

**Constitution and Terms of Reference**  
**St Simon Stock Parish Pastoral Council**

The Parish Priest has full and total responsibility and liability for all religious and non-religious activities carried out in, or on behalf of, the Parish. The Parish Pastoral Council is a consultative body which assists and advises the Parish Priest on the spiritual, pastoral and social life of the Parish.

**The Parish Pastoral Council**

1. The Parish Pastoral Council will consist of the Parish Priest, together with twelve other members.
2. Eight members (not including the Parish Priest) will be appointed by the Parish Priest. These are the non-elected members.

Included in the non-elected members will be:

- A member of the Parish Finance Committee
- The Finance Clerk
- A member of the Safety and Maintenance Team
- A member of the Social & Fundraising Team
- A member of the UCM
- A member of the Knights of St Columba
- A member of the Liturgy Team
- A Parish Deacon
- The remaining four members (the elected members) will be appointed in accordance with the proposal and elective procedures, as set out in **Appendix A**.

3. All members will serve for a period of four years. Non-elected members may, with their consent, be re-appointed for a further four years.  
Retiring elected members may offer themselves for re-election.  
No member, other than the Finance Clerk and Parish Deacon(s), may serve more than three consecutive terms in one appointment.
4. A quorum of not less than seven members, of which one must be a member of the Parish Clergy, is required to constitute a Parish Pastoral Council meeting.
5. Meetings will be held as and when required but normally four times per calendar year.
6. The Parish Priest, or a member of the Parish Pastoral Council nominated by the Parish Priest, will be appointed as Chair.
7. The Parish Priest may at any time appoint co-opted members to join the Parish Pastoral Council to serve as a member for a period not exceeding six months. Co-opted members may participate in any discussions but do not have any voting rights. A member of any other Parish Group may attend a meeting, by appointment with Father Bart, to discuss any issues relevant to their group.

8. Each Parish Pastoral Council member shall be entitled to one vote on each item under discussion. In the event of an equal or 'tied' vote, the Parish Priest will be entitled to an additional vote.
9. Prior to the discussion of any item on the agenda, any member who may have a pecuniary or personal interest in the outcome of these discussions, must immediately declare the same and withdraw from the meeting whilst the item is under discussion. Any such member shall not be entitled to vote on that agenda item.
10. A register of all members' business interests will be maintained and will be the first item for discussion on the agenda.
11. The Parish Pastoral Council will appoint a clerk who may act as a Parish Pastoral Council member. The clerk will:
  - Maintain a register of all members' business interests.
  - Faithfully record details of all discussions and prepare a copy of these recorded discussions (minutes) after each meeting. *Any confidential items shall be recorded separately.*
  - Compile and provide to each team member, at least seven days before the date specified as the meeting date: an agenda (a copy of which should also be placed on the noticeboard); minutes of the previous meeting, together with all supporting papers. After the approval of the said minutes, affix a copy of the non-confidential minutes on the Parish noticeboard.
12. The Parish Pastoral Council can delegate any functions or action to a sub-committee or individual who will report their conclusions or findings, in writing, to the Parish Pastoral Council.
13. Any member who fails to attend three consecutive meetings, without the prior approval of the Parish Priest, will voluntarily resign from the Parish Pastoral Council. Failure to resign will result in an agenda item proposing the compulsory removal of the said member from the Parish Pastoral Council.
14. Any decisions made by the Parish Pastoral Council are advisory only and are not mandatory upon the Parish Priest.
15. The Parish Pastoral Council will carry out an annual appraisal of all Parish buildings and an annual review of all pastoral, administrative and social activities and present the same to the Parish Priest and, if appropriate, to the Finance Team for consideration.
16. The review date of this document shall be three years after the document has been approved or within one year of the appointment of a new Parish Priest.

**Approved on:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_ **(Parish Priest)**