents progress because every member of the council can identify with the conclusion that they have been part of creating.

Pastoral Planning

One of the parish pastoral council's major functions is pastoral planning. Pastoral planning is not just a means of operating efficiently but is a process of prayerful and reflective discernment of needs and commitments, which then receive administrative attention.

Mission Statement – Our Parish Identity

The pastoral planning process begins with the mission statement that defines the purpose of the parish. The mission statement is founded on the community's past experience; it examines the present faith life and the reasons behind that life; it articulates a hopeful future. It can answer such questions as: Why do we exist? Who are we? Whom do we serve? How do we serve or hope to serve? What part of the universal mission do we hope to emphasize?



A mission statement can be compared to a tree. The mission itself is the trunk, which is not static, but gradually changes and grows out as each new layer of life experience is added to it. To stay healthy, it must be rooted solidly in the Gospels, in tradition, in the universal, and Archdiocesan Church. The roots provide the nurturing necessary for future growth. The outgrowths of the mission are the limbs of worship, formation, service, and community.

All areas of parish life find their direction in the mission. The mission statement must be owned by the parish at large. It should be celebrated at a liturgy and installed in a prominent place in the church as the visible marker of our journey. To help the parish pastoral council find direction for the parish, the mission statement is kept current and in keeping with the current vision, needs of the parish, and Archdiocesan mission. Therefore, the statement should be re-evaluated every three years when the new council members are elected and revised, if necessary, to make it better fit the parish.

All realistic planning flows directly from the mission statement.

Goals, Objectives, Implementation

While the mission statement sets the tone for all activity in a parish, the mission statement comes alive through implementation of objectives. The parish pastoral council, through its leadership, develops the goals and objectives, and retains an interest in them; and is responsible for evaluating them annually. The actual accomplishment of the goals – through objectives and implementation – is the responsibility of the parish pastoral council working through its representatives of parish associations, the parish clergy, ad hoc committees, and the parish at large.

Goals – Parish Direction

Each goal is rooted in and is derived from an aspect of the mission statement. It provides a broad, general direction for eventually achieving a desired result. Therefore, goals are usually in place for a stated time of three to five years. Goals, as developed by the parish pastoral council in response to apparent parish needs, give direction, continuity, and unity to parish activity: They eliminate the problems of duplication of effort and fragmentation of resources. After the goals have been developed, they should be put in order by the parish pastoral council according to the urgency of the parish need. This setting of priorities allows for the most effective use of personnel, time, and energies. The parish pastoral council should limit itself to approximately five (5) goals at any one time. At the annual evaluation, the council may find that goals have been achieved. At this time, goals may be revised or new goals added.

- *Goals grow out of the application of the mission statement to the needs of the parish that are considered most apparent.*
- *Goals should be developed to respond to each need.*
- *Key questions:*

What do we want our parish and ministries to look like?

What qualities do we want our parish and ministries to have at the end of the next three to five years?

Objectives – Parish Direction Becomes Specific

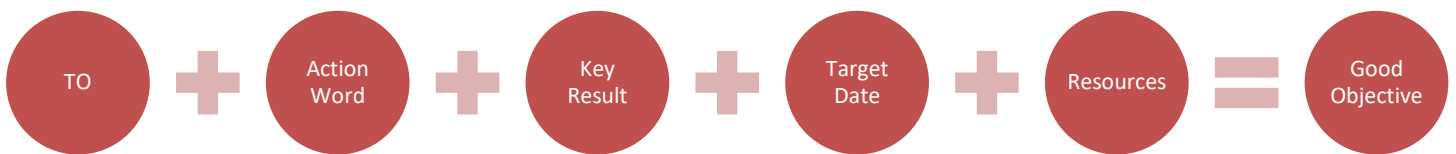
Objectives flow from and are based on a goal. They are further refinements for action. Each objective is designed to produce a single key result. Several objectives may be developed from each goal.

The parish pastoral council, (working in small groups if it is a large council), on one goal at a time, writes objectives. The lists of objectives are brought to the parish pastoral council. The council as a whole selects objectives for the current year.

Their action orientation is easily seen from the manner in which objectives are written: each one begins with the word “to” and is followed by an action verb. Each objective provides the action’s “what,” and the “for whom,” and “with whom,” the action is to be done. The “how” is avoided in writing objectives.

An objective is set specifically within the time frame of the present year. If cost factors are a part of the action, they should be stipulated. Care should be taken to write objectives clearly so that they will be easily understood by all who will participate in their implementation.

