# THE CONSTITUTION OF THE PARISH PASTORAL COUNCIL OF THE PARISH OF SAINT CHARLES BORROMEO IN THE HIGH PEAK

#### 1. The Parish Pastoral Council:

- (a) The parish is to have a parish pastoral council, whose members assist and advise the parish priest, in all matters concerning the life and mission of the parish, without prejudice to the function of the parish finance committee concerning the temporal goods of the parish and such other committees that the parish priest may establish on a permanent or temporary basis.
- (b) It is governed by the universal law, whether laid down in the Code of Canon Law or in any other law promulgated by the Roman Pontiff or the College of Bishops, together with these norms which have been promulgated as particular law in the Diocese of Nottingham and any other norms which may be promulgated by the Bishop of Nottingham.

## 2. Membership of the Council:

- (a) The council shall consist of the parish priest along with any other ordained ministry of the parish and no more than twelve other members.
- (b) The parish priest, by virtue of his office, presides over the council. Deliberations entered into, or decisions taken, by a meeting of the council which has not been presided over by the parish priest or which has assembled contrary to his wishes have no effect.<sup>1</sup>
- (c) The parish priest has the authority to allow a council meeting that he cannot attend due to other commitments or ill health, to take place on the understanding that any deliberations entered into, or decisions taken, only become effective after he has been given the opportunity to review and discuss them later with members of the council and then consider his agreement. The outcome of the parish priest's decision to be written as an amendment to the minutes of the meeting.
- (d) Six of the members of the council are appointed by the parish priest and six are elected by parishioners at a meeting called for the purpose of holding that election; they are appointed or elected *ad triennium*, but when this period has expired, they may be appointed or elected for further terms of three years.
- (e) Only those who possess the qualities prescribed by canon law may be appointed or elected as members.<sup>2</sup>
- (f) Each member of the council shall be in full communion with the Catholic Church and a parishioner of the Parish of St Charles Borromeo in the High Peak.
- (g) Should a member cease to be a member of the council for whatever reason, the parish priest may appoint a parishioner in their place for the remainder of the triennium.
- (h) Membership of the council does not lapse when the parish becomes vacant.

# 3. Meetings of the Council:

- (a) The council shall meet at least four times a year with ad hoc/extraordinary meetings when needed.
- (b) The parish priest may delegate the chairing of meetings of the council to a member of the council or else provide for the election of a chair.
- (c) The parish priest may invite non-members to attend and address meetings of the council, but these do not have active or passive voice in any vote.
- (d) The council shall proceed consensually and any votes taken are consultative rather than deliberative.
- (h) The parish administrator shall be clerk of the council. or someone invited by the councillors' from within its number or beyond
- (e) Minutes shall be made of each meeting, and kept in a minute book, which shall form part of the parochial archive;<sup>3</sup> minutes should, with the exception of matters which the parish priest has deemed to be confidential, be published and made available to parishioners.

### 4. The Role of the Council:

- (a) The council is to assist the parish priest in his ministry and support him in all aspects concerning the life and mission of the parish.
- (b) The council is an advisory and not a deliberative body. Nevertheless, the parish priest shall consult and have regard to the opinion of the members of the council concerning the life and mission of the parish.
- (c) The council shall assist the parish priest in fulfilling those obligations imposed upon him by canons 515-552 and other such universal or particular laws currently in force.
- (d) The council shall give careful consideration to:
  - (i) the proclamation of the word of God, evangelization and catechesis;
  - (ii) the celebration of the sacred liturgy and the spiritual life of the parish;
  - (iii) the pastoral care of Christ's faithful, particularly those who feel estranged from the Church;
  - (iv) ecumenical, inter-faith and civic relationships;
  - (v) the work of the F&F committee relating to the administration of the parish and its temporal goods, and
  - (vi) such other matters as the parish priest may refer to the council or be proposed for discussion by the council by any member of the council.
- (e) The parish Finance and Fabric Committee representative (who should be a member of the council) is to keep the council informed of its activities, and the council will work with the F & F committee where the aims overlap. eg. fundraising, expenditure requirements, the repair, maintenance and reordering of the parish church etc.

## 5. The Parish Priest as Proper Pastor of the Parish:

- (a) 'The parish priest is the proper pastor of the parish entrusted to him. He exercises the pastoral care of the community entrusted to him under the authority of the diocesan Bishop, whose ministry of Christ he is called to share, so that for this community he may carry out the offices of teaching, sanctifying and ruling with the cooperation of other priests or deacons and with the assistance of lay members of Christ's faithful, in accordance with the law.'
- (b) Since the pastoral care of the parish entrusted to him is vested in the parish priest, he is the juridical representative of the parish, and is to ensure that the parish is administered in accordance with canons 517-552 and its temporal goods in accordance with canons 1281-1288, together with such other laws that are in force in the Diocese of Nottingham and any relevant civil legislation currently in force in England & Wales.
- (c) Since the council always and only acts in an advisory capacity, it cannot be held accountable for the parish priest's actions.

These norms were adopted by the Parish Pastoral Council and approved by the parish priest, Canon Don Bowdren, on 6<sup>th</sup> November 2022.

<sup>&</sup>lt;sup>1</sup> Cf. canon 536; cf. CONGREGATION FOR THE CLERGY ET AL., *Instruction on Certain Questions regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of the* Priest, 5 §3.

<sup>&</sup>lt;sup>2</sup> Cf. canon 512, §§ 1 & 3; Catechism of the Catholic Church, 1650; Congregation for the Clergy et al., Instruction on Certain Questions regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of the Priest, 15<sup>th</sup> August 1997, 5 §2.