

Sacred Heart Parish Donnybrook

Parish Pastoral Council Guidelines

November 2021

NOTE: These guidelines been prepared in the light of:

(1) The Practical Guidelines issued by Archbishop Diarmuid Martin on 12 October 2004.

(2) The document “Living Communion: Vision and Practice for Parish Pastoral Councils in Ireland Today” published in 2011 by the Council for Pastoral Renewal and Adult Faith Development of the Irish Catholic Bishops’ Conference.

(3) Guidance received in 2021 from the Director for Mission and Ministry of the Archdiocese.

In accord with Canon 536 of the Code of Canon Law, as directed by the Archbishop of Dublin, the Parish of the Sacred Heart Donnybrook hereby establishes the following guidelines for its Parish Pastoral Council to be submitted for approval by the Archbishop.

1. Definition and purpose of the Parish Pastoral Council (PPC)

The PPC is a faith-filled leadership group through which priests and people work together as co-responsible partners in furthering the mission of Christ in their own parish.

The intention of these guidelines is that through this partnership a vibrant Christian community, rooted in baptism and marked by its faith, worship and service is created and sustained.

The PPC has specific responsibilities which include:

- **Discerning** the pastoral and spiritual need of the parish community and involving the whole parish in response to these needs.
- **Supporting** parishioners understanding and living their baptismal call as followers of Christ.
- **Providing** structures that will bring together the pastoral and spiritual needs of the parish with the talents of parishioners and the resources of the parish.
- **Ensuring** effective dialogue takes place within the parish, the Pastoral Area, Archdiocese and the wider community.
- **Reviewing** annually the contribution that it is making the life of the parish and inviting the parish community to reflect on that contribution.

In all of the above, the PPC will be guided in particular by reference to the Parish's Statement of Mission and Vision.

A further specific responsibility of the incoming PPC in 2022 will be to prepare a new Parish Statement of Mission and Vision. That Statement will thereafter be reviewed on regular occasions by the PPC.

2. Membership

The membership of the Parish Pastoral Council should consist of a minimum of ten members and shall have no more than fourteen members.

Members of the PPC must be at least eighteen years of age.

Clergy in full-time ministry in the parish, one parish sister and one nominee of the finance committee, will be *ex officio*. Further members will be selected as described below.

The four officers of the PPC will be:

- Chairperson
- Deputy chairperson
- Secretary
- President (the Parish Priest)

The officers are collectively responsible for the preparation of the agenda of the Parish Pastoral Council.

Where a particular need arises, the PPC may set up a committee to cater for that need.

3. Selection of members

The selection process for the new PPC that is to take office in 2022 shall take place as follows:

- An information presentation on the purpose and operation of a Parish Pastoral Council and of the nomination process is advertised and offered to parishioners. These presentations are available from the Dublin Archdiocese by way of two 30-minute Zoom presentations.
- Parishioners are also informed of the commencement of the nomination process at weekday and weekend masses and nomination forms are offered after weekday and weekend Masses.
- Parishioners are asked to prayerfully consider whom they might nominate to be a member of the council. Nomination forms are to be completed and returned by a specified date.
- Each parishioner who has been Confirmed, may nominate someone (with that person's consent) to be a member of the PPC.
- Parishioners may not nominate themselves but may ask others to consider nominating them.
- All nominated persons are invited to a series of three 45-minute Zoom presentations to be provided by the Archdiocese. These will provide a more in-depth understanding of the role of members of a PPC, based around the three themes of Prayer, Partnership and Pastoral Planning.
- After these presentations, the nominations of all nominated persons who are happy to be considered for appointment will be collated by a working group designated by the outgoing PPC.
- Based on the requirements set out on the nomination forms, the additional considerations set out below and any other considerations indicated to the working group by the outgoing PPC or the Parish Priest, and after prayerful reflection, the working group will then select a maximum of ten nominees. The additional considerations are:
 - To have committed council members, who are active in the life and worship of the parish community;
 - To have a good balance of gender and age;
 - To have no more than one member from each household;
 - To have a membership which is representative of the different areas of the parish.
- The selected names are presented to the Parish Priest for his consideration and approval.
- The new PPC is commissioned and takes office on a specified date

Note: for the purpose of this process, any person who participates regularly in the life and worship of the parish, even though he or she may not be resident within the parish boundaries, may be considered a parishioner.

During the term of office of the PPC, any vacancy may be filled by new members being co-opted to the PPC by the nomination of the PPC of suitable persons for the consideration and approval of the Parish Priest.

4. Term of Office

The ordinary term of office will be three years, after which members must step down from the PPC for at least one year.

For the sake of continuity, the retirement and replacement of members will be staggered with approximately one-third retiring and being replaced each year.

This will require an annual nomination/appointment process.

To facilitate this staggered process of replacement, and as a special measure on the initial appointment of the new PPC in 2022, approximately one third of the new members will be appointed for a term of only one year and approximately another third of the will be appointed for a term of only two years.

Members who have completed their designated term of office will step down to facilitate the appointment of a replacement. In the event that a member who is due to step down has, during his/her current term, taken up the office of Chairman, Deputy Chairman or Secretary of the PPC, his/her term may be extended if, in the opinion of the Parish Priest, it would serve the best interests of the PPC

5. Meetings

Meetings shall be convened by the President. They shall take place at least six times each year. The quorum for a meeting of the PPC consist of half the council membership plus one. A legitimate quorum must include the President.

A spirit of prayer, discernment and Christian fellowship should pervade all meetings.

Members must attend a minimum of half the meetings in the space of one year, to continue their membership of the PPC.