Guidelines of the
St. Mary Parish Pastoral Council

A. Purpose

The Parish Pastoral Council (PPC) is a group of St. Mary parishioners that serve as an advisory body to the Pastor and for the parish of St. Mary, Beausejour, Manitoba for the spiritual renewal and growth of our parish in keeping with the teaching of our Catholic Faith.

B. Vision

Help us to become flames of faith, hope and love in our families, in our communities and in our work places. May our community serve as a place of hope and healing, a place of worship and spiritual growth; a place of nourishment and support. May we be welcoming of all who walk through our doors.

C. Mandate

Keeping the parishioner's interests, intents and the Catholic Faith teachings as the primary focuses, the PPC will work in cooperation with all those associated with St. Mary Parish in the following ways:

A. Represent the whole parish, not in a legal or democratic sense, but in their ability to attend to the pastoral realities and needs of the whole parish.
B. As an advisory body to the Pastor presenting parishioner concerns and perspectives on issues relating to the pastoral needs of St. Mary Parish

D. Responsibilities

The role and responsibilities of the PPC may include but are not limited to the following:

A. To assist and advise the pastor so he can better carry out his responsibility for the life and mission of the parish;
B. To research, reflect, plan, implement and evaluate, with the support of the Pastor, regarding the pastoral needs of the Parish including but not limited to the following:
    - Liturgy
    - Catechism
    - Ministry of Care & Outreach
    - Communications
    - Youth Ministry
    - Fellowship
    - Adult Faith Formation
    - Evangelization
C. To call forth fuller participation of the whole parish community in the pastoral mission of the parish;
D. To encourage spiritual growth and leadership formation of parishioners.
E. To attend or ensure that someone from the PPC attends presentations, meetings or workshops that deal with PPCs, and shares the information received;

F. To remain informed of pastoral priorities proposed by the Archdiocese and other committees at the level of the Archdiocese and the region;
G. To participate in programming reviews and to receive feedback on actions taken.
H. To establish and promote communication amongst the PPC, the Pastor, Parishioners, the St. Boniface Archdiocese and the community at large.
I. To be accountable to the parishioners and Pastor and St. Boniface Archdiocese of the activities, expenditures, and recommendations of the PPC.
J. To decide on and publish procedures for conducting meetings, making decisions, bringing recommendations forward and reviewing information.

All decisions of the PCC are made through consensus building; except those to amend the constitution, for internal elections or other technical aspects in which a proposal is required. In these cases, a majority vote is required.

The Pastor may accept or reject recommendations but with few exceptions, generally approves them. If a recommendation is rejected a thorough explanation is required.

E. Membership

A. Qualifications of a St. Mary PPC member:
   i. is a practicing Catholic in the St. Mary Parish;
   ii. understands the purpose of a PPC and its function;
   iii. is committed to the mission of the whole parish, not just a particular group or interest;
   iv. works well with others;
   v. has good communication skills
B. Every effort will be made for the PPC to be representative of the diversity of the parish such as age, gender, ethnicity, education;
C. The PPC shall have a minimum of nine and a maximum of twelve elected members.

F. Membership Selection Procedures

A. The PPC will be selected at an annual general meeting of parishioners to be held in May of each year jointly with the Financial Committee
B. Positions will be filled by those parishioners, in attendance at the annual general meeting or by proxy if unable to attend, who have expressed an interest in assuming a PPC position. This process will be overseen and ratified by all of those in attendance at the meeting.

G. Term of Office

A. The PPC shall have a minimum of nine and maximum of twelve voting members.
B. Executive positions and Council Members are three-year terms, with terms staggered so that, 1/3 of the council (3-4 members) is renewed each year.
C. Individuals are to serve only two consecutive 3-year terms on council, where possible.

D. In the event that the minimum number of members is not filled at the Annual General Meeting (AGM), Council members who have served the maximum term, defined in section above will be permitted to run for a Council position for an additional year.

E. A year as defined by this constitution will be from one AGM to the next annual general meeting.
F. Where an executive member vacates his/her position mid-term, the Council will fill the position from within the existing Council membership using the selection process.
G. Where a Council member vacates his/her position in mid-term every effort will be made to refill that position through a selection process from parishioners.
H. Council members are defined as non-executive voting members.

