

# ANNUNCIATION OF THE LORD PARISH

## PARISH PASTORAL COUNCIL

### CONSTITUTION

#### 1 NAME

- 1.1 This is the Constitution of the Parish Pastoral Council for the Church of the Annunciation of the Lord, in the Archdiocese of Ottawa.
- 1.2 Wherever the term “Council” or “PPC” is used in this Constitution, it shall mean the Parish Pastoral Council.
- 1.3 Wherever the term “Parish” is used in this Constitution, it shall mean Annunciation of the Lord Parish.
- 1.4 Wherever the title “Pastor” is used in this Constitution, it shall mean the priest appointed to administer the Parish.

#### 2 MISSION STATEMENT

- 2.1 As a Roman Catholic and apostolic community, we strive to Love God, Love Neighbor, and Make Disciples of all nations.

#### 3 PURPOSE AND OBJECTIVES OF THE PARISH PASTORAL COUNCIL

- 3.1 The Council is that basic leadership group, called from the Parish community, to share with the Pastor the building up of the body of Christ, and to be concerned with the overall welfare of the Parish family.
- 3.2 The PPC is a consultative body providing advice to the Pastor on all pastoral matters under the charge of the Pastor including, but not limited to, the planning and coordinating of overall policies and goals as they concern the missional role of the parish, the overall welfare of the parish family, and the advancement of the Church.
- 3.3 The PPC is concerned with all aspects of Parish life. It advises the pastor on establishing policies and goals, and the high level strategies to achieve these goals.
- 3.4 The PPC does not concern itself with the daily operations of the parish community. The implementation of PPC policies is entrusted to the Pastors, Parish Management Team, and the Parish Ministries.
- 3.5 The PPC shall encourage all parishioners to play an active role in the affairs of the parish by creating an inclusive and welcoming Parish environment, publicizing Parish activities, and encouraging active participation.
- 3.6 The PPC, acting as the representatives of all members of the parish, formulates policy advice equipping the Parish to:
  - proclaiming the Gospel and carrying forth the Good News to our neighbors by word and deed;

- building a welcoming, caring, and inclusive Christian community;
- working for the ongoing spiritual renewal of all members of the Parish community by articulating Stewardship policies for the Parish;
- discerning the spiritual and temporal needs, of the parish community, and encouraging parishioners to become involved in these areas;
- supporting those who work for a just society with other churches and organizations to create and support charitable works in Christ's name so all parishioners have the opportunity to serve their neighbor; and,
- encouraging and supporting Missionary Discipleship by encouraging all parishioners to seek out those who might return to practicing their faith in the parish community, and bring Christ's Gospel to those who do not know him

#### **4 ELIGIBILITY FOR MEMBERSHIP**

- 4.1 All fully initiated (i.e. Baptism, Confirmation, and Holy Eucharist) Roman Catholics over the age of 16 and registered in the Parish are eligible for membership on the PPC provided they are not in open conflict with the basic precepts of the church.

#### **5 COMPOSITION OF THE PPC**

- 5.1 The PPC shall consist of the Pastor and nine lay members of the Parish.
- 5.2 By virtue of their offices, other clergy and pastoral assistants assigned to the Parish by the Archdiocese of Ottawa are part of the composition of the PPC. However, the clergy and Pastoral assistants shall not exceed the number of elected members of the PPC. Clergy other than the Pastor and Pastoral assistants may participate in any discussion regarding Pastoral matters, but are considered ex officio members and therefore not permitted to vote on any issue.
- 5.3 No paid employee of the Parish, or members of an employee's immediate family can be an elected member of the PPC.
- 5.4 In addition to the above, the elected members of PPC, with the approval of the Pastor, may appoint an additional member as a youth representative who may be less than 16 years of age and who otherwise meet the qualification requirement for election to the PPC.
- 5.5 The Parish Finance Council shall name one of its members to be the PFC Liaison who will be, ex officio, a member of PPC.
- 5.6 While it is anticipated that PPC members may frequently be associated with particular ministries or committees, they will not represent those bodies, but rather the Parish as a whole.
- 5.7 If at any time during the term an elected member of the PPC cannot continue their duties, the Pastor upon the recommendation by the PPC may appoint a replacement member. The replacement member will serve temporarily until the next election.

