

Constitution

Our Lady of Visitation Parish Pastoral Council

Preamble

Our Lady of Visitation Parish is a welcoming community of people of faith and of worship - men and women, young and old, laity, religious, and clergy - called by God to share the mission of Jesus Christ. The Parish Pastoral Council (PPC) enables members of Our Lady of Visitation Parish to have an active leadership role in the affairs of their parish.

The PPC is a consultative body sharing with the pastor the planning and coordinating of the overall policies and goals of the parish. Fulfilling his role of pastoral leadership, the pastor is the president of the PPC and collaborates closely with its chair and vice-chair. The PPC strives to reach consensus on issues it addresses, and the ordinary disposition of the pastor is to act in accord with the conclusions of the PPC unless there are overriding reasons which are to be made clear to its members.

Article One: Purpose

The Parish Pastoral Council of Our Lady of Visitation Parish exists

- to assist the parish in proclaiming the Good News of the Lord,
- to build up a caring, Christian community,
- to strive for the spiritual renewal of all members of the parish with special emphasis on liturgical services and education programs,
- to discern the needs - spiritual and temporal - of the parish,
- to develop policies to address these needs and to organize and oversee the structures required to fulfill them.
- and to collaborate with other churches and faith groups in attending to social justice concerns in the wider community.

Article Two: Membership

Catholics of the parish over 16 years of age are eligible for election or appointment to the PPC. The Council is made up of 10 members, six elected, three appointed, with the pastor an *ex officio* member having a voice but no vote. The term of office for an elected member is three years, renewable once. Appointed members are named for a three-year term, renewable as required. The PPC appoints a Nominating Committee whose task is to facilitate securing membership for the Council. From a general consultation of the parish at large this committee assists the PPC in drawing up a slate of 12 nominees, six of whom are to be elected to the Council by the parishioners.

Appointees to the PPC are named by the pastor following consultation with the Nominating Committee and the general membership of the Council.

The PPC names a replacement to complete the term for an elected member leaving the Council.

Article Three: Officers

The president of the PPC is the pastor. From among its members the PPC elects a chair, a vice-chair, and a secretary. The chair plans the agenda with the pastor, conducts the meetings, and in general facilitates the work of the PPC. The term for the elected officers is two years, renewable as indicated.

Article Four: Meetings

The PPC holds regular meetings at least eight times a year. Special meetings may be called by the chair as required.

Decisions are usually reached through open discernment and consensus. If, as decided by the chair, a formal vote is needed for a major policy or proposal, a two-thirds affirmative majority is required. Simple administrative decisions are approved by a simple majority.

A quorum consists of at least four elected members and one appointee. As a general rule regular PPC meetings are open to members of the parish. The PPC may convoke a general meeting of parishioners for consultation on a matter of major concern.

Article Five: Committees

Out of its concern for all aspects of parish life, the PPC establishes, coordinates and monitors - but does not micromanage - the work of various ministries and committees of the parish by calling forth cooperation of these groups in support of various pastoral initiatives. As deemed useful or necessary, the Council may delegate one or more of its members to attend meetings of these bodies and may request delegates from them to take part in PPC meetings. Besides submitting an annual report to the PPC, committees may wish, or be requested, to provide periodic reports throughout the year. (Appendix A lists the active (2007) PPC committees.)

Article Six: PPC Relationship with the Parish Finance Council

The Parish Finance Council (PFC) is responsible for the temporal administration of the parish and works in close liaison with the PPC. After setting the parish goals and priorities for the coming year, the PPC dialogues with the PFC to ensure that the financial resources will be available. A member of the PPC acts in a liaison capacity with the PFC, and a member of the PFC may attend a PPC meeting as required.

Article Seven: Amendments

This constitution may be amended by a two-third majority vote involving all PPC members, followed by confirmation by the pastor. The vote on the amending resolution is taken at the next meeting following its being placed on the PPC agenda.

The Council may be disbanded only on the specific authorization of the archbishop.

Article Eight: Interpretation

This constitution is intended to be in conformity with archdiocesan norms and policies. It is to be interpreted according to the Archdiocese of Ottawa's *Guidelines for the Development of Parish Pastoral Councils (1999)* and the archdiocese's *Administrative Manual (1997)* and subsequent amendments thereto.

Constitution approved by Our Lady of Visitation Parish Pastoral Council on February 14, 2007 and confirmed by Reverend Brian Hennessey, OLV Pastor, on February 14, 2007

Appendix A

Current PPC Committees

(as mentioned at the December 2006 PPC meeting)

- Liturgy
- Sacramental Preparation
- Communications
- Fund Raising
- Restoration/Maintenance
- Nominations
- Ad Hoc Committees (Construction, etc.)
- Temporal Affairs (relates to Parish Finance Council)
- Cemetery (follows special archdiocesan and provincial regulations including annual reports to both bodies)

PPC Committees in Old Constitution (1980)

- Liturgical
- Education
- Youth and Young Adult
- Community and Social Action
- Finance Sub-Committee of Committee on Temporal Administration
- Property Sub-Committee of Committee on Temporal Administration
- Sacramental Assistance and Preparation
- Mission
- Lay Apostolate

Committees Recommended in Archdiocesan PPC Guidelines

- Liturgy (Worship)
- Christian Education
- Social Mission
- Parish and Community Life
- Synodal Process

N.B. The 2007 Parish Pastoral Council is currently working on a re-organization of the PPC committee structure.