H. Executive Committee

A. The Executive Committee is made up of the
    i. President of the PPC – Pastor
    ii. Chairperson
    iii. Vice-Chairperson
    iv. Secretary
B. Chairperson, Vice-Chairperson and Secretary are selected by the members of the Council by majority vote.
C. Their task is to prepare for and facilitate PPC meetings and to maintain a close relationship with parish and Archdiocesan groups.
D. Duties:
    i. Pastor:
        a. Responsible for the pastoral mission of the parish
        b. Works in co-responsibility with the PCC and other members of the parish and therefore solicits the opinions and active collaboration of the PPC
        c. The Pastor may accept or reject the recommendations but with few exceptions, he generally approves them. If he rejects a recommendation, a thorough explanation is required.
    ii. The Chairperson:
        a. Responsible for overseeing the PPC and working with the various committees to achieve the vision and mandate of the PCC
        b. Works with the Pastor to prepare the agenda for council meetings;
        c. Presides over the meetings of the PPC;
        d. Facilitates meetings in a manner that allows for open dialogue and full participation to achieve consensus among council members;
        e. Attends or ensures that someone from the PPC attends the Diocesan Pastoral Council (DPC) meetings twice a year.
    iii. The Vice-chairperson:
        a. Assumes the duties of the chairperson when he/she is absent;
        b. Attends the DPC meeting twice a year.
    iv. The Secretary:
        a. Prepares material for meetings;

b. Responsible for maintaining accurate records of all regular, executive and annual general meetings, to be compiled annually.
c. Maintains a file of incoming and outgoing correspondence related to the business of the Council.
d. Maintains a list of all current PPC members, with respect to the date they joined Council and stepped down from Council, so that Terms of Office can be confirmed.
e. Approved minutes of the PPC meetings will be made available to upon request by St. Mary parishioners.

I. Committee Coordinators

A. Standing sub-committee with specific documented mandates can be established at the discretion of the PPC;
B. The Chairperson of the PPC shall be an ex officio member of each sub-committee;
C. A sub-committee may be comprised of regular voting members of the PPC, members at large and/or parishioners.
D. Duties:
   i. Call meetings as required.
   ii. Establish the agenda and preside at all meetings.
   iii. Report back to the PPC on a regular basis.

J. Council Members

A. Actively participate on the PCC and on sub-committees

K. Members-At-Large

A. All parishioners are welcome to attend PPC meeting as a non-voting member

L. Relationships with Other Parish and Diocesan Groups

A. The Parish Finance Council has distinct responsibilities from those of the PPC and functions independently of it. However, the two bodies need to work together closely and develop clear mechanisms for regular communication, such as:
   a. exchange of minutes of meetings;
   b. have members who serve on both bodies or have a representative of one attend the meeting of the other;
   c. have a joint meeting at least once a year;
   d. prepare an annual parish budget with input from the PPC specifically the portion of the budget which pertains to pastoral activities.

B. Parish groups or organizations: Good communication between the PPC and all other parish groups is essential. If council members are associated with another parish group (Knights of Columbus, Catholic Womens League, Catechism program, Adult Faith Formation Group, etc.), they should understand they do not represent that group on the council, but rather the interests of the whole parish.

C. The Archdiocese: A PPC needs to keep informed of pastoral priorities proposed by the diocesan Church. It should maintain active representation and good two-way communication with the Archdiocese and other committees at the level of the Archdiocese, the deanery, and the region.

M. Meetings

A. The PPC will meet on a monthly basis with the exception of the summer months with additional meetings scheduled by the Council as needed.
B. All meeting of the PPC will be open to all parishioners
C. Only Council members may vote at monthly meetings.
D. All decisions are made through concensus building
E. All parishioners in attendance at the annual general meeting have voting privileges

N. Finances

A. Funds required by the PPC are requested through the Finance Council or may be acquired by means of initiatives of the PPC.
B. PPC approval must be obtained prior to purchases being made or expenditures arising on behalf of PPC.

O. Decisions, Motions and Amendments

A. PPC decisions shall be made by consensus, however a quorum of 50% of members plus one (1) must be met for the decision to be valid.
B. To amend the constitution, for internal elections or other technical aspects in which a proposal a majority vote with a quorum consisting of 50% plus one (1) of the PPC voting members is required.
C. Proposed changes to the PPC constitution must be circulated to the PPC one week prior to the meeting at which changes will be discussed.

P. Dissolution

A. The PPC will cease to exist by:
    a. A majority vote of the council members, or;
    b. A majority vote at the AGM or;
    c. The inability to attract the minimum number of members for the Council in two consecutive years.
    B. Should the PCC cease to exist all monies shall be disbursed by the Finance Council.

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