

**St. Andrew the Apostle Church**  
**Sudbury, ON P3A 3V7**

**PARISH PASTORAL COUNCIL**

**CONSTITUTION**

May 25, 2018

## **MISSION STATEMENT**

Utmost and above all, the Mission of Christ should become ours. We as Children of God, the people of St. Andrew the Apostle, gather as the Body of Christ to enable St. Andrew the Apostle Parish to keep our focus on Christ. As such, it is characterized as a body in which many talents and abilities are placed at the disposal of God, the Parish, and the local community.

## **PARISH PASTORAL COUNCIL**

### **I. PURPOSE OF THE PARISH PASTORAL COUNCIL**

1. The primary role is to help the pastor in fulfilling his pastoral responsibilities towards the parish community entrusted to him, under the authority of the diocesan bishop (c. 519)
2. To create, inspire and demonstrate enthusiasm in matters relating to the faith growth of the Community of St. Andrew the Apostle Parish, hereinafter called "the Parish".
3. To promote the pastoral interests of the Parish and to make recommendations for its good stewardship and proper development.
4. To serve as an instrument whereby members of the Parish may make known their views and needs.
5. To provide leadership, direction, education, resources and encouragement in accordance with the constant and continuing goals of the Parish.

### **II. MAINSTAY OF THE PARISH PASTORAL COUNCIL**

6. The Parish Pastoral Council (hereafter referred to as PPC) is a consultative body in harmony with the Pastor/Administrator (hereafter referred to as Pastor), Diocesan guidelines ([dioceseofsaultstemarie.org/guidelines](http://dioceseofsaultstemarie.org/guidelines)) and Church laws.

7. It is the Pastor's duty, as the Bishop's representative, to define and explain those areas of actions that may infringe upon the higher authority within the Church.
8. Once a year, the Pastor will preside at the recognition of the members of the PPC, in accordance with the ritual found in the *Celebrations of Installation and Recognition*, National Liturgy Office of the CCCB, 2005, pp. 132-141.
9. If the PPC is unable to carry out its assigned duty for the benefit of the parish or if it seriously abuses its mandate, the Pastor, after consultation with the Bishop, may dissolve it, but he is obliged to reconstitute it within three months of the dissolution.
10. The members of the PPC cease to meet upon the death, transfer or removal of a Pastor. However, the Executive Committee is to oversee the completion of any ongoing pastoral activity in the interim. The new Pastor is to reconvene or reconstitute the PPC as expeditiously as possible.

### III. MEMBERSHIP OF THE PPC

#### *Eligibility*

11. Any person residing within the territory of the parish and all those who are registered in the Parish are eligible to be a member on the PPC, so long as the following criteria are met:
  - a. they are baptised according to the rites of the Roman Catholic Church or received into it;
  - b. they are in good standing with the community; and
  - c. they are faithful to the teachings of the Roman Catholic Church.

#### *Members of the PPC*

12. The Pastor is the President of the PPC.
13. Deacons, lay pastoral associates, and the Chairperson of the Finance Committee, or his/her representative, are "ex officio" members.

14. The number of members on the PPC is not to exceed 15.
15. There is to be a minimum of four (4) members from the Parish to be selected by Lottery, with staggered nominations.
16. One representative from the Catholic Women's Auxiliary (CWA) and one from the Knights of Columbus Centennial Council #6074 are to be appointed to the PPC.
17. Members of the Diocesan Order of Service can be appointed by the Pastor.
18. One youth representative must be appointed.
19. Male and female representation must be as far as possible proportionate.
20. The number of persons appointed by the Pastor is not to exceed 50%.

*Appointments*

21. The Chairperson of the PPC shall be selected by lottery from nominations from the church membership after the Pastor reviews the eligibility of each nominee and has contacted the nominees to ensure that their interest in the position. The lottery selection shall then take place during one of the weekend masses. The Chairperson's term is two years renewable once.
22. A maximum of three members of the Parish shall be selected by lottery during Mass after the Pastor reviews the eligibility of each nominee and contacts the nominees to ensure their interest in the position. These appointments will be effective for a two years term, renewable once.

*Other appointed positions*

23. The C.W.A. Representative is appointed by the C.W.A. membership.
24. The Knights of Columbus Representative is appointed by the Knights' Executive Committee.

*Vacancies*

25. A member's seat may become vacant during the year because of resignation, changing parishes and for a grave reason and after consultation by the pastor, with the Bishop's office. Removal from the PPC. In either of these cases, the Pastor, in consultation with the Executive Committee, will fill the vacant seat within two months of the vacancy.

IV. THE EXECUTIVE COMMITTEE

26. The Executive is composed of Chairperson, Vice Chairperson and Secretary. They shall assist the Pastor in his role as President of the PPC.
27. They help prepare an agenda with the Pastor to be given to all the participants by the secretary prior to the commencement of the PPC meeting.

