

**ST. JOSEPH'S, MALVERN
PARISH ADVISORY COUNCIL (PAC)
COMPOSITION & OPERATION**

AIMS AND OBJECTIVES

1. To foster the social and communal life of the Parish.
2. To provide a focal point for all Parish activities.
3. To advise and assist the Parish Priest on matters affecting the Parish.
4. To undertake any activity delegated by the Parish Priest and accepted by the Council.

THE ANNUAL PARISH MEETING

The PAC shall be responsible for organising an annual meeting of the parish within two calendar months of Easter. This meeting shall be known as the Annual Parish Meeting (APM).

1. At least 6 weeks before the date set for the APM, a notice convening the meeting shall be published by the Chair of the PAC giving the time, date and place of the APM, calling for nominations for the number of vacancies on the PAC and for proposals from the parish at large for items for discussion.
2. Proposals from the parish for items for discussion must be submitted to the Parish Office 4 weeks before the APM.
3. The Agenda for the APM shall be published 3 weeks before the meeting. It shall include mention of each of the items for discussion, which may include other business introduced by the Parish Priest or the PAC.
4. The Chair shall be the Parish Priest of the day or in his absence the PAC Chair or in his or her absence a member of the outgoing PAC.
5. Minutes of APM meetings shall be kept and published.

Conduct of the APM

1. The Parish Priest shall present the Parish Priest's Annual Parish Report.
2. The PAC Chair shall present his or her Annual Report. The report must contain a section on any delegated activities (see below).
3. The Parish Accountant shall present the parish accounts.
4. The Parish Priest shall declare all valid nominations for the Council and shall introduce incoming members of the Council.
5. The meeting shall consider other business as identified in the agenda published for the meeting.
6. At the discretion of the Chair, the meeting may discuss any other issues that are raised.

APPOINTMENT OF ORDINARY COUNCIL MEMBERS

1. The Council shall consist of the clergy, the Parish Pastoral Assistant, the Parish Treasurer and nine ordinary members.
2. To be eligible for appointment parishioners must be sixteen or more years of age at the date of nomination, be confirmed members of the Catholic Church and be recorded as current parishioners in the Parish Records.

3. Nominations must be in writing and signed by a proposer and seconder as well as the candidate, all of whom must themselves be eligible for appointment.
4. The procedures shall be:
 - 4.1. Completed nominations shall be delivered to the parish office at least 2 weeks before the date of the APM.
 - 4.2. If there are more nominations than vacancies, the Parish Priest shall consult with those nominated and appoint sufficient ordinary members from those nominated to fill the vacancies. Those not appointed shall fill any vacancies which may occur during the year.
 - 4.3. If there are insufficient nominations to fill the vacancies the Parish Priest may appoint any other eligible parishioners to fill the vacancy.
5. Ordinary members must step down after three annual APM cycles and must allow one further cycle to elapse before offering themselves for reappointment.
6. Members may resign at any time by submission of a signed letter to the PAC Chair or the Parish Priest.
7. In all matters concerning the appointment of Council members the decision of the Parish Priest shall be final.

CONDUCT OF COUNCIL MEETINGS

1. The Council shall appoint its own incoming Chair and Vice-Chair every year at the first meeting following the APM as the first item of business. The nominees for Chair shall be those willing to stand for election, having been asked by the Parish Priest beforehand. The appointment shall be by election and the Parish Priest shall be Chair for the purpose of the election.
2. As the second item of business at the same meeting, it shall set a date for the following APM.
3. There should normally be a minimum of four meetings of the PAC in each annual cycle.
4. Minutes of Council meetings shall be kept and published. Activities delegated by the Parish Priest and accepted by the Council shall be recorded in the minutes. A list of delegated activities shall be maintained by the Council.

AMENDMENTS TO THIS DOCUMENT

In order to be effective, amendments must be approved by a majority of two thirds at an APM, provided at least 25 members of the parish are present.

DISSOLUTION OF THE COUNCIL

The Council can be dissolved by a majority of two thirds at an APM (with a minimum of 25 members of the parish present) or at any time by the Parish Priest.