

# **Parish of South Yarra**

## **Parish Pastoral Council**

### **Constitution**

#### **Vision Statement**

We the people of the Catholic parish of South Yarra aspire to be a community one in mind and heart on the way to God, where we are supported and sustained by the Gospel of Jesus through personal prayer and celebration of the Eucharist, where we are encouraged to share our gifts and talents in the service of others in the wider community, where we remain open and responsive to the guidance of the Holy Spirit and seek to draw others to God's love through our openness and hospitality, and where the care, safety and wellbeing of children and young people is a central and fundamental responsibility.

#### **Role of the Parish Pastoral Council**

- To provide leadership by promoting the concept of Christian community
- To provide the Parish Priest and the Augustinian community with advice and to represent the views of other parishioners in respect to pastoral matters pertaining to the operations of our parish.
- To assist our parish leadership in planning for the future needs of the parish
- To provide practical assistance and support to our parish leadership in day to day pastoral activities
- To represent the parish in the wider community in both spiritual and secular activities

#### **Composition**

The Parish Council shall be composed of between seven and 12 members to include ex-officio or nominated.

The members will include:

- A maximum of 3 ex-officio members: The Parish Priest, assistant priest, and/or a pastoral support person
- Nominated parishioners up to the complement of 12 members. If there are more nominations than positions vacant, there will be an election at the Parish Annual General Meeting. Nominated and elected members are confirmed and accepted at the AGM.

Invited Representatives:

Representatives from parish groups such as the following may be invited to attend from time to time by agreement:

- Finance Committee
- St Joseph's Outreach Services (SJOS)
- Liturgy Committee
- Young Adult Ministry or similar organization
- Safeguarding Committee

(Members of the Augustinian community may also be invited to attend)

## Eligibility for Election

Any Catholic who is a regular attendee of Mass at St Joseph's or St Thomas Aquinas' is eligible to be nominated to the Pastoral Council,

## Term

Each elected member may serve two consecutive terms unopposed. The length of each term is of two years.

## Limitation of Tenure

No nominated member will serve more than two terms consecutively. A member may be re-nominated after a one year hiatus.

## Office Bearers

Office bearers shall comprise:

- Chairperson
- Deputy Chairperson
- Secretary
- Deputy Secretary

## Roles of Office Bearers

The Chairperson's role is one of leadership of the Pastoral Council, and as chair of the council meetings, should be one of encouragement to all members to give their opinions and contribute to decision-making.

The Chairperson needs a close liaison with the Parish Priest, and to be involved in the preparation of the agenda for each meeting.

The Chairperson of the Pastoral Council prepares a report for each Annual General Meeting of the parish of South Yarra, and presides at that meeting.

The Deputy Chairperson presides at meetings of the Pastoral Council when the Chairperson is unable to attend, and assumes any other relieving responsibilities which may be necessary.

The Secretary participates in the preparation of the agenda for each meeting of the Pastoral Council and ensures that the agenda is available for distribution to members prior to the meeting. The Secretary is also responsible for recording the minutes of each Pastoral Council meeting and the Annual General Meeting and for their distribution.

## Nominations for the Parish Pastoral Council

Nominations of Council members shall be presented at the parish Annual General Meeting. Nominations shall be given in writing by any parishioner at least two weeks prior to the AGM.

All nominees must be present at the AGM to be eligible for election.

## Election of Office Bearers

Election of office bearers shall be at the first Council meeting after the Parish Annual General Meeting. The Parish Priest will preside at this meeting until a President is elected. Election will be by simple majority of the elected members present.

## Quorum

Quorum will comprise one office bearer, two elected members, the Parish Priest or his nominee and five other members of the Council.

In the absence of a quorum any decisions thus made will be deemed to be interim decisions and will be ratified at the subsequent Council meeting unless objections are received.

## Meetings

The Council will meet at least ten times a year. The Chairperson will be in the chair. In the Chairperson's absence, the Deputy Chairperson will chair. In the Deputy Chairperson's absence, the Parish Priest or his nominee will chair.

## Meetings – Standing Agenda Items

The agenda of each ordinary meeting of the Council shall contain standing agenda items. All reports are to be written and provided to the Council members for consideration at least 48hrs prior to the meeting. Length of reports not to exceed one page.

If any parish committees or parishioner have made a recommendation on any matter to the Council, that recommendation should be considered by the Council and either endorsed or further advice given.

## Motions

All motions will be carried by simple majority of those members present.

## Absences

If a Council member misses three consecutive meetings without leave from the Chairperson, that member's position may be declared vacant at the next Council meeting.

## Casual Vacancies

The Pastoral Council may appoint an eligible parishioner to fill a vacancy at any time during the year.

## Annual General Meetings

A general meeting will be held annually to review the activities of the parish during the preceding year, to present future strategies, and to confirm elected members to fill vacant positions on the Pastoral Council. The Chairperson of the Council will chair the meeting. All parishioners are eligible to attend and vote. Twenty-one days advance notice of the Annual General Meeting must be given.

## Submissions by Parishioners

Parishioners wishing to have any matter considered at the Annual General Meeting will be required to submit such a matter in writing to the Secretary of the Council not less than fourteen days before the Annual General Meeting.

## Extraordinary General Meeting

An extraordinary general meeting may be convened at any time by the Parish Priest, the Council, the Chairperson of the Council, or on the written request of not less than ten parishioners who shall sign the notice of request and append their residential address. Not less than fourteen days notice shall be given of any extraordinary general meeting.

## Change to Constitution

The Constitution of the Council can be changed only at the Annual General Meeting or at an extraordinary general meeting provided that at least seven days notice is given, and at least two-thirds of those present at the Annual General Meeting or extraordinary general meeting, who are eligible to vote, agree to such a change.

## Financial Management

The Council has no financial responsibilities whatsoever; however, the Parish Priest may at his discretion seek the Council's advice on items of expenditure.