



The Constitution of the Parish Pastoral Forum

Aims

The primary mission of the Parish Pastoral Forum (PPF) is to collaborate with the parish priest in planning the spiritual, pastoral and temporal needs of the parish, in short, to Evangelise. It takes account of the teaching of the Church, the 'Working Together to Evangelise of Diocese' document (Advent 2017) and the reflections of the members of the parish community in light of the Gospel.

The Parish Pastoral Forum will assist the Parish Priest by:

- Discerning the spiritual, pastoral and temporal needs of the parish community and involving the whole parish in response to these needs;
- Supporting parishioners in understanding and living their baptismal call as followers of Christ to grow in holiness;
- Providing accountable structures that will bring together the spiritual, pastoral and temporal needs of the parish with the talents of parishioners and the resources in the parish.

The Parish Pastoral Forum's task is to study those matters brought to its attention, reflect on them thoroughly, discern their true nature, review and evaluate them drawing sound conclusions. The Council will then take appropriate action in consultation with the Parish Priest.

Outline

1. The Forum shall be called St Edward the Confessor Catholic Church Parish Pastoral Forum.
2. The Parish Pastoral Forum is a group of twelve people, which strives to be representative of the parish community as a whole.
3. The Parish Pastoral Forum shall ordinarily meet four times a year; June, September, December, March. The June meeting will be the AGM, open to all parishioners.

Roles

4. The Parish Priest shall be President of the Forum.
5. From the inaugural AGM of the Parish Pastoral Forum, the Chairperson and Vice-Chairperson will be appointed by the Parish Priest to serve for the first three years in order to ensure the continuity of the PPC during a time of unprecedented change in the Diocese. The Parish Priest may, however, remove/replace either of these personnel at his discretion. After this period, the Parish Priest will then review this arrangement.

Membership

6. The membership will be comprised of the following positions, drawn from the groups involved in three strands of parish life, together with general parishioner representatives:
 - i. Parish Priest
 - ii. Spiritual rep: Liturgy (appointed by the Parish Priest)
 - iii. Spiritual rep: Sacramental (appointed by the Parish Priest)
 - iv. Pastoral rep: St. Peter's Senior staff member/Governor (appointed by the Chair of Governors)
 - v. Pastoral rep: St. Peter's PA (appointed by the PA Committee)

- vi. Pastoral rep: Steward of the Gospel (appointed by the Parish Priest)
- vii. Charities rep: (appointed by the Parish Priest)
- viii. Temporal rep: Finance (appointed by the Parish Priest)
- ix. Temporal rep: Premises (appointed by the Parish Priest)
- x. Parishioner rep (appointed by the Parish Priest from the parish community nominations)
- xi. Parishioner rep (appointed by the Parish Priest from the parish community nominations)
- xii. Parishioner rep (appointed by the Parish Priest from the parish community nominations)

An additional person is appointed as secretary to the PPF by the Parish Priest, in a non-voting capacity.

7. The term for membership of the Parish Pastoral Forum shall be a maximum of three years. Members can be re-appointed for a second term (a maximum of three years). After a second term the member must have a break of at least one year before being eligible for re-appointment.

8. If the Chairperson or Vice-Chairperson resigns before the end of their term of appointment then a permanent replacement will be appointed by the Parish Priest. If the Chairperson and Vice-Chairperson cannot attend a meeting they will try to rearrange the meeting. If not practical, the Parish Priest will Chair the meeting.

9. Members failing to attend three consecutive meetings where apologies are not given or accepted shall be deemed to have resigned.

10. Aside from the first three years, there will be an annual process to nominate three new Parish Members. Advance notice of the need to find new members will be published in the parish newsletter and appropriate documentation and nomination forms made available to parishioners. All members of the Parish and worshipping community over 16 years old will be eligible to be nominated. New members will be selected from those nominated, by the Parish Priest, the Chairperson and Vice-Chairperson, according to item 2 above.

11. The Parish Priest in conjunction with the Chairperson and Vice-Chairperson may invite additional members from the parish community and/or Diocese to attend the Parish Pastoral Forum because of their experience and/or expertise.

12. The normal schedule of meetings shall be agreed annually. The Parish Priest, the Chairperson and Secretary of the Parish Pastoral Forum are responsible for convening meetings, compiling the agenda and ensuring a time of prayerful reflection and of spiritual enrichment at each meeting. All members may contribute items to the agenda. AOB's should be submitted to the Chair in writing seven working days in advance of the meeting to be considered for discussion.

13. Under normal circumstances a quorum for a Parish Pastoral Forum meeting shall be seven members.

14. Decisions of the Parish Pastoral Forum on any issue shall be arrived at through discerning the pastoral and spiritual needs of the parish through the Holy Spirit and by consensus.

15. The Parish Priest may convene and chair an extraordinary Parish Pastoral Council meeting as necessary.

16. This Foundation Document was initially approved by the Council on 12th September 2018 ;it will be reviewed and appropriately amended on an annual basis.

Defined Responsibilities

These responsibilities shall be read and interpreted within the context of the previous sections.

Chairperson

The primary duties of the Chairperson are as follows:

- Chair the Parish Pastoral Forum meetings;
- Assist the Parish Priest in preparing the agenda for meetings;
- Support the Secretary in compiling the minutes of meetings;
- Ensure that meetings are conducted in an orderly manner;
- Ensure that the agenda is adhered to and that all members are encouraged to contribute to discussions;
- Invite one of the members to prepare an opening prayer for each meeting.
- Be co-responsible with the Parish Priest and Vice Chairperson for appointing new members according to item 2 above.

Vice-Chairperson

The primary duty of the Vice-Chairperson is to support the Chairperson in their role, and act as Chairperson in their absence.

Members

The primary duties of Members of the PPF are as follows:

- Actively listen to the needs and concerns of parishioners;
- Attend Forum meetings and contribute fully to discussions and the process of discernment;
- Be proactive in promoting the objectives and work of the Forum;
- Participate in the life and worship of the parish;
- Carry out tasks assigned or volunteered and feedback as appropriate;
- Take ownership and responsibility for tasks/actively participating in working parties in between meetings;
- Prepare and lead prayers and take part in spiritual enrichment at Forum meetings;
- Suggest items for the agenda.

Secretary

The primary duties of the Secretary are as follows:

- On behalf of the Parish Priest and Chairperson, distribute the agenda for Parish Pastoral Forum meetings to all members at least one week prior to the meeting;
- Minute the proceedings of meetings and circulate to members, and make available to the parish, subsequent to their approval;
- Maintain a record of the dates and terms of appointments to the PPF and roles thereon; and
- To publicise and oversee the nomination process before the AGM of the Forum each year (in June) for new members to join the Forum from the following September when appropriate.
