

OUR LADY IMMACULATE, TOLWORTH CONSTITUTION OF THE PARISH COUNCIL



OBJECTIVES:

The Parish Council is a leadership group through which priests and people work together as partners in furthering the mission of Christ in their own place. It does this through building up a vibrant Christian community that is rooted in baptism and marked by its faith, worship and service.

To fulfil its role, the Parish Council needs to be a representative body in which the diversity of the parish community is reflected. It is a means whereby all parishioners can take part in discussions that relate to the parish, its mission and its future development.

MEMBERSHIP:

The council should comprise 14 members as follows:

1. The Parish Priest, who shall (in accordance with the Code of Canon Law 536) be President of the Council.
2. The Assistant Priest
3. The Deacon
4. The Head Teacher of Our Lady Immaculate Primary School (or his / her representative)
5. Ten members elected from the parish at large, representing, as much as possible, the diversity of the parish (age, sex, ethnic background), and appointed by the Parish Priest

Elected members should serve for a minimum of three years. After three consecutive years of service, members may put themselves forward for nomination (at the meeting before the AGM) for a further three year term, subject to the approval of the Parish Priest.

OFFICERS:

The Officers of the Council will be:

1. Chairman
2. Vice Chairman
3. Secretary

These will be elected annually at the first meeting after the AGM, at which point the term of office will begin. The President of the Parish Council will open this meeting and organise the election, at which point the meeting will be handed over to the new Chairman. The outgoing officers will relinquish their posts at the closure of the AGM.

MEETINGS AND COUNCIL BUSINESS:

There should be a full meeting of the Council within two weeks of the AGM, and as frequently as is deemed necessary throughout the rest of the year.

1. The normal quorum for a meeting will be half of the Council membership, including at least one officer.
2. Council meetings should not be open to casual attendance by parishioners at large.
3. A full Parish Meeting (AGM) should be held annually to receive and discuss a report from the Council and to make recommendations for further action.

4. The Council would discuss reports from its Working Groups (see below), and with appropriate notice, discuss any items of Parish business put up by members of the Council or other parishioners.
5. Parishioners should be encouraged to put items through any members of the Council.
6. Full minutes of meetings should be made available to all who wish to see them (subject to any confidential items being removed first). A summary of the proceedings and recommendations should be posted in the narthex and a short summary of the minutes should be published in the newsletter.
7. The Constitution can only be changed with a majority vote of the whole Council. Members may vote by proxy (see below) if they are unable to attend the meeting. However, the final decision on any changes to be made rests with the President of the Council.
8. Members who may be absent from a vital meeting may vote by proxy through the Chairman or secretary (this must be done in writing or by e-mail, and clearly state the item from the agenda concerned). If members do not respond before the meeting, their vote will be counted as null and void.
9. An agenda for a meeting should be circulated to all members one week before the meeting, and minutes within two weeks of the said meeting.