

**CONSTITUTIONS OF THE  
PARISH PASTORAL ADVISORY GROUP**

**PURPOSE:** Our Lady and All Saints Parish Pastoral Advisory Group will:

1. Advise the Parish Priest on any point on which he seeks advice.
2. Survey regularly any need referred to them by the Parish Priest and the Parishioners, and to advise the Parish Priest on satisfying those needs.
3. Survey regularly any resources referred to them by the Parish Priest and to advise him on making full use of the resources.
4. Undertake any work assigned to them by the Parish Priest with their agreement.

**PRESIDENT:** The Parish Priest is President of the Parish Pastoral Advisory Group.

**CHAIRMAN:** The Chairman of the Parish Pastoral Advisory Group is a lay man or woman, aged eighteen years or over, elected from the members of the Parish Pastoral Advisory Group by them at the end of the Annual General Meeting. The election will normally be held by open ballot but should any two members of the Meeting require a secret ballot, the election will be held by secret ballot.

The Chairman will hold office for a period of **THREE** years, which, by election, may be extended for one further three year period. No Chairman may serve for more than **SIX** consecutive years. A period of twelve months must elapse before any such person may be re-elected as Chairman.

**VICE-CHAIRMAN:** The Vice-Chairman is a lay man or woman, aged eighteen years or over, elected from the members of the Parish Pastoral Advisory Group by them at the end of the Annual General Meeting. In the absence of the Chairman the Vice-Chairman will take the chair at meetings.

Should the Chairman vacate office the Vice-Chairman becomes acting Chairman until the next Annual General Meeting. Meanwhile an acting Vice-Chairman will be elected from the members of the Parish Pastoral Advisory Group to fill the Vice-Chairman's office, until the Annual General Meeting.

Election to the post of Vice-Chairman will normally be by open ballot. However if two members of the Meeting require a secret ballot, the election will be held by secret ballot.

The Vice-Chairman will hold office for a **THREE** year period which by election may be extended by one further three year period.

No Vice-Chairman may serve for more than **SIX** consecutive years. A period of twelve months must elapse before any such person may be re-elected as Vice-Chairman.

**SECRETARY:** The Secretary of the Parish Pastoral Advisory Group is a lay man or woman, aged eighteen years or over, elected in an open ballot from the members of the Meeting by them at the end of the Annual General Meeting.

Should the Secretary vacate office during the year a new Secretary is appointed by the Parish Priest and the Parish Pastoral Advisory Group Chairman, not necessarily from the Parish Pastoral Advisory Group, to hold office until the next Annual General Meeting.

The Secretary will hold office for a year which, by election, may be extended, without limit, for subsequent one year periods.

**MEMBERS:** The Parish Pastoral Advisory Group will consist of the following who must be sixteen years of age or over, with the exceptions of the Altar Server representative and any Youth representative:

1. **The Parish Priest**, Priests, Religious and Clerics of the Parish.
2. **Parish Organisations: ONE** representative nominated or elected by each of the Parish Organisations, who does not have to be the Chairman of that Organisation. A Parish Organisation is one which appears on the Parish Website [www.ourladysparbold.org.uk](http://www.ourladysparbold.org.uk).  
*See Appendix A for the current list of Parish Organisations.*

Parish Organisations are not obliged to send representatives but in the interest of Parish harmony it is hoped that all will comply.

Altar Servers: The representative is chosen from the weekend Servers only. If the Server representative is aged 15 or under, and so wishes, the Server may be represented by a Parent or an elder sibling over 16.

Members nominated by Parish Organisations will serve for a period of **THREE** years which may be extended by one further three year term only. No one may serve for more than **SIX** consecutive years. A period of twelve months must elapse before any such person may serve again.

Should a member nominated by a Parish Organisation no longer wish, or be able, to represent them, then that Organisation can nominate another member for the unexpired portion of the retiring member's term of office.

A Member of a Parish Organisation may be nominated or elected to represent more than one Parish Organisation. However they may not represent more than three Parish Organisations.

3. **Co-opted Members:** The Parish Priest may also co-opt any number of additional members each year for a period of **THREE** years which may be extended for one further three year term.

No member may serve for more than **SIX** consecutive years. A period of twelve months must elapse before any such member can rejoin the Parish Pastoral Advisory Group with active voice and with voting rights. This rule applies to all members except for Priests, Religious and Clerics.

A vacancy occurs when a member resigns in writing or has, without good reason, failed to attend two consecutive meetings.

**MEETINGS:** The Parish Pastoral Advisory Group should meet at least three times each year – normally once each period of an academic term.