Ingredients of a Good Objective



Implementation – Parish Direction Becomes a Reality

This is the final step in the planning process. Implementation is “how” an objective will be accomplished. Implementation may be one step or one specific action needed to bring about a desired result, or it may be a plan of action spelling out how an objective will be reached.

Those assigned the responsibility for implementing an objective need to analyse that objective and the resources available and determine how the objective can be most effectively implemented. After decisions are made concerning place, materials, dates, training, publicity, personnel required, any and all details necessary to produce a successful event or action, then tasks are assigned. Results of the overall effort are recorded so that the objective – and eventually the goal – can be evaluated by the parish pastoral council.

Evaluation

Some questions to consider when evaluating goals, objectives, and their implementation:

- Based on the outcomes that were chosen in the planning stage to show that the endeavour met the needs of the parishioners, how successful was the objective?

- What factors surfaced during the implementation of the objective that were not foreseen? How were these handled? Would the same objective have been established if these factors were anticipated?
- How realistic was the goal or objective?
- If the objectives have been met, how did they contribute to the building of the faith community of the parish?
- What events, situations, or factors should be noted when setting future objectives?
- What additional resources (people, funds, equipment, etc.) are needed to see that the endeavour is able to continue or to grow?



The Parish Pastoral Council is not an organization; it is a service of ministry to the whole parish.

Grow Through Spiritual Development

The ministry of parish pastoral councils draws us closer to God, helps us appreciate Him and His Church, and fosters a growth in our faith. Our parish pastoral councils are a training ground for parish leaders: people who know why the parish exists and how to make Christ's presence felt in all areas of parish life. The average parishioner does not acquire this information upon being called to the parish pastoral council. The parish pastoral council member needs to grow and develop into the role of a parish leader, into the work of God. How can this be done?

• Parish Pastoral Council Meeting

The parish pastoral council meeting consists of three elements, each necessary for the growth of the person and the growth of the council as community. Through these three elements, the attitude of parish pastoral council becomes one of ministry. A parish pastoral council member looks for God's will, not his or her own. This means that prayerfulness is pervasive at a council meeting and does not just begin and end the meeting. Members pray for light to discern God's call, openness to accept it, and freedom to live it out.

o Prayer/Reflection/Scripture

Time limits are not important and it would benefit the council to have no ending on prayer, so that the presence of God would continue throughout the entire council meeting.

o Formation/Education

This area of concern has not been mentioned too often; it has been found through experience to be the missing link to successful council meetings. Leaders in the parish have to know what the Catholic Church, the

bishops, and theologians are saying in today's world. But we also need to know about our history, our formal documents, canon law, and especially to know and understand a deeper sense of Scripture and of the sacraments. We never stop learning and growing and, as council members, should be updated constantly.

o Business Meeting/Discussion/Decision

An agenda is essential to any well-planned meeting. Brainstorming, dialogue, and consensus are important and necessary to reach a clear, well thought out decision. All members must do their homework so as to bring to the meeting all aspects of any item on the agenda. All members must be heard. This preparation is part of the responsibility of being a parish pastoral council member.



Members of the council are people of prayer

• Prayerful Discernment

The primary call of parish pastoral council members is not to do more for the parish but rather to **be** more for the parish, to become the Christ-people to which their baptismal vows have committed them.

A parish pastoral council is made of members who are learning to discern God's call to them in their lives. Members of the council are people of prayer who see the value of private prayer for personal growth in Christ. When they come together as a group for parish pastoral council meetings, they bring with them that sensitive discernment.

They are gathered to discern God's call to the parish. They are not there to get their own way, have their pet ideas or projects accepted, feel power, or play politics. These attitudes have no place at a parish pastoral council meeting.

• Days or Evenings of Recollection

It is important for the council to come together at least once each year for the purpose of praying and reflecting on their ministry as council members and how they are helping to fulfill the mission of the parish: to make Christ present in and through the parishioners. We cannot lead anyone where we have not been ourselves.

Form Community Among Ourselves and Within Our Parish

Clearly, Jesus called His followers to be a community, rather than scattered individuals receiving His message and simply going their own way. When the apostles had a dispute, He brought them together. At the Last Supper He prayed frequently: “May they all be one in us, as you are in me and I am in you.” (John 17:21)

There are times when working together can be difficult, times when one would rather gravitate only toward his/her “kind of people.” We do not have that luxury. We are called by Jesus to be a community. The people of God must journey together. There is room for young and old, rich and poor, liberal and conservative, because the Gospel is designed to bridge this diversity.

“There are no longer Jews and Greeks, slaves and freemen, but all are one in Christ.” (Gal. 3:28) All parishioners then, as part of the mission given them by Jesus, are called to build their community into a group giving witness to unity and love.

