

St. Ambrose Parish Pastoral Council (PPC)

Terms of Reference

Mission

The Parish Pastoral Council will work with the Parish Priest and pastoral team, in leading the growth of St. Ambrose's Parish as a welcoming community of [worship](#), spiritual richness, and service.

Role

The Council is an advisory body to the Parish Priest.

It will consult with members of the Parish and keep them informed on pastoral strategies and initiatives. This will include regular contact with the various ministry groups operating as part of the parish.

The Council will initiate, encourage and support parish ministries and related events; and will advise and be consulted by the Parish Priest and pastoral team on pastoral strategies and initiatives

Membership

Three members of the Council will be selected from among parishioners. These will be members of the community of St. Ambrose's who are actively committed to the mission of the Parish. These members will reflect a range of skills and attributes – members will be needed with interest in various areas of areas so that all elements of our welcoming spiritual community can be strengthened.

These members will be three members of the Parish Pastoral Council Executive which will consist of: the Parish Priest, Chair (parishioner), Vice-Chair (parishioner), Member at Large (parishioner) and Chair of the Finance Council.

Other members of the Parish Pastoral Council will consist of:

<u>Committee</u>	<u>Sub-Committee</u>	<u>Ad Hoc Committee</u>
Liturgy	Pastoral Care	
Maintenance	Outreach	as needed
Knights of Columbus	Bereavement	
CWL	Hospitality/Social	
Youth		
School Council		

Deacon

Standing Invitation

Minute Secretary

Parish Secretary

Proceedings

The Council will select a chairperson and Vice Chairperson from among those members who have been selected from parishioners.

The Chairperson will chair meetings of the Council. In their absence, the Vice Chairperson will chair meetings. If both are absent, the meeting will appoint a chair.

The Council will usually meet monthly, and at least six times a year.

Meetings are called by the Chairperson, with the agenda circulated one week prior to a meeting. Minutes will be kept of proceedings.

The quorum for a meeting of the Council will be three members of the Executive and three other members.

The normal mode of operation will be by consensus. Where necessary, matters will be decided by majority vote.

Where the Council agrees, non-members, including invited guests, can attend meetings of the Council. There needs to be a one week notice if there is to be a presentation to council or an added agenda item.

The Parish Priest and committee representatives will coordinate a report to each meeting of the Council on recent developments in the Parish and the committee meetings.

Selection of members

All members of the Council are appointed by the Parish Priest.

Each year, parishioners will be invited to nominate for vacant membership positions of the Council or sign up on Stewardship Sunday.

Induction and orientation to their role will be provided for members of the Council.

Tenure of Council

Appointments to the Council will normally be for a period of three years, with one member appointed from among parishioners each year.

To establish this pattern of rolling vacancies, one of the initial appointments will be for one year, one for two years, and one for three years.

The Parish Priest can, with good reason, withdraw the appointment of any member of the Council.

The Parish Priest can, with good reason, disband the Council.

Reporting

A list of members of the Council and a copy of its terms of reference is to be displayed on the notice board of St. Ambrose's Church, and on the parish website.

Minutes of each meeting of the Council will be published on the parish website and posted on the notice board.

The Council will report to the Parish minimally once per year on its activities and on the status of the various parish ministries and organisations.

The Council will report to the parish; and there will be an opportunity for parishioners to ask questions and to discuss matters related to the Council and the administration of the Parish.

Approved on: _____

Reviewed on: _____