Once a year, an Annual General Meeting is held – preferably in the autumn. This Annual General Meeting is held in place of one of the termly Meetings.

At this Annual Meeting the Parish Priest will present his Report on the Parish and each of the nominated representatives from the Parish Organisations will also present a reports on their Organisations. Should a Representative be unable to attend a written Report for the Organisation must be sent.

The last items on the Agenda will deal with the elections of the Chairman, Vice-Chairman and Secretary.

The notice calling the Parish to the Annual General Meeting will be published in the Weekly Notice Sheet.

**COMMITTEE:** The Parish Pastoral Advisory Group may set up Committees to deal with ongoing business. This Committee would be available to meet to advise the Parish Priest if and when he so desires, outside of the three normal Meetings of the Parish Pastoral

Advisory Group. The Parish Priest, in consultation with the Chairman, may co-opt onto any such Committee those who are not members of the Parish Pastoral Advisory Group. Notwithstanding Parish Pastoral Advisory Group Members must form the majority of any Committee.

**SPECIAL MEETINGS:** By publishing a Notice in the Weekly Notice Sheet the President, along with the Chairman and Vice-Chairman of the Parish Pastoral Advisory Group may call a special Parish Meeting. The notice will state the matter to be discussed and no other matter may be discussed, unless the President, the Chairman and Vice-Chairman have agreed before the Meeting that it should be discussed.

**ATTENDANCE:** All Elected, Nominated and Co-opted Members of the Parish Pastoral Advisory Group (*see page 1*) are expected to attend each Meeting of the Parish Pastoral Advisory Group as well as the Annual General Meeting. In the event where this is not possible a written note of apology should be sent in advance of the Meeting to the Chairman or Secretary. Any person elected, nominated or co-opted onto the Parish Pastoral Advisory Group who fails to attend two consecutive Meetings is deemed to have forfeited their Membership of the Parish Meeting.

Any members of the Parish of Our Lady and All Saints or any person who regularly worships in the Church of Our Lady and All Saints are welcome to attend any meeting of the Parish Pastoral Advisory Group. They may be invited to speak at the discretion of the Chairman in consultation with the President. All members of the Parish and all who worship in the Church on a regular basis are invited to attend the Annual General Meeting of the Parish Pastoral Advisory Group – but without voting rights. Which are held only by the Representatives of the Parish Organisations – *see Voting*.

**QUORUM:** At the Annual General Meeting of the Parish Pastoral Advisory Group half of the Elected, Nominated or Co-opted Members will form a Quorum. At a normal Parish Pastoral Advisory Group Meeting one third of the Elected, Nominated or Co-opted Members will form the Quorum.

**VOTING:** At any Meeting of the Parish Pastoral Advisory Group only Elected, Nominated or Co-opted Members may vote (*see page 1*). Only those present at the actual Meetings may vote – proxy votes will not be possible.

**ALTERATIONS:** Any proposal to alter this Constitution must be put in writing to the Parish Pastoral Advisory Group in time for it to be considered at their next normal Meeting (not

the Annual General Meeting). If agreed by those present the proposal will then be submitted at the next Annual General Meeting of the Parish Pastoral Advisory Group.

At the Annual General Meeting of the Parish Pastoral Advisory Group, any proposal to alter this Constitution is to be voted upon after the adoption of the Annual Reports. A majority of two thirds of those present and entitled to vote is required for any alteration of this Constitution.

*Constitution for Our Lady and All Saints produced – July 2010*

*Amended from Parish Council to Parish Pastoral Advisory Group – April 2011*

*from a revised Constitution of October 1997*

*from a revised Constitution of February 1993*

*from a revised Constitution of 1975*

# OUR LADY AND ALL SAINTS PARBOLD

## *Parish Organisations*

*as listed at 1 October 2010*

*on the Parish Website – [www.ourladysparbold.org.uk](http://www.ourladysparbold.org.uk)*

Altar Servers – *see page 2 – Members – para 2 – Parish Organisations*

APF

CAFOD

Catechists – *(Baptisms, Confirmations, Marriage)*

Children's Liturgy

Child Protection

*Choir – currently in abeyance*

Coffee Group

Extraordinary Ministers

Finance Committee + Counters

Flower Arrangers

Health and Safety + Ground Maintenance

Music Group

Nugent Care

Prayer Group

Primary School – *(Governors, Teachers, Assistants, Ancillaries)*

Primary School PTA

Readers

Rosary Group

Social Group

Stewards

SVP

200 Club