Know the Hallmarks of Any Christian Community

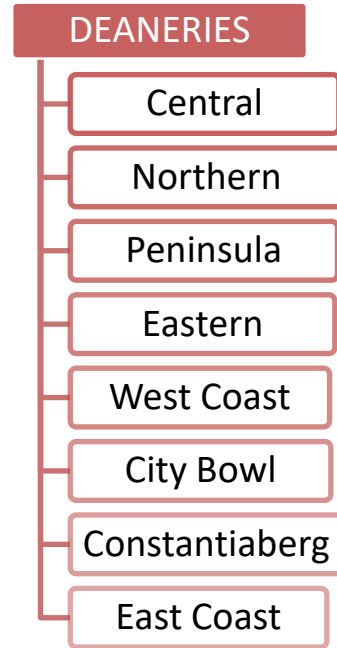
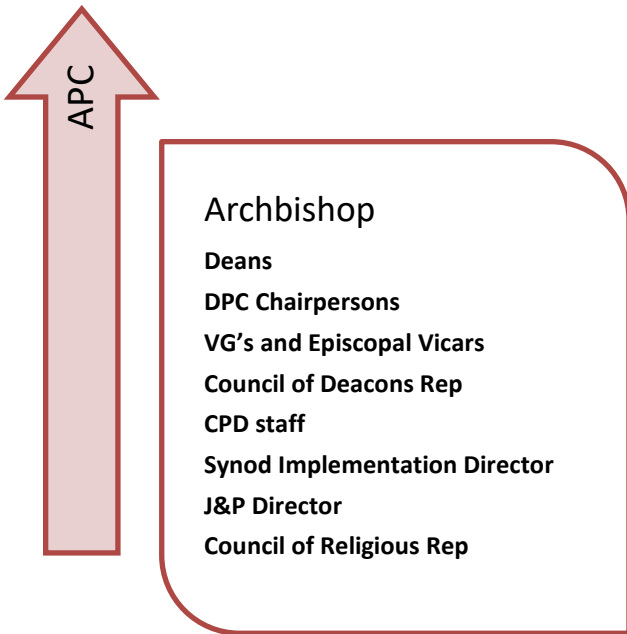
- *Founded on Gospel values.*
- *Sharing of joys and sorrows.*
- *Service to others.*
- *Members know one another.*
- *Real concern for one another.*
- *Members pray together.*
- *Members share their beliefs.*
- *Members reach out to others, especially those in need.*
- *Disagreements are dealt with openly.*
- *Decisions are made on the basis of Gospel values.*
- *A willingness to share everything.*
- *An openness to respond to future promptings and renewal by the Holy Spirit through personal prayer and continuing education.*

Some useful diagrams



Archbishop
and
Archdiocesan
Structures

Consultors
Presbyteral Council
College of Deans
Council of Deacons
APC



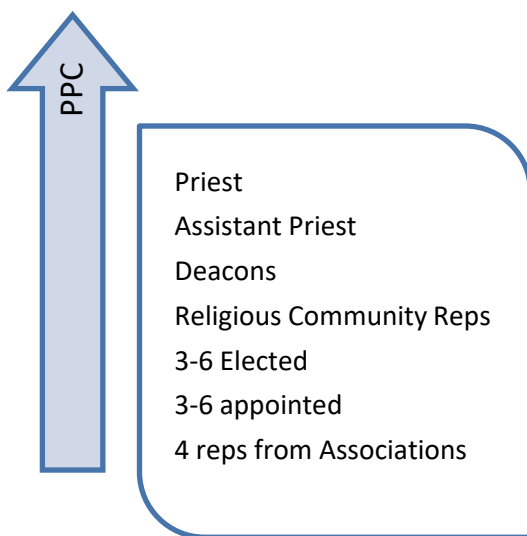
- **Deanery [Clergy] Meeting**
 - **Dean**
 - **Priests and Deacons**

Clergy Issues

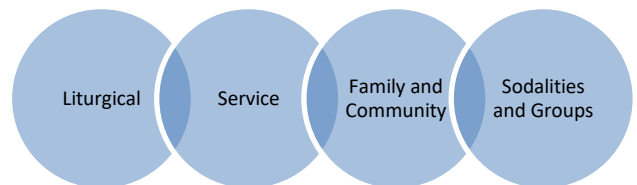


- **Deanery Pastoral Council**
 - **Dean**
 - **PFC and PPC Chairpersons**

Pastoral Issues for Deanery



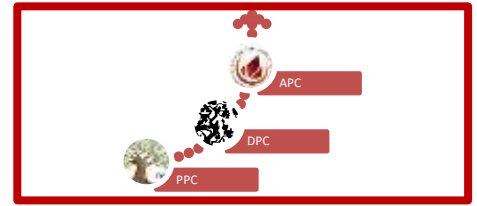
Groupings for Associations



Competencies of the Parish Pastoral Council

1. : Fostering an identity with the local Church

in collaboration with the parish clergy and the parish representative on the DPC, to foster within the parish community a genuine and lively sense of being a part of the local Church of Cape Town, through which the parish is inserted into the life of the universal Church



