

RAYMOND TERRACE PARISH STATUTES

Statute 1: The Parish Pastoral Council

1.1 Composition of the Council

The Council shall consist of:

a) **Ex-officio (and Permanent) Members**

1. Parish Priest.
2. Assistant Priests and/or Deacons.
3. Pastoral Assistant.
4. Principal of St Brigid's Primary School or Nominee.

b) **Elected Members**

Eight (8) parishioners elected in accordance with statute 1.3 with priority given to at least 2 nominees from each of the 3 Parish Mass Centres at Raymond Terrace, Mallabula and Medowie.

If all positions are vacant at the same time an election is to be called for nominees to fill all positions.

c) **Appointed Members**

Up to two (2) members may be appointed annually by the Council and/or Parish Priest to assist with its planning.

1.2 Term of Office of the Elected Members of the Council

1.2.1 Each member shall hold office for a term of 2 years.

1.2.2 At the second and subsequent elections 4 members shall stand down.

1.2.3 The members to stand down each year will be those longest in office.

At the second election, those to stand down will be the members who receive the least number of votes.

1.2.4 Those standing down may seek re-election subject to statute 1.2.6

1.2.5 Members can serve a maximum of four (4) consecutive years.

1.2.6 A member who has served four (4) consecutive years will be eligible for re-election after a period of one (1) year has elapsed.

1.2.7 A person ceases to be a member of the Council if that member:

i) Dies

ii) Resigns office by written notice to the Parish Council or gives verbal notification at scheduled PPC meeting. Being an appointed member, his or her appointment is revoked in writing by the Council.

iii) Fails to attend three (3) consecutive meetings of the Council without reasonable explanation.

iv) Ceases to be resident in the Parish.

1.2.8 A casual vacancy shall be filled by the Council and the Parish Priest.

Such appointee shall hold office until the expiration of term of the member being replaced, or the next assembly, whichever is sooner.

1.3 Elections:

- 1.3.1** An election shall be conducted on a weekend determined by the Council, during the year but prior to the end of November.
- 1.3.2** Nominations shall be called for by the Council one (1) month before the election weekend.
- 1.3.3** Nominees must be resident within the parish.
- 1.3.4** Nominations shall be:
- i) in writing
 - ii) consented to by the nominee
 - iii) proposed and seconded by two parishioners
 - iv) lodged with the Council Secretary or Parish Secretary who should then pass to the Council Secretary as soon as possible but by the due date.
- 1.3.5** Nominations shall close at 12 noon on the Sunday which is two weeks before the election weekend.
- 1.3.6** Where the number of nominees exceeds the number of Parish Council vacancies then a special insert in the Parish Bulletin containing a brief resume of each candidate shall be distributed at each Parish Mass Centre on the weekend proceeding the election weekend.
- 1.3.7** Where the number of nominations equals the number of vacancies those nominated shall be deemed to be elected and will take office at the first meeting of the Council after the election.
- 1.3.8** If the number of nominations exceeds the number of vacancies a Ballot shall be conducted.
- 1.3.9** Where insufficient nominations are received to fill the vacancies, those nominated shall be deemed to be elected. Further nominations shall be taken at a Parish Assembly. If the number of nominations thereat exceeds the number of vacancies remaining, a ballot shall be conducted at the Assembly in such a manner as the Council may determine. Otherwise, see 1.3.10.
- 1.3.10** If insufficient nominations are received at the Assembly, those nominated shall be deemed to be elected and any positions remaining vacant shall be deemed to be casual vacancies and shall be filled by the Council in consultation with the Parish Priest.
- 1.3.11** The Council shall appoint three (3) parishioners to act as Returning Officers who shall be responsible for all aspects of the election.
- 1.3.12** The election shall be conducted in the following manner: Preference will be given on a "first pass the post" basis to the first 2 from each Mass Centre. Any remaining vacancies will be filled on a "first past the post" basis from any of the Mass Centres. Successful nominees shall take office at the first meeting of the Council after the election.
- 1.3.13** The election shall take place in each Parish Mass Centre on the election weekend.
- 1.3.14** All Parishioners sixteen (16) years and over shall be eligible to vote.
- 1.3.15** Parishioners not able to attend any Parish Mass Centre on the election weekend shall be able to register for a postal vote.
- 1.3.16** Ballot papers shall be posted or hand delivered to those on the register one week prior to the election and must be returned by 12 noon on the Sunday of the election weekend.

1.3.17 The ballot papers and recording papers shall be destroyed by the Returning Officers as soon as the result is declared by the Parish Priest.

