

St. Patrick's, Wapping

Parish Community Council

Final Documentation

Archdiocese of Westminster

Parish of St. Patrick's, Wapping

Mission Statement

As part of the Catholic Church, the Eucharistic community of St. Patrick's, through stronger faith and a deeper prayer life, aspires to create a vibrant community identity which empowers the whole parish to be active in ministry. We aim to be inclusive, outward looking, generous and supportive within the wider society.

St. Patrick's, Wapping

Constitution of Parish Community Council

1. Purpose of Parish Community Council.

1.1 The Parish Community Council (PCC) is to advise and support the parish priest (**Parish Priest**) (being the individual formally appointed by the Archbishop (**Archbishop**) of the Archdiocese of Westminster (**Diocese**) as the parish priest of the parish of St. Patrick's, Wapping (**Parish**), of its agreed Mission, including, in particular:

- a. the organization of the Parish,
- b. the provision of the Church and related buildings,
- c. the provision of liturgy and worship,
- d. the development of the Parish community,
- e. the support of members of the Parish,
- f. liaison with other parishes in the Deanery and the wider Diocese,
- g. the representation of the Parish in the wider community, and
- h. such other matters as the PCC and the Parish Priest may from time to time agree.

1.2 The PCC shall be responsible for its actions to the Parish Priest.

2. Membership

2.1 The PCC shall consist of:

- a. 9 elected members;
- b. up to 2 members co-opted from time to time by the elected members; and
- c. the Parish Priest (or, if there is no Parish Priest at the time, an individual nominated from time to time by the Archbishop (and all references in these Rules to the 'Parish Priest' shall be read and construed as referring to such appointee)).

2.2 The first elected members shall take office with effect from 1st August, 2006 on which date the PCC shall come into being.

2.3 Upon their election, the first elected members of the PCC shall draw lots so that one third of them shall retire from the PCC at the conclusion of the Annual General Meetings in 2008, 2009 and 2010 respectively.

2.4 Any Parishioner who is aged eighteen years or over on the date the election is to be held may, subject to paragraphs 2.6 and 3.3, stand for election to the PCC.

2.5 Any Parishioner who is aged eighteen or over at the relevant time may, subject to the prior approval of the Parish Priest and to paragraph 2.6, be co-opted onto the PCC by the elected members of the PCC at the time. Any co-opted member shall have the same rights and responsibilities as a member of the PCC as an elected member.

- 2.6 No Parishioner shall be a member of the PCC (whether elected or co-opted) for more than six consecutive years after which they shall not be eligible for election or co-option to the PCC for a further three consecutive years.
- 2.7 A ‘**Parishioner**’, for the purposes of these Rules, is an individual who has been received into the Church and who ordinarily worships at St. Patrick’s. The determination of the Parish Priest of who is a Parishioner shall be conclusive and the Parish Priest shall not be obliged to give any reasons for his determination.

3. Elections

- 3.1 The first election for membership of the PCC shall be held on Thursday 20th July, 2006. Subsequent elections shall be held at the Annual General Meetings so that those elected at such Annual General Meetings shall be members of the PCC until the close of the third Annual General Meeting following that at which they were elected.
- 3.2 Elections shall be conducted on the ‘first past the post’ principle. Every Parishioner aged eighteen and over on the date of the election shall be entitled to vote and shall have that number of votes as is equal to the number of places on the PCC to be filled at that time. Parishioners must cast their votes in person and proxy votes shall not be permitted.
- 3.3 Should there be a tie for the final place (or places), such tie shall be resolved between the candidates concerned drawing lots for such place(or places).
- 3.4 Any Parishioner wishing to stand for election to the PCC shall notify the Parish Priest in writing not less than 21 days prior to the date of the election of his/her wish to stand for election to the PCC. The approval of the Parish Priest shall be required before any Parishioner may stand for election to the PCC. The Parish Priest may give or withhold his approval as he, in his sole and absolute discretion, sees fit and the Parish Priest shall not be required to give any reasons or explanation for his decisions in this regard.
- 3.5 Not less than 14 days prior to the date of the election, the list of those Parishioners who have notified the Parish Priest of their wish to stand for election to the PCC and whose standing for the PCC has been so approved by the Parish Priest shall be notified to Parishioners.
- 3.6 Subject to paragraphs 3.3 and 3.4, the Parish Priest shall determine the procedure for the first election and the procedure for all subsequent elections shall be determined from time to time by the PCC. When determining such procedures, the Parish Priest and the PCC may stipulate longer (but not shorter) periods than those provided for in paragraphs 3.3 and 3.4.

