



ST KEVIN'S TEMPLESTOWE

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Parish Pastoral Council Charter

Vision

St Kevin's Templestowe Parish is a Catholic community called by God and trusting in Jesus. We aspire to care for and connect with the wider world and to be hospitable and generous so that all may live life to the full.

Why have a Parish Pastoral Council?

The foundations of parish pastoral councils were laid during the Second Vatican Council which declared that lay people and clergy come together in the Church's mission as the one People of God.¹

More recently, Pope Benedict XVI has said that lay people in the Church should be regarded as 'people who are really 'co-responsible' for the Church's being and acting.'²

Pope Francis has enthusiastically endorsed diocesan and pastoral councils in his promotion of a synodal Church.³

A Parish Pastoral Council is a model of synodality: working together and listening to one another under the guidance of the Holy Spirit.

What is the role of the Parish Pastoral Council?

The Parish Pastoral Council (PPC) is made up of parishioners who are invited to share responsibility for the life and faith development of the St Kevin's parish community in partnership with the Parish Priest. The PPC gives witness to the equality, dignity and responsibility of all the baptized to share in the mission of Jesus Christ.

The role of the PPC is:

- To provide strategic guidance to further the vision of St Kevin's parish.
- To oversee governance and direction of the Parish.
- To facilitate and encourage new initiatives that will enable St Kevin's parish community to more faithfully give witness to the values of the Gospel.
- To be aware of and contribute to the developments of the broader Church – including being an interactive listening post to the wider church taking into account synodal, diocesan and parish developments.

¹ Vatican II, *Decree on the Apostolate of the Laity*, paragraphs 2 and 10.

² Message of His Holiness Pope Benedict XVI on the occasion of the Sixth Ordinary Assembly of the International Forum of Catholic action, http://www.vatican.va/content/benedict-xvi/en/messages/pont-messages/2012/documents/hf_ben-xvi_mes_20120810_fiac.html

³ Pope Francis, Discourse during the meeting with clergy, consecrated persons and members of pastoral councils, Assisi (4 October 2013). Insegnamenti 1/2(2013)

- To implement Plenary Council recommendations.
- To be an active listening post to the parish community.
- To explore possibilities of collaboration with other Parishes.
- To facilitate development of a Pastoral Plan, and to monitor and evaluate implementation of the Pastoral Plan.
- To give advice and make decisions co-responsibly with the Parish Priest.

Membership

Composition

The PPC comprises 8 to 12 members selected from among parishioners with the Parish Priest, Lay Ecclesial Leader, the Pastoral Worker, the Principal of St Charles Borromeo School and the Principal of St Kevin's School as ex-officio members.

PPC members will reflect a range of skills, personal attributes, interests and experience in various areas of life, including parish life, so that all aspects of our parish community are included. Membership is by invitation.

Appointments to the Council will normally be for a period of 3 years with a maximum of 2 terms in succession. If essential, these limits may be modified according to the needs of the parish.

Expectations

Members of the PPC are expected to bring careful thought and critique to PPC discussions and decisions.

Members of the PPC are expected to be active and pro-active. Seeking to be a part of taking the Pastoral Plan and decisions of the PPC and put them into practice.

Meetings

The PPC will select a Chairperson and Secretary from among its members. These appointments will normally be for a period of 2 years.

The PPC will minute its meetings.

The normal mode of operation is by consensus using a synodal approach, allowing for all views with space for the Holy Spirit to guide a decision. The PPC operates as a faith community seeking to bring the Good News of Jesus Christ to the community under the guidance of the Holy Spirit.

Where necessary, matters will be decided by majority vote. Where he deems absolutely essential the Parish Priest retains the authority of his ministry. A quorum of half the members needs to be present for a meeting to proceed. Where the PPC agrees, non-members – including invited guests – can attend meetings.

Sub-committees may be set up for specific purposes and with a definite timeline in place. These groups would include at least one member of the PPC.

The PPC meets monthly from February to November each year, or as agreed by the members in line with parish pastoral developments.

Conflict of interest

Members must disclose an actual or potential conflict of interest as soon as it arises. The nature of the conflict of interest should be minuted. Members may be asked to exit the meeting when the matter that the conflict relates to arises and their entry and exit from the meeting is to be minuted.

Resignation

Any member of the PPC may resign by giving written notice of this intention to the Parish Priest. The resignation shall operate from its acceptance by the Parish Priest.

Should a member miss four consecutive meetings without sufficient reason, the member is deemed to have resigned.

Termination

Dismissal of a member for serious reason may be effected by the Parish Priest, after consultation with the Chairperson and Secretary.

Parish Pastoral Plan

The PPC will facilitate the development of a Parish Pastoral Plan to guide the mission and life of the parish for a four-year period. The first of these plans will be formulated in the first year of operation of the PPC with broad participation and consultation of parishioners, the planning process will involve identifying current strengths in parish life, developing a vision for the future of parish life, establishing goals and flexible action steps to make the vision a reality.

The Pastoral Plan will ensure that the management of parish finances, property, assets and personnel are linked to the achievement of the plan.

It will be important to frame the plan in such a way that it reflects areas for common endeavour and partnership with the parish of St Gregory the Great, Doncaster.

A formal review of the Pastoral Plan, open to all parishioners, will be held two years after the inauguration of the plan.

Communication with Parishioners

A list of members of the PPC will be displayed in the St Kevin's Newsletter and on the Parish website.

A copy of this Charter will be displayed on the noticeboard in the gathering space of the church and on the Parish website.

Parishioners are encouraged to ask questions and to discuss matters related to the PPC and the Parish with the PPC members. This can be done on a confidential basis.

Communication with parishioners will involve at least:

- Publication of a report on PCC meetings in the Parish Newsletter and website.
- The Chairperson occasionally giving a brief report at weekend Mass notice time.
- Inclusion of issues being considered by the PPC in the prayers of intercession at Mass.
- Each parish group having a nominated PCC member as their liaison person with the PCC.
- An Annual Parish Forum for all parishioners.

Annual Parish Forum

An Annual Parish Forum will be held each November. The Forum will consider:

- A summary of the year's activities with particular attention to the Parish Pastoral Plan.
- The principal achievements and challenges of the year and lessons learned.
- Feedback on the performance of the PPC.

- Presentation of a set of accounts for the previous financial year (balance sheet and financial statement).
- Drawing together a set of issues, topics, directions raised by parishioners for consideration of the PCC over the coming 12-month cycle.
- Examining the goals of the Parish Pastoral Plan for the next 12 months and how they will be implemented.

Relationship with the Parish Finance Committee

The responsibility for providing advice to the Parish Priest about the administration of the parish finances, budget and property is vested with the Parish Finance Committee.

To ensure good communication, a member of the Parish Finance Committee can be appointed to the PPC by the Parish Priest, if such a person has not already been appointed in the regular appointment process.

At the very least, each quarter the Parish Finance Committee assists the parish priest in making a report to the PCC concerning the finances and property of the parish.

This Parish Pastoral Council Charter will be reviewed as a part of developing the Pastoral Plan. The date of next review is September 2025 and every four years thereafter.