

**THE PARISH OF ST JOSEPH'S CATHOLIC CHURCH**  
**OPERATIONAL GUIDELINES FOR THE PARISH PASTORAL COUNCIL OF RUTLAND**

(The PPC operates under General Principles set by the Bishop for parishes in the Nottingham Diocese. See PPC notes)

**MEMBERSHIP**

- 1.1 PPC membership is open to any practising catholic over the age of 16 living within the greater parish community (the area from which parishioners come to worship regularly at St Joseph's).
- 1.2 The PPC consists of the Parish Priest(s), as President, plus twelve seats for representatives of the Parish. Other parishioners may be co-opted for short-term support when necessary.
- 1.3 The term of office is three years with no more than two consecutive terms. At the AGM approximately one third of the elected body will stand down or offer themselves for re-election. Should any member resign during a term of office, a replacement is elected to serve until the next AGM.  
*For the first three years all members will remain. After two years there will be a review of the representation and pattern for election of one third of the Council members.*
- 1.4 Up to 25% of the members can be appointed by the Parish Priest with the balance being elected by representative Parish Organisations.
- 1.5 Parish Priests, deacons, curates, parish sisters and pastoral assistants are ex officio members.

**MEETINGS**

- 2.1 Full meetings, confirmed by agenda at least ten days in advance, are held at least four times a year and are deemed quota when 50% non co-opted members are present. Ad hoc groups are formed as required. Special meetings, at the discretion of the Parish Priest or PPC Chairman, may be summoned at shorter notice to deal only with the business stated in the notice convening the meeting. Minutes are kept for all full and special meetings.
- 2.2 Chairman, Deputy Chairman and Secretary are elected by the PPC and ratified by the Parish Priest.
- 2.3 Parish groups meet as required and are invited every June to report on their activities since the previous AGM, for inclusion in the forthcoming Parish Annual Report.
- 2.4 The Annual General Meeting of the Parish, held in July, ratifies the election of the new members to the PPC and reviews the year's activities through annual

Parish and Financial reports. Facilities for the election of all members to the PPC are provided. See PPC notes.

- 2.5 Agendas are agreed by the Chairman, in collaboration with the Parish Priest. Notice of each meeting is published in the Parish Newsletter three weeks in advance so that parishioners are reminded that they may register an item for the agenda through any PPC member or via the church Suggestion Box. These items are to be included in the agenda to be published at least one week before the date of the meeting. Items to be considered under “Any Other Business” shall be notified to the meeting in advance of, or at the beginning of, the meeting in which such items are to be discussed.
- 2.6 If an elected member is unable to attend an alternate maybe nominated. The Parish Priest and Chair are to be informed prior to the meeting. The alternate is non-voting but may speak.
- 2.7 If a member is absent for three consecutive meetings without due reason, s/he is deemed to have resigned and will be replaced by a nomination from that Parish Group.
- 2.8 Special meetings may be called by the Chair with the agreement of the Parish Priest giving members at least seven days notice of the date and the agenda item. In the absence of the Parish Priest the Deacon can give his agreement.

**OPERATIONAL GUIDELINES**

This document and accompanying PPC notes are re-evaluated and revised on a regular basis.

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