## 6 **CONDITIONS OF SERVICE FOR MEMBERS OF THE PPC**

- 6.1 The term of office for an ordinary member shall be three years to a maximum of 6 years. After a break of not less than one year a person may again seek re-election.
- 6.2 The Pastor, upon recommendation by a two-thirds majority vote of the PPC, may remove a member
- if that member is unable to fulfill his/her responsibilities due to illness or a change in residence;
  - if that member has not attended three consecutive PPC meetings without a valid reason; or
  - for other reasons deemed by to merit such removal.
- 6.3 All members shall serve gratuitously. Compensation for legitimate expenses incurred by a member carrying out PPC business may be paid to the member, provided that valid receipts are submitted to the office, and the PPC Chair and/or Pastor approves the expenditures.

## 7 **NOMINATION AND ELECTION OF MEMBERS**

- 7.1 Elections will take place annually. Each year up to 3 of the nine lay members of the PPC shall complete their term of office. Priority will be given to electing new members to 3 year terms so as to balance an inflow of new people as well as maintaining a cadre of members with PPC experience. If required, an equal number of 2 year members and 1 year term members will be elected annually to meet the total membership to 9 as provided in Clause 5.1.
- 7.2 The PPC shall appoint a Nomination Committee consisting of the Pastor, one current member of the PPC, and one or two other parishioners who are not candidates for the PPC, at least seven weeks prior to the Annual General Meeting.
- 7.3 The Nomination Committee shall actively seek out candidates who are known to be of strong faith and exhibit leadership qualities. The Nomination Committee shall also accept nominations from parishioners. The Nomination Committee shall nominate at least enough eligible candidates (Section 3) to fill vacant positions.
- 7.4 The Nominating Committee shall advise any candidates who are ineligible, or who do not meet the stated criteria in this Constitution.
- 7.5 The Nominating Committee will also:
- establish procedures for the nomination of candidates;
  - ensure that notice of elections, and names of the final slate of candidates is publicized via the Sunday Bulletin and the Parish Website no less than 4 weeks in advance of the elections;
  - decide on electoral procedures and monitor the election process;
  - conduct the elections during the Annual General Meeting;
  - publish the names of successful candidates in the Parish bulletin and by any other means the PPC deems appropriate; and

- dissolve itself immediately after the completion of its tasks

## 8 ROLES WITHIN COUNCIL

### 8.1 The Pastor shall be President:

- The Pastor as the Archbishop's representative shall have the final decision on all matters brought before the PPC for consideration. He receives advice and feedback from the members of the Council. The Pastor consults with the council on all pastoral policy matters affecting the future direction of the Parish. Having listened to the consensus of the Council the Pastor ratifies such decisions unless otherwise in his view there is good cause not to do so.
- When the Pastor is unable to ratify a motion of recommendation of Council, he shall explain to the Council why he is unable to do so. If the Council, is unable to resolve the issue, the Pastor shall appeal to the Archbishop or his appointed delegate to help arbitrate a decision.

8.2 The PPC shall elect an Executive comprised of a Chair, Vice-Chair, and Secretary from among its lay members as the first order of business at its first meeting after the Annual General Meeting. All executive positions are for a one year term and will normally follow the progression outlined in 8.3. In exceptional circumstances the previous year's Executive, can be renewed for a second one-year term if the Pastor on recommendation of the PPC agrees it necessary.

#### 8.2.1 The Executive shall:

- in concert with the Pastor, prepare a three-year Parish Vision Plan to guide it's policy advisory role to the pastors, staff, ministries and committees of AOLP;
- annually initiate a Parish Survey as a whole or of the individual parish congregations;
- in June of each year, prepare a PPC Tactical Plan for the coming parish program cycle identifying the specific policies to be researched, developed and discerned for recommendation;
- in a timely manner, present the result of the above for review and discussion with the whole of PPC.

#### 8.2.2 The Chair is responsible for:

- preparing meeting agenda in consultation with the Pastor and other members of the PPC executive;
- chairing meetings;
- assisting the Pastor in providing leadership, support and encouragement to other members of the Council;
- in collaboration with the Pastor ensure that the spirit and intent of the Parish Constitution and diocesan guidelines are followed;
- participate in regional and diocesan meetings on behalf of the PPC.

