

## **The Cathedral Church of St. Marie** **Parish Pastoral Council Constitution**

### **1. Name**

- The name of the Parish Pastoral Council (otherwise known as the PPC) shall be “The Parish Pastoral Council of the Cathedral Church of St. Marie”.

### **2. Vision**

- The PPC exists to support and build the parish community within St. Marie's Cathedral. It is a consultative body seeking to advise and support the Parish Priest on issues of missionary, catechetical and apostolic undertakings. It actively supports the endeavors of the Cathedral's clergy, as well as seeking to encourage all parishioners to play a part in the life of the church.

### **3. Aims & Objectives**

The areas of ministry which are supported by the PPC are as follows:

- **Prayer and Worship - “Liturgy lies at the very heart of parish life. It both nourishes our faith and is an expression of our faith”.**

The PPC supports worship in the Cathedral, so that liturgies and other forms of worship are celebrated with the full and active participation of parishioners (where possible), volunteers are recruited for various duties, the space is visually pleasing, and liturgical celebrations are engaging and worthy of God (Father, Son and Holy Spirit).

- **Faith - “Ongoing faith formation takes place throughout a person's life journey”.**

The PPC seeks to support the development of people's faith – at various stages of catechesis - through a variety of formal and informal formats.

- **Evangelisation - “The primary mission of the Church is to evangelise, to reach out and share the Good News, in its entirety, with all those around us”.**

The PPC seeks to promote the parish community as being welcoming, open and friendly in nature. In addition, it seeks to develop and deliver new ways to evangelise, particularly with regards to those who have yet to be introduced to the faith, or who are interesting in exploring more about the Catholic Christian faith.

- **Service** - *“A vibrant parish is one where the community actively engages in works of service, compassion and justice to those around them who are in need”*.

The PPC actively encourages volunteering and engagement within the parish community, and nurtures ‘caring and sharing’ acts of service to others. These activities stretch beyond the parish to the wider Sheffield community through the Cathedral’s Heritage activities and other community-based activities. This is to all be conducted with health and safety, and safeguarding, as central components.

- **Parish Communication** - The PPC plays an active role in continuously developing and improving communication within the parish, utilising a range of different physical and electronic channels.

#### 4. Powers and Responsibilities

The PPC shall:

1. Consult with the Parish Priest, where necessary, on aspects of ministry and pastoral care.
2. Assist the Cathedral clergy and staff with the management of the Parish. This concerns the missionary (charitable), catechetical (teaching and formation) and social undertakings of the parish. Examples of current established events and activities run by the PPC can be found in the Appendix.
3. Support the capacity of the Parish to continue to function effectively in the temporary absence of a Parish Priest.
4. Ensure that all policies and procedures are adhered to, relevant to the Parish.
5. Respond to requests for action, assistance or information from Cathedral clergy, staff, parishioners, and external bodies.
6. Communicate its decisions, activities, and ideas to the Parish. This will be through the following means:
  - a. Ongoing physical approachability through a presence at various masses, and provision of regular updates via physical and electronic means of communication
  - b. The production of a formal Annual Update of activity to the parish.
7. Sustaining the means to communicate with parishioners effectively. This incorporates an open approach to new technological means of communication, as well as considering the varying access to technology amongst parishioners – ensuring outreach and accessibility is fair to all.

8. Be accountable to the Parish Priest for any monies used for its various activities, where this is necessary.

## **5. Membership**

Ideally, the PPC should consist of 10 members, with scope to increase to a maximum of 12 members should the need arise. All members should be baptised and confirmed Catholics who regularly attend mass at St. Marie's. Each PPC member is appointed for a 3-year period, which can be extended if necessary.

The PPC should aim to create a functioning council with representation from the widest possible variety of masses, age ranges, and communities within the Cathedral parish. The PPC should always have the designated officers of PPC Chair and PPC Secretary filled; beyond this the PPC should always aim to maintain a variety of interests and skillsets within its membership.

Potential PPC members can be recruited by other members, parishioners, or clergy, or they can register an interest in joining by contacting any PPC member. Prospective members should attend 6 meetings before declaring whether they wish to join the PPC. If they wish to join, they should have sponsorship from 2 parishioners outside of the PPC (see *Appendix 2*). In extreme cases, a prospective member joining the PPC may be vetoed by the Parish Priest, in his operation as PPC President. Provision of support from 2 parishioners also applies if PPC members wish to extend their period of service for another 3-year term (this should, however, not use the same parishioners who sponsored any original application).

