



**St. Kevin's
Catholic Parish**
HAMPTON PARK

ST KEVIN'S CATHOLIC CHURCH

HAMPTON PARK

PARISH PASTORAL COUNCIL (HAMPTON PARK)

Guidelines

AS FURTHER AMENDED AT THE

PARISH PASTORAL COUNCIL MEETING OF 13TH

FEBURARY 2025 WITH EFFECT FROM

MARCH 2025

CONTENTS

<u>1. ROLE AND FUNCTION</u>	<u>Page 3</u>
------------------------------------	----------------------

<u>2. OBJECTIVES</u>	<u>Page 3</u>
-----------------------------	----------------------

<u>3. COUNCIL MEMBERSHIP</u>	<u>Page 5</u>
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<u>4. ELECTION OF THE COUNCIL AND PROCESS OF ELECTION</u>	<u>Page 5</u>
--	----------------------

<u>5. ENTITLEMENT TO MOVE ACROSS TO ANOTHER CLUSTER/COMMUNITY</u>	<u>Page 7</u>
--	----------------------

<u>6. COUNCIL MEETINGS</u>	<u>Page 7</u>
-----------------------------------	----------------------

<u>7. CHANGES TO THE STATUTES</u>	<u>Page 8</u>
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<u>8. ADDENDUM: ST. KEVIN'S CATHOLIC CHURCH</u>	<u>Page 9</u>
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ATTACHMENT 1. CODE OF CONDUCT

ATTACHMENT 2. POSITION DESCRIPTION

INTRODUCTION

1. ROLE AND FUNCTION

- 1.1 The Parish Pastoral Council is a representative body of the whole Parish, priests, religious and laity working together to form a Christian community which seeks out and responds to the spiritual and material needs of all God's people.
- 1.2 The Parish Pastoral Council, acting as a consultative body, should be truly pastoral and reflective of the Church's mission by living and communicating the love and values of Christ in our world. The Parish Pastoral Council will also share in the responsibility for the ongoing life and development of the faith community, working together with parishioners to provide support in their efforts to live as followers of Christ.
- 1.3 The Parish Pastoral Council will initiate processes of pastoral planning to:
 - i. develop a vision and culture for the parish.
 - ii. plan appropriate goals and objectives for the spiritual, liturgical and pastoral life of the parish.
 - iii. ensure regular evaluation of the parish's attempts to achieve these goals.
- 1.4 The Council will be known as Parish Pastoral Council **(PPC)**.
- 1.5 The Council will be divided into **Four Quadrants**. **Each Quadrant** will have a **minimum of two (2) representatives**. Each quadrant will consist of multiple Clusters with Representatives for each cluster. Each representative will be tasked with objectives in fulfilling the vision of the Parish.

2. OBJECTIVES

Overarching context of the Parish Pastoral Council objectives is based on the two following excerpts written by Pope Francis in *Evangelii Gaudium*.

"The Joy of the Gospel fills the hearts and lives of all who encounter Jesus. Those who accept his offer of salvation are set free from sin, sorrow, inner emptiness and loneliness. With Christ, joy is constantly born anew. In this Exhortation I wish to encourage the

Christian faithful to embark upon a new chapter of evangelization marked by this joy, while pointing out new paths for the Church's journey in years to come."

"I dream of a 'missionary option', that is, a missionary impulse capable of transforming everything, so that the Church's customs, ways of doing things, times and schedules, language and structures can be suitably channelled for the evangelization of today's world rather than for her self-preservation."

2.1 The objectives of the Pastoral Council include the following:

- i. To encourage the people of the parish to become more aware of the gifts they have, to build the church community and to provide opportunities for these gifts to be used.
- ii. To develop the Faith life of the parish in proclaiming the Word of God, serving the people and celebrating liturgy in Catholic formation.
- iii. To enable people to engage and connect in the parish to relate better with each other in a Catholic community.
- iv. St. Kevin's and St. Francis de Sales Catholic Primary Schools are an integral part of the parish community. The Parish Pastoral Council is committed to supporting their mission of Catholic education. The Parish Pastoral Council works in partnership with the schools to strengthen the relationship between parish and school life.
- v. The Parish Pastoral Council provides a forum for discussion and discernment, where the parish voice and perspective are available to inform and support the decisions made by the parish priest for the good of the parish.
- vi. The Parish Pastoral Council itself is to be a witness to the parish community in its style of relating, praying and working together.
- vii. To assess and evaluate the workings of the parish groups and to also provide and initiate new services where needed.
- viii. **Consultative Body** - The Parish Pastoral Council serves as a consultative body to the Parish Priest, helping to develop a Mission Statement that reflects the parish's identity and mission. Ultimately, having consulted extensively with the PPC members, the Parish Priest will be the sole decision maker in all matters.

- ix. **Best Practice-** Recommended best practices include regular meetings, clear communication and collaboration with other parish ministries to foster a cohesive society.

3. COUNCIL MEMBERSHIP

The Parish Pastoral Council will consist of:

- i. Parish Priest, Assistant Parish Priest, a Deacon (if any), other clergy, the principals of the two primary schools associated with the Parish and the Deanery Representative. These representatives will serve as ex-officio members on the PPC.
- ii. The Council will be divided into a Quadrant structure with each Quadrant having at least **one (1) representative elected by the parishioners and one (1) representative nominated by the Parish Priest** in consultation with the PPC.
- iii. There should be **two (2) representatives from the Leadership Team** of each group i.e. the youth/young adults of the Parish. One (1) representative elected and one (1) nominated by the Parish Priest in consultation with the PPC.
- iv. Every effort should be made to ensure that the many Diverse communities of the Parish are represented.