1.4 Functions of the Council

1.4.1 The Council shall meet on at least five (5) occasions during the calendar year, preferably bimonthly, alternating with the 3 Parish Pastoral Teams (see 1.4.14 below) which will meet at least 5 times during the year in the alternate months.

1.4.2 A quorum for a meeting of the Council shall be half plus one (1) of its members.

1.4.3 At its first meeting following the annual Assembly, the Council shall elect:

- A Chairperson,
- A Deputy Chairperson.
- A Secretary

1.4.4 The Chairperson, Deputy Chairperson and Secretary shall not hold office as such for more than four (4) consecutive years.

1.4.5 The Chairperson shall preside at all meetings of the Council and in the absence of the Chairperson, the Deputy Chairperson or Parish Priest shall preside. If the Chairperson or Deputy Chairperson or Parish Priest is unable to preside, the Council shall elect a Chairperson for that meeting.

1.4.6 The Chairperson shall have a deliberative vote only.

1.4.7 The Secretary shall keep minutes of the proceedings of each meeting of the Council.

1.4.8 As soon as convenient after the meeting, a copy shall be sent to each Council member and a summary posted on the Notice Boards in each Parish Mass Centre.

1.4.9 Following confirmation by the Council a full copy of the Minutes shall be available for viewing on request by any parishioner.

1.4.10 The procedure for calling and conducting of meetings shall be determined by the Council in consultation with the Parish Priest.

1.4.11 The Parish Priest or Chairperson may, in special circumstances, convene a special meeting of the Council.

1.4.12 The Council with the approval of the Parish Priest may set up Pastoral Sub-Committees to advise on matters of special pastoral concern. The Council may co-opt non Council members onto such sub-committees for their particular expertise or competence. (see 1.4.14)

1.4.13 The Council shall nominate the Convenor of each sub-committee.

1.4.14 In particular, the Parish Pastoral Council in consultation with the Parish Priest will set up Parish Pastoral Teams in each Parish Mass Centre on which, with others, will sit at least 1 elected Parish Pastoral Council members from that community.

1.4.15 The Minutes of each of the 3 Parish Pastoral Teams and the Parish Pastoral Council will be tabled at each other's respective bimonthly meetings.

1.4.16 Among other things, the Parish Pastoral Council, in consultation with the Parish Priest, will prepare and review from time to time the Parish Pastoral Plan (making recommendations to the Parish Assembly regarding same), be aware of and support activities of various groups within the parish, especially the 3 Parish Pastoral Teams.

1.5 Formation of Members

1.5.1 The agenda of each Council meeting shall allow for prayer and reflection.

1.5.2 The Council shall avail itself of opportunities for ongoing spiritual formation each year and shall allocate time for study, prayer and formation.

Statute 2: The Parish Assembly

- 2.1** The Assembly shall be held on a date determined by the Parish Council in consultation with the Parish Priest, ideally annually, but at least once every 3 years.
- 2.2** The Council shall publish the time, date and venue of the Assembly not less than six (6) weeks before the Assembly.
- 2.3** The Council shall promote the Assembly amongst all Catholics within the Parish.
- 2.4** The Agenda for the Assembly shall include:
 - i) Time for Prayer and Reflection
 - ii) Consideration, adoption and review of the Parish Pastoral Plan.
 - iii) Adoption / amendment of the Parish Statutes
 - iv) Election of Council Members (if necessary)
 - v) General Business – consisting of items which are not related to the Pastoral Plan.
- 2.5** Matters to be considered under General Business must be provided to the Council, in writing, two (2) weeks prior to the Assembly.
- 2.6** The Chairperson of the Council or its nominee shall preside.
- 2.7** The Council Secretary shall record the decisions of the Assembly.
- 2.8** The Chairperson shall ensure that the decisions of the Assembly are in line with the current Diocesan Pastoral Plan of the day.

Statute 3: Parish Finances

- 3.1** The Parish finances shall be overseen by the Parish Finance Council.
- 3.2** The Finance Council shall be appointed jointly by the Parish Pastoral Council and the Parish Priest.
- 3.3** The Chairperson of the Parish Pastoral Council shall be an ex-officio member of the Finance Council.
- 3.4** Minutes of all Parish Finance Council meetings shall be forwarded to the Secretary of the Parish Pastoral Council and a report provided to each Parish Pastoral Assembly.

Statute 4: Amendment of Parish Statutes

- 4.1** These Parish Statutes may only be amended by a two thirds majority of the Parish Pastoral Assembly.