

ST. LUKE THE EVANGELIST PARISH  
PASTORAL COUNCIL CHARTER

PARISH PASTORAL COUNCIL'S VISION  
***A faith filled community that welcomes all and strives to grow***

FOUNDATIONAL PILLARS  
***Welcoming ✕ Compassion ✕ Fun ✕ Community ✕ Christ-like***

## CHARTER

### 1. ROLE OF THE PARISH PASTORAL COUNCIL:

The Parish Pastoral Council (PPC) is made up of those parishioners who, after a process of discernment by fellow parishioners, are invited to share responsibility for the life and faith development of the St. Luke's parish community in partnership with the Parish Priest. The PPC gives witness to the equality, dignity and responsibility of all the baptised to share in the mission of Jesus Christ.

*“Co-responsibility requires a change in mentality, particularly with regard to the laity in the Church, who should be considered not as collaborators with the clergy, but as persons truly co-responsible for the being and activity of the Church.”*

*(Pope Benedict XVI)*

The PPC has a role of oversight, looking out for the whole parish community rather than various sectional interests. It works with parishioners to build a community of faithful followers of Christ by being accessible and available to parishioners and working with them so that all may become involved in the life of the parish community, grow in faith and influence the society around them.

*“The thing the Church needs most today is the ability to heal wounds and to warm the hearts of the faithful; it needs nearness, proximity. I see the Church as a field hospital after battle.”*

*(Pope Francis)*

Working in close partnership with the Parish Priest, the PPC seeks out and responds to the ideas, aspirations, needs and concerns of parishioners. It seeks to be aware of what is happening in the St. Luke's community, encouraging the work of existing groups whilst providing opportunities for new initiatives to emerge in harmony with the goals of the Parish Plan.

### 2. PROFILE OF PASTORAL COUNCIL MEMBERS:

Members of the St. Luke the Evangelist Parish Pastoral Council aspire to:

- **Servant Leadership:** offering their gifts and talents to build up the community in a spirit of shared responsibility through service;

- **Co-responsibility:** working closely with the Parish Priest and each other harmoniously for the common good rather than particular interests, and seeking the input of parishioners regarding their concerns and hopes, to establish the direction of the parish;
- **Hospitality:** listening to the concerns and aspirations of parishioners as well as welcoming all without judgement, in the spirit of the Gospel.

### 3. MEMBERSHIP AND OPERATION:

The PPC has up to 12 members duly appointed, and consists of up to five ex-officio members including:

- i. the Parish Priest
- ii. the Principal of the Parish School
- iii. a representative from the School Advisory Board
- iv. the St. Vincent de Paul Society and
- v. the Parish Care Group and

up to seven other parishioners chosen through the parish discernment process.

The PPC meets no more than two hours on a weeknight and time agreed by the members. Other opportunities for further involvement in Church or School events may also arise because of PPC initiatives and subject to members' availability.

The term of ordinary (non-ex-officio) membership is for **two years**. To facilitate continuity, it is anticipated that at least three but no more than four PPC members will choose to continue for a second term. **Anyone who serves two consecutive terms will then stand down for at least one term.**

#### The role of the executive is to:

- Reflect on the effectiveness of each previous Council meeting. What went well? What can we do better?
- Organise the agenda for each meeting, incorporating input from all pastoral councillors.
- Arrange distribution of the agenda, minutes and all relevant material one week in advance of that meeting.
- Coordinate the business of the Council between meetings.
- Arrange additional formation opportunities outside the regular meetings."

### 4. CONDUCT OF MEETINGS:

The PPC will choose a:

- Chairperson
- Deputy Chairperson and
- Secretary.

These office bearers, together with the Parish Priest, form the Executive of the PPC who will:

- Co-ordinate the business of the Council between meetings;
- Distribute the agenda, minutes and all other relevant material at least one week before each meeting and
- Ensure that the PPC reports after each meeting to the Parish Community of St. Luke the Evangelist.

Each meeting will begin with a period of **reflection** and **prayer** arising from the conviction that awareness of the presence of the Holy Spirit affects and informs the meeting discussions and decisions.

PPC members will endeavour to:

- Honour, respect and genuinely listen to each other;
- Respect the ideas and initiatives suggested by parishioners;
- Use a consensus model of decision making whilst recognising the ultimate responsibility of the Parish Priest for the parish community.

PPC members participate in a **Reflection/Retreat Day once a year** to facilitate a deeper understanding of the mission of the St. Luke's PPC in the context of the Church's mission as well as to enhance the way the members can work best together as a team.

#### **5. KEY TASKS:**

The PPC has the mandate to:

1. Develop and implement the Parish Pastoral Plan.
2. Build and strengthen unity by bringing the various groups, entities and viewpoints together in a collective direction inspired by the parish vision and plan.
3. Facilitate and encourage new initiatives that will enable St. Luke's parish community to more faithfully give witness to the values of the Gospel.
4. Find ways to communicate and engage in an invitational way with members of the wider, 'non-Churched' or 'non-practising' community.

#### **6. SUB COMMITTEES:**

To ensure the work of the PPC is kept focused and relevant to the times, sub committees may be formed. Sub Committees report to the PPC regularly at meetings; keeping members informed and seeking advice, clarification and, when appropriate, ratification of proposals and work pertaining to their particular sub committee's competence.

Sub Committees which are on-going *may* include:

- Finance
- Sacraments
- Hospitality
- Archives
- *Other – at the discretion of the PPC Executive*

From time to time *ad hoc* sub committees may be formed for a certain duration in line with perhaps a Jubilee Year, a National, Diocesan or Parish initiative.

## **7. Election of Office Bearers:**

While membership of the PPC is for two years, **PPC Office Bearers will hold office for one year.** Elections will be held at the **May** meeting annually.

The process of elections for Chairperson, Deputy Chairperson and Secretary will be:

1. At the end of all business of the **May** meeting the incumbent Chairperson will declare all position vacant and call on the Parish Priest, as an ex-officio member of the PPC, to:
2. Call for nominations for Chairperson with a seconder. If there is only one nomination and the nominee accepts the nomination the Parish Priest calls for a 'Yay/Nay' vote. If there is a majority vote in favour of the nominee then she/he is duly elected. If there is more than one nomination a secret ballot is required and the usual voting slips, counting and announcement is conducted by the Parish Priest.
3. The same process is followed for the election of the Deputy Chairperson and Secretary.
4. Once duly elected, the new Office Bearers concludes the meeting and assumes all responsibilities of the Executive.

## **8. REVIEW:**

These Guidelines will be reviewed by the Parish Pastoral Council Members at the **end of each two year membership cycle.** The review will occur during the **February** meeting at the conclusion of the two year cycle.

*"The joys and the hopes, the griefs and the anxieties of the people of this age, especially those who are poor or in any way afflicted, these are the joys and hopes, the griefs and anxieties of the followers of Christ."*

*(Pastoral Constitution on the Church in the Modern World,  
Vatican Council II)*