



## ***Guidelines for the Pastoral Council of Holy Name of Mary Parish Hunters Hill***

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### **Purpose, Scope and Role**

The Holy Name of Mary Parish Pastoral Council consists of our Parish Priest and a group of parishioners elected by the parish community and appointed by him. Representing the whole parish community, the Council shares responsibility for building a vibrant Catholic Community that is embedded in the Word, the Eucharist and filled with faith, love, service and worship.

#### ***Our Parish Pastoral Council shall:***

- Adopt a listening and receptive attitude towards the whole community.
- Grow in knowledge and awareness of what is current in the Parish, keeping the whole parish community in view - its past, present and future.
- Search out and respond to the needs, ideas, hopes and gifts of the Parish community.
- Encourage and support the good works of existing groups within the Parish in the following areas of ministry:
  - a) Prayer and Worship
  - b) Faith Informing
  - c) Community Building and Outreach
  - d) Administration and Communication.
  
- Ensure effective communication between Council members and the various Parish groups, as well as with other groups and organisations.
- Provide opportunities for parishioners to grow in their relationship with God and with each other, through promoting formation on the nature and mission of the Church.
- Develop, implement and improve parish initiatives that assist parishioners in their continuing efforts to live as effective Christians in our parish and society.
- Encourage Parish participation in the appropriate Diocesan initiatives.

## Membership

There will be no more than eleven (11) members consisting of our parish priest and ten (10) parishioners. Six (6) members recommended by parishioners and four (4) appointed by our parish priest.

Each is a representative of the whole parish community and not a representative of a specific group.

The Council will have as broad a membership as possible e.g. age, gender and ethnic origin, length of residency in parish.

There will be a session of formation and orientation for all Council members prior to the first meeting of the newly chosen Council. Council members are required to participate in ongoing formation.

## Responsibilities of Members

Each member of the Parish Pastoral Council will be required to:

- attend the bi-monthly meetings of the Parish Pastoral Council for two years.
- provide input to deliberations of the Council.
- assist with the implementation of Council decisions.
- develop a spirit of inquiry and the ability to listen and understand the issues affecting the lives of parishioners.
- represent the Parish Pastoral Council when required (e.g. other parish meetings, deanery or diocesan meetings).
- provide prayerful support to other members of the Parish Pastoral Council.

## Term of Office

The term of membership is two (2) years with the possibility of extending this term for another two years. When the Council completes its two-year term, the Council will be reformed. Anyone who serves consecutive terms will then stand down for at least two (2) years.

## Office Bearers

The Parish Priest plus office-bearers will form the Executive of the Council. The office-bearers, chosen by the members, will be Chairperson, Deputy Chairperson and Secretary.

The role of the executive is to:

- reflect on the effectiveness of the each previous Council meeting.
- take responsibility for preparation and distribution of the agenda for each meeting.
- coordinate the business of the Council between meetings.
- arrange additional formation opportunities outside the regular meetings.

## Current Members

The current members of the Parish Pastoral Council (elected in June 2021) are:

### ***Executive of the Council:***

- Father Kevin Bates – Parish Priest
- Tom Roche – Chairperson
- Patricia Curtin – Deputy Chairperson
- Lynne Lyons – Secretary

### ***Members***

- Lila Conomos
- Michael O'Hara
- Greg Power
- Mira Sesar
- Daniella Toscano
- Paul Trainor
- Ernie Zappia

## Meetings

There will be a minimum of six (6) bi-monthly meetings of the Parish Pastoral Council each year. The agenda for each meeting will be finalised by the Council Executive together with Fr Kevin and circulated to Council members in advance of the meeting, together with the minutes of the previous meeting and any notes or other relevant material.

## Sub-Committees and Advisors

Sub-committees or short term Task Forces may be set up for specific purposes and with a definite time limit. Usually these groups will include at least one (1) member of the Council.

When desirable, the council may seek advice from people it judges as appropriate, from both inside and outside the parish. These persons act in an advisory role only and are not Council members.

## **Decision Making Process**

The consensus approach will be used in the process of contributing towards the making of Council decisions, with each member offering input toward the final outcome. Majority voting, lobbying, competition and domination are to be avoided.

## **Communication with the Parish**

The Council will communicate to the parish community regularly and welcome responses from the community. It will seek input from parishioners through various means e.g. parish consultations, focus meetings, conversations, suggestion boxes.

## **Review of Guidelines**

These guidelines will be reviewed at the end of each Council's term or more frequently if the need arises.

For your information: A fuller version of the Guidelines is available from the Parish Office)

July 2021