

Parish of Sacred Heart – St Ives

Parish Steering Committee (PSC)

CONSTITUTION

As approved at May 2014 Parish Open Meeting

Overview

Under the direction of the Parish Priest, the Parish Steering Group is accountable to parishioners and exists to:

- represent the views, concerns and suggestions of parishioners in the management of the parish's affairs;
- provide an additional line of two-way communication between the congregation, the Parish Priest and the Diocese;
- facilitate and support open meetings of parishioners;
- manage the secular and administrative affairs of the parish.
- implement the Diocesan Pastoral Plan.

There will be an Annual Parish Open Meeting each year in the Spring and additional Open Meetings can be arranged as required for particular purposes.

Membership of the Steering Group

The membership of the group comprises:

- the Parish Priest (and Assistant Priest if appointed);
- one parishioner as a representative of each Mass;
- parishioners nominated by designated parish groups, initially: the Parish Finance and Buildings Committee; the St Vincent de Paul Society; Religious Education and Catechists; the Liturgy Group (including the Music Group); the Holy Land Group; Churches Together and the Parish Planning Sub-Group;
- up to three co-opted members invited to join for their particular skills and experience, provided that a total of twelve lay members is not exceeded.

The Steering Group will seek to maintain an appropriate balance of representation, skills and experience.

Membership of the committee will be deemed to have lapsed should a member miss two consecutive meetings without apologies or four consecutive meetings with or without apologies.

The responsibilities and conduct of all Group members will be subject to the provisions of Canon Law, Diocesan Codes of Practice and the wishes of the parishioners as expressed through parish open meetings.

Operation of the Steering Group

- The Steering Group will appoint a Chairman and Vice Chairman following a change of membership at a Parish Open meeting.
- The members will similarly appoint a Secretary (who need not be a member of the committee) who will produce notes of meetings according to normal minuting arrangements.
- Distribution of agendas, papers and notes will normally be by electronic means, with paper copies to those unable to receive or print electronic versions.
- Under the leadership of the Chairman, the Group will monitor and review implementation of past decisions and consider and make recommendations on any matters within its remit raised by the Parish Priest, other members or parishioners.
- The Steering Group will meet as often as it deems necessary and at least four times a year to conduct its business.
- A quorum for any meetings shall be fifty percent of the Group.
- In the event that a Group member cannot attend a particular meeting, there are no substitution arrangements. However, any Group member may nominate another Group member as a proxy for a single Group meeting, but not for two Group meetings in a row. Such a proxy arrangement shall be subject to the Chairman's approval and such approval will not be unreasonably withheld.
- In the absence of the appointed Chairman or Secretary at the start of a meeting, that meeting will commence its business by appointing a Chairman and/or Secretary for that meeting.
- Where votes are required, each member will have one vote. No casting vote is required as all decisions are recommendations to the parish priest who will make the final decision.
- The Group may appoint such sub-committees as it thinks appropriate with terms of reference and membership specified by the Group.
- Any recommendation from the Group or a sub-committee is subject to approval of the Parish Priest.

Communication

- A report from PSC will appear in the parish magazine, "The Grapevine". A member of the Steering Group will be appointed to liaise with the production team of "The Grapevine" to ensure effective communication between the Group and the parish.
- The minutes of meetings will be made available on the Parish website within one month.

Periods of Office

- All ordinary members will be appointed for a two-year term and they may be re-appointed for a further two-year term. They may not be appointed for a third consecutive term.
- Co-opted members will be regarded as new members, but will otherwise be appointed on the same terms as ordinary members.
- For the avoidance of doubt, no ordinary member or Co-opted Member may hold office for more than a period of four consecutive years.
- Members of the Committee, whose two-year period of office comes to an end, must resign and can only seek re-election in accordance with the rules of the Constitution.

Changing the Constitution

- This Constitution can be decided and amended by proposals which are supported by at least seventy-five per cent of the Group membership and are endorsed by the parish priest and the Open Meeting following the Group's decision, provided that any changes are consistent with Canon Law and Diocesan directives.
- This Constitution will be reviewed at least every five years.

DJK/djk

1/12/14