2. : Liturgical

with the parish priest, to establish a liturgical committee whose role shall be to plan, oversee and evaluate all parish liturgies and devotions, always ensuring that liturgical norms are strictly observed



3. : Catechetical Instruction

together with and under the direction of the catechetical coordinator, to plan a programme of catechetical instruction for children in the parish, especially for those not attending Catholic schools, to encourage all catechetics teachers to participate in programmes offered by the archdiocesan catechetics commission, and to motivate parents to enrol their children in Catholic schools



4. : The Catechumenate

where the catechumenate programme has been established in a parish, to collaborate with the parish priest and the diocesan director of the catechumenate in planning and implementing a programme for the reception of adults into the Church according to the Rite of Christian Initiation of Adults, observing the provisions of decree 22 of the Southern African Catholic Bishops' Conference, "The Catechumenate and Adult Baptism" (August 14, 1995)



5. : Evangelisation

in collaboration with the parish priest and under his direction, to plan regular classes for the ongoing instruction of the faithful and those wishing to be received into full communion with the Church

6. : Apostolate to the Unchurched

to seek effective ways of making contact with lapsed Catholics and the "unchurched" living within the parish community



7. : Basic Christian Communities/Small Faith Sharing Groups

in collaboration with the relevant parish committee, to encourage and facilitate the establishment of basic Christian communities/small faith sharing groups in the parish

18. : Family Life Apostolate

to collaborate generally with the parish family life group in strengthening family life in the parish, in planning parish-based programmes for those preparing to marry and in organising support programmes for newlyweds, for the widowed, divorced and any single parent family



9. : Social Apostolate

to collaborate generally with various societies and groups in the parish such as the St Vincent de Paul Society, the home visiting group and the caring group, in seeking ways of rendering assistance to the poor and needy on a regular basis, in ensuring that all newcomers to the parish are formally welcomed, and that the sick, the infirm and the aged are regularly visited; also to establish links with the CWD, the Caring Network and other such agencies to promote an outreach to those in need in the archdiocese



10. : Youth Apostolate

together with and under the direction of the diocesan chaplain for the youth, to plan programmes and activities specifically for fostering the spiritual welfare of the youth in the parish

11. Community Activities

to organise social functions to help foster a sense of community;



12. : Vocations

together with the parish priest and other parish clergy and religious in the parish, to work towards the fostering of vocations to the priesthood, religious life and the dedicated lay apostolate;

13. : Ecumenism

to foster an outreach to members of other Christian Churches as well as those of non-Christian faiths with a view to developing a better understanding and to promoting common projects within the community, especially for the needy and deprived;

14. : Justice and Peace

in collaboration with the diocesan justice and peace commission, to conscientise members of the parish community as to the need to work for social change and reconciliation in our society and to seek ways to involve the community in such a process



15. : Additions to and Maintenance of Existing Immovable Property

together with the parish priest and the parish finance council, to consider proposals for any major building or major repair/ renovation programme in the parish. The final decision, however, must always rest with the parish priest, having heard the parish finance council in accordance with the norm of law, and having obtained the necessary permissions, observing the provisions of Decree 18 of the *Southern African Catholic Bishops' Conference*, "Acts of Extraordinary Administration"



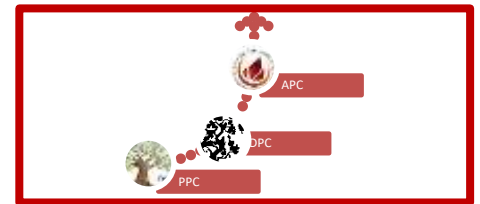
PPC Meetings



- The chairperson, the vice-chairperson and the secretary shall be elected by the members of the PPC by simple majority at its first meeting in any three-year cycle.
- While the chairperson shall be a lay person, both the vice-chairperson and the secretary may be a lay person, a priest or a deacon.
- Elected and appointed members of the PPC shall have a three year term and shall be eligible respectively for re-election or re-appointment for only one further term of three years. A three-year period should elapse prior to re-election or reappointment.
- The PPC shall meet at least once a quarter. A simple majority of the members of the PPC (i.e. half of the membership plus one) shall constitute a quorum. Since the PPC is a consultative body constituted to advise the parish priest with regard to his pastoral management of the parish, it shall not meet without him. Any parishioner who indicates a desire to attend a meeting of the PPC is to be admitted, subject to the condition that he/she is not eligible to vote.