*Role of Chairperson of the PPC*

28. In collaboration with the Pastor, the Chairperson shall oversee the activities of the PPC and direct discussions during the meetings of the PPC while remaining available to carry out other tasks required by the Pastor.

*Role of Vice Chairperson of the PPC*

29. The Vice Chairperson shall be selected by consensus by the members of the PPC. His/her terms of office is two years, renewable once.
30. The Vice Chairperson shall assists the Chairperson in his or her functions and direct and moderate discussions during the meetings of the PPC in the absence of the Chairperson.

*Secretary*

31. A Secretary shall be selected by consensus of the members of the PPC. His/her term of office is for two years, renewable once.

32. The Secretary shall: record the minutes of each meeting; prepare and circulate minutes of meetings; coordinate any menu items for the meeting; notify PPC members of meetings by giving them at least one week's notice either by email or by bulletin; provide written convocation to meetings, along with the necessary information pertaining to such meetings; and record in writing the minutes of the meetings and submit them to the Pastor for review before dispersal of minutes to the PPC.

#### V) MEETING OF THE PPC

33. A meeting of the PPC can only be convened by the Pastor. The PPC cannot be legitimately convoked by the members themselves, nor meet without the presence of the Pastor.
34. The pastor in collaboration of the Executive committee of the PPC shall determine the issues and questions to be discussed.
35. The PPC may establish an ad-hoc committee to run certain activities, to research and debate certain questions and to give their advice to the members of the PPC.
36. Some of the key areas of mission and ministry to be discussed are:
  - a. Liturgy and Worship
  - b. Evangelization and Discipleship
  - c. Community
  - d. The Apostolate
  - e. Vocations
37. The PPC will meet a minimum of four (4) times a year but may meet more often at the discretion of the Pastor.
38. PPC meetings should not exceed 2 hours in length.
39. There must be a simple quorum (50% plus 1) of PPC members for a meeting to be held.
40. In providing recommendations or rendering decisions, the PPC is to function through group consensus.

## VI) DECISIONS OF THE PPC

41. While the PPC is a consultative body, its decisions and recommendations bear considerable weight. Pastors are to adhere to the decisions or recommendations of the PPC unless there is a serious reason for him to do so otherwise. In such cases, he is required to make known the basis for his decision to the members of the PPC.
42. The Pastor is solely responsible for promulgating decisions of the Parish Pastoral Council.
43. An Annual meeting of the whole Parish should take place to present to the Parish, a PPC report outlining its goals, current priorities and programs.

## VII) CONFLICT RESOLUTION

44. During the course of Pastoral ministry, problems, misunderstandings and other frustrations may arise between members of the PPC. Such conflicts have the potential to derail its mission and activity. PPC members have an obligation to follow the following procedure to resolve or clarify their concerns.

### *Step 1: Discussion with the person involved*

When a conflict does arise, the first step is to discuss your concerns directly with the person involved. If one or both parties are unwilling to do so, or after discussing the issue or issues, it remains unresolved, you may proceed to step 2.

### *Step 2: Raising your concerns with the Pastor*

The next step in resolving conflict is to raise your concerns with the Pastor. If the conflict directly involves the Pastor, then you may approach chairperson or vice chairperson instead. Whoever is approached, he/she is obliged to schedule a time to meet and discuss the issue, and provide suggestions for how it may be resolved. If this fails to resolve the conflict, you may proceed to step 3.

Step 3: Contact the Chancellor.

If the attempts at resolution outlined in steps 1-2 fail to resolve the conflict to the mutual satisfaction of the parties involved, then those involved may wish to consult with the Chancellor. They will gather further information from the involved parties and attempt to mediate a solution. Following the completion of this process, the issue is considered settled and is not subject to further consideration.

All reports to diocesan pastoral staff must be made in good faith. Because problems are best resolved on an individual basis, the Chancellor will enquire if the above conflict resolution procedure have been followed before he becomes involved.

VIII) AMENDMENTS & BY LAWS

45. This Constitution is a guide for proper functioning of the Parish Pastoral Council. Any Constitutional changes must be made by consensus from the membership of the council and approved by the pastor and the chancery office of the diocese.

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**Let us pray**

Ever-living God, you have chosen us to be your beloved people,  
and have gathered us to live in this parish of  
**St. Andrew the Apostle**  
to proclaim the Gospel of Christ to all people  
and to love and serve you in word, worship, and work.

Bestow upon us your blessings  
and let our deliberations be pleasing to you.

May your Spirit enlighten our minds and guide our actions  
that we may be renewed in faith, united in love,  
and bring to fulfillment the work of your Church  
for your honour and glory  
and for the benefit of all your people.  
Blessed are you Lord God, for ever and ever.