4. Retirements, etc.

- 4.1 Any member of the PCC may retire at any time by written resignation addressed to the Chairman for the time being of the PCC.
- 4.2 Any member of the PCC who is absent from three consecutive meetings of the PCC without the consent of the Chairman of the PCC shall be deemed to have resigned from the PCC at the conclusion of the third such meeting.

- 4.3 Any member of the PCC who ceases to be a Parishioner shall be deemed to have resigned from the PCC with effect from the time that member ceased to be a Parishioner. The determination of the Parish Priest as to whether or not a member of the PCC has ceased to be a Parishioner shall be conclusive and the Parish Priest shall not be required to give any reasons for any such determination.
- 4.4 The Parish Priest may, at any time and without giving any reason whatsoever for his requirement, require any member of the PCC to cease to be a member of the PCC and that member shall automatically cease to be a member of the PCC upon the Parish Priest so notifying the Chairman for the time being of the PCC.
- 4.5 Where a member retires or is deemed to have retired from or ceased to be a member of the PCC pursuant to any of the above provisions, there shall be no election for a replacement of that member until the next Annual General Meeting unless there shall, at that time be four or fewer elected members of the PCC whereupon an Extraordinary General Meeting shall be called at which an election shall be held to fill all such vacancies.

5. Annual General Meetings, etc

- 5.1 In the second quarter of 2007 and annually thereafter (not less than 10 months nor more than 15 months after the preceding one), an Annual General Meeting of the Parish shall be held. At every Annual General Meeting, the PCC shall:
- a. give a report to the Parish of its activities for the preceding year;
 - b. give a report to the Parish of its plans for the forthcoming year;
 - c. present accounts of the Parish for the preceding year which have been audited by, and to the standards set by, the Diocese; and
 - d. except in 2007 (other than to fill casual vacancies arising in the preceding period), conduct elections for all vacancies on the PCC.
- 5.2 Any other General Meeting of the Parish shall be called an Extraordinary General Meeting.
- 5.3 An Extraordinary General Meeting may be called at any time by the PCC. The PCC shall call an Extraordinary General Meeting if requested in writing to do so by the Parish Priest or by twenty or more Parishioners. Any such request must state the purpose of such Extraordinary General Meeting.
- 5.4 Any General Meeting shall also discuss any other matter which the PCC or the Parish Priest shall request be put on the agenda for that General Meeting and notice of which is given at the time of giving of notice of the General Meeting concerned. A General Meeting may also discuss any other matter which the Chairman may permit, at the General Meeting, to be discussed whether or not notice of it has been given with the notice of the General Meeting concerned.
- 5.5 Every Parishioner (regardless of age) shall be entitled to attend and speak at a General Meeting.
- 5.6 General Meetings shall be held at a venue in the Parish at a time and date determined by the PCC.

- 5.7 Not less than fourteen days notice of a General Meeting shall be given to the Parish.
- 5.8 Every member of the Parish aged eighteen or over and present in person at a General Meeting shall be entitled to one vote on each resolution put to a General Meeting. Proxy votes shall not be permitted.
- 5.9 The Chairman of the PCC (of, if the Chairman is not present, any other member of the PCC as determined by the PCC) shall take the chair at every General Meeting.
- 5.10 The quorum for a General Meeting shall be ten Parishioners aged eighteen or over present in person. Should a quorum not be present within fifteen minutes of the start of the General Meeting, the General Meeting shall be postponed to such time and place as the Chairman of the Meeting may determine and, at such adjourned General Meeting, the quorum shall be four Parishioners aged eighteen or over present in person.
- 5.11 In the case of an equality of votes, the Chairman of the Meeting shall not have any casting vote and the motion being voted upon shall be deemed not passed.

6. Finance and Accounts

- 6.1 The PCC shall, from time to time, determine procedures for the administration of the Parish's finances, which procedures shall comply with any norms from time to time laid down by the Archbishop pursuant to Article 537 of the Code of Canon Law.
- 6.2 The PCC shall ensure that accounts are prepared for each financial year and are audited by, and to the standards set by, the Diocese.