8.2.3 The Vice-Chair shall assist the Chair with his/her duties, and temporarily assume these duties in his/her absence.

8.2.4 The Secretary shall attend to the physical arrangements for PPC meetings; record and maintain all minutes from meetings, records, and correspondence. The original of all digital and paper records shall be retained at the parish office by the Director of Management Services.

8.2.5 The Pastor in consultation with the PPC may determine other roles for its elected members.

8.3 In order to maintain the knowledge and skill of PPC roles and responsibilities, the normal progression of each member of the executive committee shall be as follows:

8.3.1 The Chair will have served as the vice-chair the previous year and will normally be completing the last year of her 3 year term commitment. The Chair will mentor the Vice-Chair in preparation to take on the role of Chair the following year;

8.3.2 The Vice-Chair will have served as Secretary the previous year and will have been mentored by the previous year's Chair and will normally be completing the second year of their 3 year term commitment;

8.3.3 The Secretary will have served a minimum on one year on a previous PPC and will normally be commencing a new 3 year term commitment. The Vice-Chair will mentor the Secretary during their term.

## 9 **MINISTRIES, COMMITTEES AND STAFF RELATIONS**

9.1 The PPC shall recommend policies and evaluate committees and ministries in accordance with the needs of the Parish. All Parish committees established by PPC are ultimately responsible to the Pastor, through the PPC, with the exception of the Parish Finance Council which is responsible directly to the Pastor. These committees are "action committees" established to work towards meeting the goals, objectives and policies approved by the Pastor.

9.1.2 Ad-hoc Committees, to be struck as needed, with defined terms of reference including purpose, makeup, reporting structure and term of operation.

- Nomination Committee, in accordance with Section 6.
- Such other committees as deemed necessary by the PPC.

9.1.3 It is the duty of the Chair of any Standing Committee, Ad-hoc Committee and the Director of Youth programs (for various youth ministries), Director of Volunteers (for all other ministries), Director of Stewardship, and other such staff persons as may be establish from time to time, to maintain an on-going liaison with PPC through:

- I. Policy analysis and policy recommendations affecting any programs assigned to them;
- II. Drafting ministry charters to inform the PPC and Parish members of their mission and goals, and job descriptions of coordinator or chair level positions prior to establishing such roles;
- III. Providing written quarterly reports regarding their functioning and accomplishments compared to planned outcomes while highlighting over and under achievements; and,
- IV. Annually preparing and recommending a 3-year Strategic Plan for their respective area of responsibility.

- 9.2 The PPC shall provide terms of reference for any committee responsible to it. The terms of reference shall limit the committee's role to reviewing and recommending policies on pastoral goals for the parish as distinct from management and implementation matters.
- 9.3 Each committee will have a chairperson appointed by the PPC after consultation with members of the committee. The term of office for the Chair will not exceed two years. The PPC may reappoint for an additional term if it deems necessary.

## 10 MEETINGS OF THE COUNCIL

- 10.1 The rules contained in the current edition of Robert's Rules of Order shall apply in all matters not covered in this constitution or other rules of procedure formally adopted by the Council.
- 10.2 PPC shall meet a minimum of 6 times during the year, not including the AGM.
- 10.3 A quorum must be present at the beginning of the meeting for the meeting to proceed. A quorum shall consist of five lay members, together with the Pastor. The PPC cannot meet in the absence of the Pastor as it exists to advise him. If he is not present the meeting is postponed.
- 10.4 Date, time and agenda of the next PPC meeting shall be publicized at least a week before the proposed meeting.
- 10.5 Minutes of all PPC meetings shall be accessible to parishioners at the parish offices within 48 hours of their approval by the PPC.
- 10.6 All meetings of the Council shall be open to parishioners, as observers, except where confidentiality or privacy of persons is involved. The meeting may be extended beyond published meeting hours, at the discretion of the President and the Chairperson together to deal with such matters and only such matters.
- 10.7 Parishioners who wish to address the PPC on any issue shall notify the Chair or the Secretary in writing at least five business days before the meeting. Time shall be allocated as soon as practical.
- 10.8 The Council seeks to reach a consensus on issues before it through a process of discernment through the following steps:
- 10.8.1 Once Council members have commented and debated the issue, and a motion in the required form as noted in clause 8.1 has been moved and seconded, a formal vote shall be taken and recorded.
- 10.8.2 When a formal vote is taken, a simple majority shall suffice, except when discussing a major policy or proposal that will require a two-thirds affirmative vote.
- 10.8.3 All lay members of the PPC, excluding ex-officio members, are entitled to vote.
- 10.8.4 The minutes of the meeting shall clearly record each of the above steps noting the outcome. A recorded vote can be requested by any elected member of the Council.
- 10.9 Following the vote of the lay members, the Pastor will indicate his ratification of the motion by simply indicating his decision of acceptance of the advice or by explaining why he is unable to accept the advice. The ratification or non-acceptance of the advice will be recorded in the minutes.
- 10.10 The Council shall establish other rules and procedures, as required, for its meetings.