4. ELECTION OF THE COUNCIL AND PROCESS OF ELECTION

- 4.1 Expressions of Interest will be called for. A Nomination Form and Position Description describing the duties and responsibilities of the candidate will be available on the parish website and parish office. A process of discernment will follow with the Parish Priest.

A process of Discernment

The process of nomination and appointment is one of discernment, where interested persons are involved in a discernment process with the parish priest who will assist potential new committee members to understand:

- **the mission and vision of PPC and the parish**
- **the roles, responsibilities and processes of the PPC**
- **the potential committee members involvement with the Parish.**

This discernment process commences when expressions of interest are sought for from potential new committee members wishing to participate in the election. This

begins with the provision of an information pack to those interested in nominating for a committee position.

This process moves to the next phase where the potential nominee meets with the Parish Priest or their representative to discuss the role and expectations from the potential committee member about fulfilling that role.

- i. Following the Process of Discernment, the Nomination form is to be completed and signed by two persons nominating a candidate in addition to the candidate's signature.
 - ii. The completed nomination forms must be handed in to the Parish Office within the dates specified via Parish announcements or inserts in the Parish Bulletin.
 - iii. If more than one nomination has been received for a particular role in a Quadrant, an election will be held for that position.
 - iv. Where there is only one nomination, it will not be necessary for an election to be held for that position. This will be announced in the Parish Bulletin.
- 4.2 **Suggested Timeline for Elections** - Over (2) two weekends as advertised in the Parish bulletin/Parish website. In the 3rd weekend, announcement of the nominees will be made to the Parish via the bulletin/website.
- 4.3 If there are no nominees for the roles in the PPC during this period, the Parish Priest will seek advice and nominate a candidate.
- 4.4 The Chairperson and Vice Chairperson are elected by the members within the PPC.
- 4.5 Elections will be conducted in the month of **October**. The elected Representative will serve a period of **(2) two years**. The **Nominated Representative will serve for a period of (3) three years**. This ensures continuity of membership within the PPC.
- 4.6 Parishioners who are active members of the Church community and have reached the age of 18 years are eligible for election.
- 4.7 **PPC elected members will serve for a period of two years. A member may be re-elected as per the usual procedures, provided they have not served for more than two consecutive terms.**
- 4.8 **On completion of two terms (4 years) of service a retiring member may be eligible for re-election after 2 years.**

- 4.9 Any member of the Council may resign by giving written notice to the Chairperson. The notice will become effective once submitted.
- 4.10 **On appointment of a new Parish Priest and at their written request**, the PPC will be dissolved. The new Parish Priest will conduct new elections for the PPC.

5. MEMBER ENTITLEMENT TO MOVE ACROSS TO ANOTHER CLUSTER/COMMUNITY

- 5.1 Prior to the announcement to the parish community of the forthcoming election process, current members may elect to move from their current cluster/community to represent another cluster/community. This request is to be made directly to the Chairperson who will then discern with the Parish Priest regarding the change suitability.
- 5.2 On approval of the request to another Cluster/Community, the member's length of service in the new role **will not automatically** gain an extension of service. Prior service is considered for tenure in the new role.

6. COUNCIL MEETINGS

- 6.1 The Parish Priest is the ex-officio President of the Council.
- 6.2 In the absence of the Chairperson and Vice Chairperson at the PPC meeting, the Parish Priest will nominate a member to act on their behalf. The Parish Priest can also chair the meeting.
- 6.3 The PPC will meet once a month, the first meeting commences in February and concludes in November in a calendar year. A social gathering meeting will be held in **July of that calendar year**.
- 6.4 For decisions to be made, a "quorum" is required which consists of a minimum of (5) five PPC members, not including the Ex-officio. Discussions can be held but decisions made only when the parish priest is present.
- 6.5 Each Council meeting will last no longer than one hour unless most of the Council agrees to an extension of time. Cluster reports should be submitted in advance of the meeting to prevent over-running time.
- 6.6 Minutes of the Meeting will be taken and sent to members as a draft within two (2) weeks of the meeting and be ratified at the next meeting of the PPC.

- 6.7 The meeting should employ a consensus approach for the decision-making process but will have the provision for any member to abstain from the voting process. This will be recorded in the minutes of the meeting.
- 6.8 Summary of any discussions held in the PPC meetings will be made available via the parish bulletin/parish website as soon as practicable. Completed Minutes are printed and placed in the church foyer.
- 6.9 Summary of discussions in the suggestion box pertaining to the faith life of the parish will be taken into consideration at our PPC meeting and will be made available to the Parishioners via a printout kept in the parish foyer.
- 6.10 Any member of the PPC who, is absent from **(3) three successive meetings in a calendar year, are required to consult with the Parish Priest.**

7. CHANGES TO THE STATUTES

- 7.1 The Statutes of the Pastoral Council can only be changed at a meeting of the PPC. This information will be reflected in the parish bulletin/parish website for feedback from parishioners.

ADDENDUM: ST. KEVIN'S CATHOLIC CHURCH

The people of Church must find a sense of spirituality which can offer healing and liberation and fill them with life and peace, whilst at the same time engage them to fraternal communion and missionary fruitfulness. We give glory to God through our culture and values and teachings of Christ and St. Kevin's Catholic Church.

PEACE WITH PRAYER

"Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God, And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus"
Philippians 4:6-7.

EVANGELISATION

"And Jesus came and said to them, "All authority in heaven and on earth has been given to me. 19 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."

ACCOUNTABILITY

"And the king will answer them, 'Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.'" Matthew 25:40

CHANGE

"Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God—what is good and acceptable and perfect."
Romans 12:2

ENCOURAGE

"For this reason, I remind you to rekindle the gift of God that is within you through the laying on of my hands; 7 for God did not give us a spirit of cowardice, but rather a spirit of power and of love and of self-discipline." 2 Timothy 1:6-7