



St Agatha's Pastoral Council

**We are looking for new members for the
Parish Pastoral Council**

In this handout you have:

- **Recommendations for New Members Form**
- **Guidelines for our Parish Pastoral Council**

**Please complete the form before going home
and drop in the box provided at the
main door of the Church**

**The form is also available on our website to
download if you would to share this with family and
friends – www.clayfieldparish.org.au**

All nominations to be submitted by 15 August 2016

Information night - Monday 29 August 2016

Parish Pastoral Council

Recommendations for new Members

- You are invited to recommend as many parishioners as you wish.
 - You may nominate yourself .
 - Anyone who has served on the Parish Pastoral Council prior to 2014 is welcome to join again.
 - The number of times that any person is recommended will have no influence on the final membership of the Council.
 - There is no need for you to ask the person whom you wish to recommend, to accept.
 - Every person recommended will be invited to an Information Meeting at the end of which he/she will be asked to accept or decline nomination.
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I wish to recommend the following members of our parish as possible members of our Parish Pastoral Council.

Recommended Candidate

Name _____ Telephone (if known) _____

Email (if known) _____

I consider this person would bring to the Parish Pastoral Council the following qualities, talents and experience:

(optional)

Recommended Candidate

Name _____ Telephone (if known) _____

Email (if known) _____

I consider this person would bring to the Parish Pastoral Council the following qualities, talents and experience:

(optional)

Please drop the form in the box provided at the back of the Church
You may also scan and send to clayfield@bne.catholic.net.au
Subject heading 'PPC Nominations' or hand in to the Parish Office –
before 15 August 2016

Guidelines for our Pastoral Council

Role

Our Pastoral Council's role is to promote the Church's mission to live and communicate the love and values of Christ in the world around us.

Our Pastoral Council shares in the responsibility for the ongoing life and development of our parish community, working together with parishioners to provide support for their efforts to live as followers of Christ.

Our Parish Pastoral Council seeks to:

- Listen and respond to the hopes, ideas, needs and concerns of parishioners.
- Encourage and support the continuing good work of existing groups within our parish
- Provide opportunities for parishioners
 - to grow in their relationship with God and with each other
 - to support and encourage them in their continuing efforts to be a Christian influence in the wider community.
- Set short-term and long-term pastoral goals for our parish community within the framework of diocesan priorities.
- Contribute towards making parish decisions that reflect the values of the Gospel and the teachings of the Church.
- Provide support for our Pastor, working collaboratively with him and with each other.

Membership

There will be ten members consisting of our Pastor, and nine members chosen by parishioners. In addition, ex-officio members will include the Principal of the Parish School and a member of the Finance Committee.

The Council will have as broad a membership as possible, e.g. in terms of age, gender and ethnic origin.

Each parishioner is a representative of the whole parish community and not a representative of a specific parish group.

There will be a session of formation for all Council members prior to the first meeting of the newly chosen Council and after each changeover of membership.

Term of Office

The term of membership is two years. To facilitate continuity, it is anticipated that approximately half the Pastoral Council members will choose to continue for a second term. Anyone who serves consecutive terms will then stand down for at least one term.

New Members

All parishioners will be asked to recommend other parish members for possible nomination to the Council. Each person recommended will be invited either to a combined Information Meeting or to an individual meeting with a Pastoral Councillor, to receive current information about Pastoral Councils. At the conclusion of this meeting, participants will be asked to indicate whether they wish to accept or decline nomination.

If the number of acceptances of nomination is more than required, the membership will be finalised by either negotiation or a prayerful selection process.

Casual Vacancies

The Council may fill any casual vacancy by invitation.

Responsibilities of Members

In a spirit of prayerfulness each member of the Parish Pastoral Council will:

- Attend the regular meetings of the Parish Pastoral Council.
- Provide input to deliberations of the Council.
- Develop a spirit of enquiry and the ability to listen and understand the issues affecting the lives of parishioners.
- Provide prayerful support and encouragement for other members of the Parish Pastoral Council.
- Embrace opportunities for personal faith development and for gaining skills to assist with effective participation in the Council's operations.
- Represent the Parish Pastoral Council when required.
e.g. other parish meetings, deanery or diocesan meetings.

Office Bearers

The Parish Priest plus office-bearers will form the executive of the Pastoral Council. The office-bearers, chosen by the members, will be chairperson, deputy chairperson and secretary.

The role of the executive is to:

- Reflect on the effectiveness of each previous Council meeting.
- 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.

Meetings

There will be a minimum of ten monthly meetings of the Pastoral Council each year.

The agenda, incorporating input from all pastoral councillors, will be finalised by the executive at an agenda meeting. It will be circulated to members in advance of the meeting, together with the minutes of the previous meeting and any notes or other relevant material required.

Sub-Committees

Sub-committees (or short term task forces) may be set up for specific purposes for a definite duration. Usually, these groups will include at least one member of the Pastoral Council.

Consensus

The consensus approach will be used in the process of contributing towards the making of parish decisions, with each member offering input towards the final outcome. Majority voting, lobbying, competition and domination are to be avoided.

Communication with the Parish

The Pastoral Council will report to the parish community regularly. It will seek the input of parishioners through various means, e.g. parish consultations, focus meetings, conversations.

Review of Guidelines

These Pastoral Council Guidelines will be reviewed at the end of each Pastoral Council's term, or more frequently if the need arises.