In extreme circumstances, the PPC Chair and the Parish Priest have the authority to remove a member from the PPC. This should be a last resort after a period of detailed consultation, and any member this applies to has the right to formally appeal a decision.

## **6. Officers**

1. The Parish Priest shall be ex-officio President of the Council. He has a duty of pastoral guidance to the conduct of the PPC, and to PPC members. The President has the authority to veto any action proposed by the PPC if he sees fit.
2. The PPC should fill the role of PPC Chair. The responsibility of the Chair is to provide leadership during meetings, to take responsibility for the composition and development of the PPC, and to lead allocation of responsibilities where necessary. The Chair should serve for a period of 2 years (which can be extended). They can nominate themselves for service or may be nominated by others. A motion of nomination should be seconded prior to a vote by the whole PPC.
3. The PPC should fill the role of PPC Secretary. The PPC Secretary is responsible for the recording of accurate minutes, and the formation of formal PPC documents (agendas, minutes, the constitution, the Annual Update). The Secretary is responsible for organising meetings and writing

agendas based on the relevant topics to be discussed. The Secretary should serve for a period of 2 years (which can be extended). They can nominate themselves for service or may be nominated by others. A motion of nomination should be seconded prior to a vote by the whole PPC.

## **7. Meetings of the Council**

1. The Council must meet a minimum of six times a year, although may meet more often as determined by the Members. Where possible, meetings shall be in person although members phoning in is acceptable where circumstances dictate.
2. The Parish Priest or a delegated assistant priest must be available to attend Council meetings. Other PPC members may be absent for individual meetings; this include the Chair and Secretary though other members would be required to perform these duties in the absence of these officers.
3. PPC meetings are 'open meetings' and Parishioners may attend Council meetings as observers. However, any parishioner wishing to do so should notify the PPC Secretary in advance.
4. On occasion, certain parishioners or external partners may be invited to partake in PPC meetings, to provide their expertise and opinion on a matter which concerns them.
5. Notice of meetings shall be posted on the Cathedral bulletin in the week preceding a meeting. The minutes of all PPC meetings, once agreed by members, shall be published on the Cathedral noticeboard and website for the attention of parishioners, within 2 weeks of said meeting.
6. Reports on Council discussions and decisions may also be made at Sunday Masses, in consultation with the Parish Priest.
7. An attendance of at least 50 per cent of Council members shall constitute a quorum.
8. Decisions of the Council shall be arrived at by consensus where possible or otherwise by a two-thirds majority.
9. The Council may create working groups comprising council members and invited parties as and when it deems necessary. All working groups shall be accountable to the Council and report to it on a regular basis.

## **8. Amendments to the Constitution**

1. If a need to amend the Constitution is identified by the Council, a sub-group can be formed to make recommendations to be proposed and discussed at

- a PPC meeting. Any amendments must be proposed to the members of the parish (via physical and electronic media) for a period of at least 1 month for comment.
2. These can then be immediately adopted subject to a two-thirds majority vote.
  3. The PPC Constitution must also be approved by the Parish Priest as President of the PPC.

Ratified 06.02.2021

### ***Appendix 1***

The following constitute some examples of activities organised by the PPC, on a regular basis at the time of writing. These individual activities are not constitutional requirements but provide an idea of the nature of PPC work.

- a. The Grand Christmas Draw, to raise funds for the Cathedral and for charities supported by the parish
- b. The Lenten Talks: three addresses on Faith and Scripture to take place during Holy Week
- c. The annual Big Thank-You, to recognise the contribution of volunteers within the parish
- d. Guided Tours, School Tours, and educational activities for various (Catholic, other Christian and secular) schools within South Yorkshire
- e. The annual Heritage Open Day festival, aimed towards the wider Sheffield community and highlighting the historic significance of the Cathedral



**St. Marie's Parish Pastoral Council**

**Member Nomination Form**

We, the undersigned, being regular parishioners of St. Marie's Cathedral in Sheffield, hereby nominate the following person as a candidate for election to the Parish Pastoral Council of the Cathedral Church of St. Marie.

<p><b>Name of nominee.....</b> <b>(Please PRINT)</b></p>
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Proposer's signature.....

Proposer's full name.....

Secunder's signature.....

Secunder's full name.....