**ST CLEMENT OF ROME**

**PARISH PASTORAL COUNCIL GUIDELINES 2020**

**Introduction**

1.1 The Council, known as the St Clement of Rome Parish Pastoral Council, is responsible for the

ongoing life and development of the parish community in the Catholic Archdiocese of

Melbourne.

**Role of the Parish Pastoral Council**

2.1 The Council seeks to :

2.1.1 Listen and respond to the ideas, needs and concerns of parishioners.

2.1.2 Generate responses to identified issues.

2.1.3 Encourage and support the continuing work of existing and new groups within the parish.

2.1.4 Provide opportunities for parishioners to grow in their relationship with God and each

other and encourage them in their efforts to be a Christian influence in the wider

community.

2.1.5 Set realistic and achievable short and long term goals for the parish community within the

framework of Diocesan goals.

2.1.6 Contribute towards making parish decisions that reflect the values of the Gospel and the

teachings of the Church.

2.1.7 Provide support to the Parish Priest, working collaboratively with him and with each other.

**Membership**

3.1 The Council shall consist of the Parish Priest and the School Principal or his representative and

no more than eleven persons, who are representatives of St Clement of Rome Parish.

3.2 Ex-Officio members may include: a member of the Finance Committee or the Pastoral Associate.

3.3 The Council will have as broad a membership as possible with a diversity of age, gender and

ethnic origin.

3.4 Membership of the Council shall be for a period of two years.

3.4.1 Members of the Council must be prepared to undertake a Working with Children Check in

line with the policy of the Catholic Archdiocese of Melbourne.

3.4.2 To facilitate continuity, approximately 50% of Councillors will continue for a second term.

3.4.3 Any Councillor who serves two terms consecutively will stand down for at least one term.

3.4.4 All parishioners will be given the opportunity to recommend other parish members for

membership of the Council.

3.4.5 Each person recommended will be invited either to a combined information meeting or to an

individual meeting with a pastoral Councillor, to receive current information about the

workings of the Council. At the conclusion of this meeting, participants will indicate whether

they wish to accept or decline possible membership.

3.4.6 If the number of acceptances of possible membership is more than required, the membership

will be finalised by either negotiation or a prayerful selection process.

3.4.8 The Council may fill any casual vacancy by invitation.

**Responsibilities of Councillors**

4.1 Each member of the Parish Pastoral Council will :

4.1.1 Attend regular meetings

4.1.2 Provide input to deliberations

4.1.3 Develop a spirit of enquiry and the ability to listen and understand the issues affecting the

life of the parish.

4.1.4 Provide prayerful support and encouragement for other members of the Council

4.1.5 Actively participate in the implementation of finalised plans of action.

4.1.6 Embrace opportunities for personal faith development and for gaining skills to assist with

the effective participation of the Council’s operations.

4.1.7 Represent the Parish Pastoral Council when required.

**Executive**

5.1 The executive will comprise of the Chairperson, Deputy Chairperson and Secretary. The Parish

Priest may elect to be part of the executive.

5.2 The role of the executive is to:

5.2.1 Organize the agenda for each meeting, incorporating input from all Parish Pastoral

Councillors.

5.2.2 Arrange the distribution of the agenda, minutes and all relevant material one week prior

to a meeting.

5.2.3 Coordinate the business of the Council between meetings.

5.2.4 Arrange additional formation opportunities outside the regular meetings.

**Meetings**

6.1 Meetings of the council will be held every quarter: February, May, August and November.

6.2 Each meeting will commence at 7.30pm and conclude no later than 9.15pm.

6.3 The executive will meet in between quarterly meetings as required to facilitate the business of

the Council.

**Review**

7.1 Council guidelines will be reviewed at the end of each Council’s term or more frequently if the

need arises.

7.2 Consultation with the parish community will occur regarding any changes to the guidelines.