DPC Representation

Bearing in mind the purpose of the DPC and recognising that the parish community is to strive to participate in the life of the local Church, the PPC is to comply in whatever way it can with all requests made by the DPC, such as the implementation of an aspect/aspects of the pastoral plan. It shall be the responsibility of the executive of the PPC to ensure by whatever means they deem appropriate that each member of the PPC is familiar with the purpose of the DPC.



The President

The parish priest shall be the president. He shall preside over the PPC and, in consultation with the other officers of the PPC, shall convoke it and prepare an agenda for the meeting. Since he is not a member of the PPC whose role is to advise him, should the PPC be required to vote on an issue, he shall not vote.

The Chairperson



The chairperson shall chair meetings of the PPC, facilitate their smooth running and assist the parish priest in the co-ordination of all matters concerning the PPC. The chairperson of the PPC shall ex officio represent the PPC at meetings of the DPC.

Three months prior to the conclusion of its term of office, on the weekend assigned for nomination of members to be elected to the new PPC, the chairperson of the outgoing PPC is to report to the parish as to what the PPC's goals and objectives had been, what had been accomplished during its term and whether it had encountered any special difficulties. The outgoing chairperson may also make

recommendations as to the future needs of the parish to assist parishioners in their task of nominating fellow parishioners to hold office in a new PPC.

The Vice-Chairperson



The vice-chairperson shall fulfil the role of the chairperson in his/her absence.

The Secretary



The secretary shall notify all members of forthcoming meetings and distribute Minutes of past meetings together with an agenda at least one week prior to the meeting. He/she shall record accurately in the Minutes of the meeting the full names of those present and all matters of business, motions and votes of the PPC at the meeting. The Minutes should be preserved in a bound Minute book to be kept in the parish office.

Agenda for Parish Council Meeting of <insert name>

at <Street Address>, <Suburb>, on <day – date – year (in words)> at <time (hh:mm)>

1. Welcome
2. Opening Prayer
3. Apologies
4. Acceptance of Minutes
5. Correspondence
6. Matters arising from previous minutes
7. <Items from Archdiocese>
 - 7.1. ...
 - 7.1.1. ...
etc
8. <Items from Deanery>
 - 8.1. ...
 - 8.1.1. ...
etc
9. Finance Report
10. Fundraising Report
11. Group and Ministry Reports
 - 11.1. <Religious Orders>
 - 11.2. <Alphabetical List Item 1>
 - 11.3. <Alphabetical List Item 2>
 - 11.3.1. ...
 - 11.3.2. ...
 - 11.4. <Alphabetical List Item 3>
etc
12. Date and Time and Venue of Next meeting
13. Closing Prayer

Minutes of Parish Council Meeting of <insert name>

at <Street Address>, <Suburb>, on <day – date – year (in words)> at <time (hh:mm)>

Item	Person Responsible	Due Date	Date Complete
1. <u>Welcome</u>			
2. <u>Opening Prayer</u>			
3. <u>Apologies:</u>			
4. <u>Acceptance of previous Minutes:</u> Proposed by: Seconded by:			
5. <u>Correspondence</u> •			
6. <u>Matters arising from previous minutes</u> •			
7. <u><Items from Archdiocese></u>			
7.1. ... •			
7.1.1. ... ▪			
8. <u><Items from Deanery></u>			
8.1. ... •			
8.1.1. ... ▪			
9. <u>Finance Report</u> •			
10. <u>Fundraising Report</u> •			
11. <u>Group and Ministry Reports</u>			
11.1. <u><Religious Orders></u> •			
11.2. <u><Alphabetical List Item 1></u> •			
11.3. <u><Alphabetical List Item 2></u> •			
11.3.1. ... ▪			
11.3.2. ...			
11.4. <u><Alphabetical List Item 3></u> •			
12. <u>Date and Time and Venue of Next meeting</u>			
13. <u>Closing Prayer</u>			

Group Report for Pastoral Council

Group Name:			
Report is for:			
Period of Report:			
Person Preparing Report:			
Number of people in Group:		Number Regularly attending:	
Day of Meetings:		Time of Meetings:	
Place of Meetings:			

Activities since last PPC Report

Upcoming Events

Financial Summary
