

Parish of Sacred Heart – St Ives

Parish Steering Committee - CONSTITUTION

Overview

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

- represent the views, concerns and suggestions of parishioners in the management of parish 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 with at least one Parish Open Meeting each year in the Spring and additional Open Meetings arranged as required for particular purposes.
- advise the Parish Priest on the secular and administrative affairs of the parish.

Membership of the Steering Committee

The membership of the Committee comprises:

- the Parish Priest (ex officio);
- the Religious Education/ Liturgy Adviser;
- one parishioner as a representative of each Sunday Mass;
- members nominated by designated parish groups, currently:
 - the Parish Finance and Buildings Committee;
 - the St Vincent de Paul Society;
 - the Music Group;
 - the Holy Land Group;
 - Churches Together in St Ives representatives;
 - the Proclaim! Group;
 - A youth representative
- up to three co-opted members may be invited to join on a time-limited basis for their particular skills and experience.

In consultation with the Parish Priest this list can be amended from time to time.

Membership of the committee may be suspended and replaced if a member fails to attend a series of meetings without good reason.

The responsibilities and conduct of all Committee 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 Committee

- **Officers:** The Committee in consultation with the Parish Priest will appoint a Chairman and Vice Chairman from amongst its membership. 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.

- Under the leadership of the Chairman, the Committee 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 Committee will meet as often as it deems necessary and at least four times a year to conduct its business.
- 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 quorum or casting vote is required as all decisions are recommendations to the parish priest who will make the final decision.
- The Committee may appoint such sub-committees as it thinks appropriate with terms of reference and membership specified by the Committee.
- For the avoidance of doubt any recommendation from the Committee or a sub-committee is subject to approval of the Parish Priest.

Communication

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

Periods of Office

- Members and officers 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 in the same role. Members from one or two key, long-standing parish roles may be designated as ex-officio, with no time limit on their membership.
- For the avoidance of doubt, no ordinary member or co-opted member may hold office for more than a period of four consecutive years in the same role.

Changing the Constitution

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