

Constitution of the Parish Pastoral Council

St. Maur's Parish; Rush Co. Dublin



1. Name and Purpose

The body established under this constitution shall be known as the **Parish Pastoral Council of St. Maur's Parish** ("the Council").

The purpose of the Council is to support the Parish Priest in the pastoral care, mission, and development of the parish, by:

- Reflecting on the pastoral needs of the community
- Planning for the parish's spiritual, liturgical, and pastoral growth
- Encouraging participation and co-responsibility among parishioners
- Advising the Parish Priest on matters affecting parish life

The Council is consultative, not governing, and operates in a spirit of prayer, collaboration, and service.

2. Nature and Authority

- The Council exists under the authority of the Parish Priest, who is the President of the Council.
- The Council's role is advisory, offering wisdom, reflection, and recommendations.
- Decisions are made by consensus wherever possible, or by majority vote when necessary.
- The Council respects all norms of the Roman Catholic Church, the Archdiocese of Dublin, and civil law.

3. Membership

3.1 Composition

The Council shall consist of:

- The Parish Priest (President)
- Chairperson
- Secretary
- Elected lay members representing the parish community

- Appointed members, if needed, to ensure diversity of skills and representation
- Ex officio members (e.g., deacons, pastoral workers, representatives of key ministries)

3.2 Eligibility

Members must:

- Be practising Catholics
- Be at least 18 years of age
- Be committed to the mission and values of the parish
- Be willing to participate actively and collaboratively

3.3 Term of Office

- Lay members serve a three-year term, renewable once.
- Terms should be staggered to ensure continuity.
- Members may resign at any time by notifying the Chairperson and Parish Priest.

4. Officers

4.1 Parish Priest (President)

The Parish Priest:

- Provides pastoral leadership
- Convenes the first meeting of each new Council
- Works collaboratively with the Chairperson
- Has final responsibility for decisions affecting the parish

4.2 Chairperson

The Chairperson:

- Facilitates meetings and ensures respectful, productive discussion
- Prepares agendas with the Parish Priest and Secretary
- Ensures follow-through on decisions and actions
- Supports the formation and development of Council members
- Represents the Council when needed in parish communications

4.3 Secretary

The Secretary:

- Records and circulates minutes

- Maintains Council records
- Assists with correspondence and communication

5. Meetings

- The Council shall meet at least six times per year.
- Additional meetings may be called by the Parish Priest or Chairperson.
- A quorum shall consist of half the members plus one.
- Meetings begin and end with prayer.
- Minutes are approved at the following meeting.

6. Functions of the Council

The Council shall:

- Discern the pastoral needs of the parish community
- Develop and review a pastoral plan for the parish
- Support liturgical, sacramental, catechetical, and outreach initiatives
- Promote lay participation and leadership
- Foster communication within the parish
- Evaluate parish programmes and ministries
- Encourage collaboration with neighbouring parishes and diocesan structures
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The Council does **not** manage finances, personnel, or day-to-day administration, which remain the responsibility of the Parish Priest and the Finance Committee.

7. Subcommittees

The Council may establish subcommittees to support specific areas such as:

- Liturgy
- Faith development
- Youth ministry
- Social outreach
- Communications
- Safeguarding (in coordination with diocesan norms)

Each subcommittee reports regularly to the Council.

8. Decision-Making

- The Council seeks consensus through prayerful reflection.
- When consensus cannot be reached, a simple majority vote may be taken.
- The Parish Priest retains final responsibility for decisions affecting the parish.

9. Confidentiality

Members shall treat discussions with appropriate confidentiality, respecting the privacy of individuals and the integrity of the Council's work.

10. Amendments

This Constitution may be amended:

- By a two-thirds majority of the Council
- With the approval of the Parish Priest
- Following consultation with the parish community when appropriate

11. Adoption

This Constitution shall take effect upon approval by:

- The Parish Priest of St. Maur's Parish
- A majority of the Parish Pastoral Council