

# **St Gregory Barbarigo**

130 Kelvindale Road

Glasgow G20 8DP

## **Constitution of the Parish Pastoral Council of Saint Gregory's**

### **1. Introduction**

St Gregory's Parish Pastoral Council is a representative body of Christ's faithful whose purpose is the promotion of the mission of the church in all its aspects in this parish.

The members of the Parish Pastoral Council will at all times work in close collaboration with the parish priest to advise him in matters pertaining to pastoral ministry.

This Constitution has been drawn up in accordance with the Diocesan Norms for Parish Pastoral Councils.

### **2. Function**

The function of the Parish Pastoral Council is to deal with the mission of the Church by establishing longer and shorter-term aims and objectives and to plan and programme the procedures and processes by which the pastoral work of the church is to be accomplished at St Gregory's.

### **3. Membership**

Membership is open to all members of the parish who are fully initiated Catholics, who worship at and are involved in the sacramental life of St Gregory's.

The following are ex-officio members of St Gregory's Parish Pastoral Council:

- The parish priest and all other priests and deacons in the parish.
- The religious sister who is a pastoral assistant.
- One representative from the Parish Liturgy Group.
- One representative from the Hall Committee.
- One representative from the Fabric and Finance group.
- One representative from the Union of Catholic Mothers.
- One representative from the Saint Vincent de Paul.
- One representative from the Ladies of Charity.
- One representative from RCIA.
- The five (5) geographical areas of the parish: Ruchill, Wyndford/Garrioch, Gairbraid/Maryhill, Kelvindale, Kirklee/Cleveden will each elect one (1) member to the Parish Pastoral Council.
- In addition, two (2) members will be elected to represent the interest of the young people of the parish.

- a) Membership of the Parish Pastoral Council comprises the priests and 15 Members, 8 of which are ex-officio and 7 elected.

- b) Nominations for elected member must receive the approval of the parish priest and be presented by two (2) fellow-parishioners.
- c) Those nominated will be fully initiated Catholics who accept their nomination and who, after standing for election, receive the largest numbers of votes cast. The vote will be conducted by secret ballot at a meeting of those entitled to vote.
- d) In initially setting up the Parish Pastoral Council half of the members will demit office after two years and be replaced by new members who will serve the normal term of 3 years. Those who demit will do so either by volunteering to resign membership or by a secret ballot involving all members of St Gregory's Parish Pastoral Council.
- e) It is up to the different groups and organisations of the parish to elect a representative to the Parish Pastoral Council.
- f) Term of office for members is 3 years in the first instance and may be available for re-election for a further term in special circumstances.

#### **4. Office Bearers and Duties**

The Office Bearers of St Gregory's Parish Pastoral Council shall consist of a Chair, Vice-Chair and Secretary.

- a) The members of the Parish Pastoral Council shall elect among them the Chair, Vice-Chair and Secretary.
- b) The parish priest or his delegate presides at meetings of the Parish Pastoral Council.
- c) Duties of the Officers include notification of meetings; drawing up agenda; moderate the conduct of the meeting and, at the discretion of the parish priest, appropriate and prudent communication with the wider parish.

#### **5. Frequency of Meetings**

St Gregory's Parish Pastoral Council will meet at least three times in a pastoral year and at other times if the Parish Priest deems it necessary. The pastoral year will run from Advent to Advent.

- a) A meeting near the beginning of the pastoral year will set the pastoral priorities, aims and objectives of the parish for the coming pastoral year.
- b) A meeting of the Parish Pastoral Council will be scheduled mid-way through the pastoral year to undertake an interim evaluation of the pastoral life of the parish in view of the aims and objectives that have been set for the year and to consider any issues that may require the attention of St Gregory's Parish Pastoral Council.
- c) A meeting towards the end of the pastoral year will evaluate the pastoral life of the parish during the past year and to plan for the following year.

#### **6. Attendance and Competence**

- a) Members of St Gregory's Parish Pastoral Council are expected to attend meetings in person.
- b) Absent ex-officio members are required to find a replacement from the parish body they represent.
- c) Elected members are required to submit apologies for non-attendance.
- d) The parish priest or his delegate must be present for the meeting to be competent.
- e) The Chair will moderate the conduct of the meetings of the Parish Pastoral Council.
- f) In the absence of the Chair, the Vice-Chair will stand in.
- g) In the absence of both, the parish priest will appoint someone to chair the meeting.
- h) A quorum is constituted by the parish priest and 1/3 of the members, including, at least two (2) of the elected members.

## **7. Minutes**

The minutes of each meeting will be published after the meeting subsequent to the one to which they apply and once the members of St Gregory's Parish Pastoral Council have approved them. The secretary will be responsible for taking minutes at every meeting and will submit the minutes for approval at the next meeting of the Parish Pastoral Council. A copy of the approved minutes will be sent to the Dean and copies be made available for the parishioners of St Gregory's.

## **8. Financial Report**

At least once a year the Parish Pastoral Council will receive a report on the state of the parish finances from the parish Finance and Fabric team.

## **9. Sub-Committees**

At the discretion of the parish priest, St Gregory's Parish Pastoral Council may set up sub-committees or working parties from time to time to look into particular matters affecting the pastoral life of the parish.

## **10. Alterations and Amendments**

A newly appointed Parish Priest will not alter the membership or constitutions of St Gregory's Parish Pastoral Council without the approval of the Archbishop for six (6) months after taking up his appointment. Before making or agreeing to any amendments, the parish priest will require the view of the whole of the parish pastoral council along with the approval of the Archbishop.

## **11. Initial and On-going Formation**

Since St Gregory's Parish Pastoral Council is established to assist the parish priest to exercise his ministry, its deliberations are to be informed by the word of God, the teaching of the Church and the directives of the Archbishop.

To ensure that it is capable of doing so adequately every meeting will begin with a time of prayer and reflection.

Every year from time to time, members of St Gregory's Parish Pastoral Council will be given opportunities to deepen their understanding of their role by periods of prayer, study and reflection, either as members of the Parish Pastoral Council or along with other members of the parish, deanery or diocesan community.

## **12. General Provision**

- a) Each member may vote personally or by proxy.
- b) In deliberations, discussion and voting, simple majority shall be followed.
- c) This Constitution will take effect upon approval by the Archbishop by attesting his signature below:

**Signed: (Parish Priest) Fr Joseph Mackle**

**Signed: (Dean) Fr Robert Hill**

**Approved by: (Arch bishop) Arch bishop Mario Conti**

**Date: (Signed) March 06, 2007**