## **11 AUTHORITY OF THE COUNCIL**

- 11.1 The role or authority of the Council is derived from the Archbishop as generally defined in the “Guidelines for the Development of Parish Pastoral Councils”, Archdiocese of Ottawa, November 2007, and as confirmed by the Archbishop with the approval of the Constitution.

## **12 RELATIONSHIP OF THE PPC TO THE PARISH FINANCE COUNCIL**

- 12.1 The Parish Finance Council, hereafter referred to as the PFC, is directly responsible to the Pastor, for policy advice for the temporal administration of the Parish (finances, supplies, properties, book keeping, budgeting). Since, however, the PPC is responsible for carrying out the Parish’s mission and establishing the over-all goals and priorities of the Parish, it is essential that there be a close collaboration between these two Parish governing bodies. This will be facilitated by the PPC Liaison person named by the PFC in clause 5.5. Similarly, the PPC will name a PFC Liaison person who shall be, ex officio, a member of PFC and who will be invited to all meeting of the PFC.
- 12.2 In the normal course of business, temporal matters shall be first dealt with by the PFC and brought to a recommendation on the temporal merits of the situation. Major temporal recommendations of the PFC that impact the missional role of the parish will be placed before the PPC for consideration, discernment and for recommendation of any pastoral policy implications for consideration by the pastor.
- 12.3 The PFC Liaison person shall advise the PPC in writing when there are major concerns regarding Parish finances or Parish facilities which might hinder the Parish from carrying out its planned missional Role.
- 12.4 In a similar way, the PPC shall always consult with the PFC before finalizing goals and priorities for the coming years to ensure that the planned financial resources will be available.

## **13 ANNUAL GENERAL MEETING OF THE PARISH**

- 13.1 The PPC, in conjunction with the PFC, shall arrange for an Annual General Meeting, hereafter referred to as the AGM, of the Parish to which every parishioner shall be invited. The AGM shall be publicized via the Sunday Bulletin and the Parish Website no less than 4 weeks in advance.
- 13.2 The quorum for the AGM shall be the number of parishioners in attendance after due notice is given.
- 13.3 The PPC Executive in consultation with the Pastor shall prepare an agenda for the AGM which shall be made available to the general membership 2 weeks before the AGM. The Chair of the PPC will act as chairperson for the AGM.
- 13.4 In general the agenda shall provide for the following business to be transacted:
- 13.4.1 The Pastor shall report on the progress of the Parish strategic plan, stewardship, and the overall management of the parish.

13.4.2 The Pastoral Council shall report its work for the year, and progress of any other work within its sphere such as policy initiatives as they affect the missional role of the parish and any planned initiatives for the coming year.

13.4.3 The Parish Finance Council shall report on the financial status and other temporal considerations facing the Parish and any major plans for the coming year.

13.3.4 Elections to the PPC and the PFC shall take place commencing with the Nominations Committee Report.

13.3.5 Parishioners shall be invited to raise any Parish issues of concern. Any major policy or procedural issues introduced at the AGM shall be referred to the relevant group for further consideration or a special group will be formed to address the matter. A report will be presented at the next AGM to inform the general membership of the status of such issues.

13.3.6 The rules contained in the current edition of Robert's Rules of Order shall apply in all matters not otherwise covered in this constitution shall also apply to the AGM.

## 14 **AMENDMENTS TO THE CONSTITUTION**

- 14.1 This Constitution may be amended at an AGM of the Parish by a two-thirds majority vote, provided that the proposed amendment has been published with the notice of the meeting.