7. Costs, Expenses and Insurance

- 7.1 Members of the PCC shall not be entitled to any payment in respect of their membership of the PCC but shall be entitled to reimbursement (from Parish funds) of reasonable costs and expenses incurred in fulfillment of their work on the PCC as approved by the PCC from time to time.
- 7.2 The PCC shall be entitled to take out insurance, the cost of which shall be met from parish funds, to insure members of the PCC from and against any liabilities which they may incur as members of the PCC.

8. Conduct of PCC

- 8.1 The PCC shall meet at least monthly (except in the months of July and August) at such regular times as they shall agree. Outside the regular scheduled meetings of the PCC, additional meetings of the PCC may be called, at any time but subject to paragraph 8.2, by the Chairman or the Parish Priest or by any three members of the PCC acting together.
- 8.2 Not less than seven days' advance notice shall be given to all members of the PCC of every meeting (whether regular or specially convened) of the PCC together with an agenda of the matters to be discussed at that meeting. The parish shall be notified in advance of each meeting of the PCC and the agenda for such meeting.

- 8.3 The members of the PCC shall elect a chairman (**Chairman**) from amongst their number to serve until the next AGM. A Chairman may be re-elected to that position. The first Chairman shall be elected at the first meeting of the PCC on or after 1st August, 2006.
- 8.4 The Chairman shall take the chair at all meetings of the PCC. If the Chairman is not present or is not willing to take the chair at any meeting of the PCC, the members of the PCC shall appoint another of their number to take the chair at that meeting.
- 8.5 The quorum of a meeting of the PCC shall be four members present in person (or, if there are four or fewer members of the PCC at the relevant time, two members present in person).
- 8.6 Decisions of the PCC shall be made by simple majority. No decision may be made unless a quorum is present at the time the matter is voted upon (unless the matter being decided is in connection with the holding of an election to fill vacancies on the PCC). In the case of an equality of votes, the Chairman shall not have a casting vote and the motion being voted upon shall be deemed not carried.
- 8.7 The PCC shall ensure that minutes are kept of each of their meetings and shall ensure that copies of such minutes are notified to all Parishioners.
- 8.8 The PCC shall, from time to time, allocate prime responsibility amongst themselves for the following matters:
- a. the finances of the Parish;
 - b. the church and other Parish buildings and assets;
 - c. services in the church;
 - d. ministry in the Parish community;
 - e. prayer and education in the Parish;
 - f. liaison with neighbouring parishes and the wider Diocese;
 - g. evangelization outside the Catholic community within the Parish;
 - h. representation of the Parish in the wider community;
 - i. social functions for the Parish community;
 - j. secretarial matters; and
 - k. such other matters as the PCC may from time to time decide.
- 8.9 The PCC may delegate any of their powers or functions to a committee of two or more members of the PCC but the terms of such delegation shall be recorded in the minute book. Any such delegation may be revoked or altered at any time by the PCC but any such revocation or alteration shall not affect any actions taken by the committee prior to such revocation or alteration.
- 8.10 The PCC may, from time to time, make such additional rules of procedure as it sees fit for regulating its proceedings.
- 8.11 Any member of the PCC may deal with and/or receive a benefit from the Parish and/or Parish funds but shall first declare his interest to the PCC and shall take no part in (or be counted in the quorum for) any discussion in the PCC regarding the matter.
- 8.12 Any third party dealing with the Parish and/or the PCC may assume that any decision or action of the PCC, or any committee of the PCC, has been duly taken and authorized and shall not be under any obligation to enquire

into the validity of such decision or action, which shall be binding upon the Parish and/or the PCC as the case may be.

9. Notices

9.1 Notices to members of the PCC may be given:

- a. personally;
- b. by using electronic communications to such electronic address as the member may have provided to the PCC; or
- c. in writing to the address of the member provided to the PCC.

9.2 Notices to Parishioners shall be given by:

- a. written notice on the principal notice board of the Parish church from time to time;
- b. oral notice by the Parish Priest or other Parishioner at all Masses on a Sunday (including the Saturday evening vigil Mass); or
- c. written notice contained in the weekly Parish newsletter available at Mass from time to time.

It shall not be necessary to give any other form of notice to Parishioners of any General Meeting or other matter concerning the Parish.

9.3 For the purposes of calculating notice periods for elections and meetings, the

date of the giving of notice and the date of the election or meeting concerned shall be ignored.

10. Amendments

10.1 These Rules may be amended at any time by the Parish at a General Meeting. No amendment shall be made unless the amendment has been previously approved of by the Parish Priest or, in the absence of a Parish Priest, the Archbishop.