

St Catherine's Church Littlehampton
Parish Pastoral Council

Revised Draft Terms of Reference

Objectives:

To support the delivery of the mission of the parish by

- 1 **Providing** support and advice to the Parish Clergy
- 2 **Assisting** the Parish Clergy in managing the efficient running of the parish and its activities.
- 3 **Sharing** ideas and supporting one other
- 4 **Assisting** parishioners to play an active role in the mission of the Church and the development of the parish community

Membership:

Members of the PPC are parishioners who serve and whose membership is endorsed by the Parish Priest. In addition, the Parish Clergy, the Parish Secretary **and the Chair of the Parish Finance Committee** are *ex officio* members.

Any Member who does not attend three consecutive meetings **may** be deemed to have resigned.

The offices of Chair, Vice-chair and Clerk are elected for a period of three years, with the option of re-election for a further three years (Maximum total of six consecutive years).

Meetings:

The PPC should meet **four** times a year (**This is in addition to an Annual Parish Meeting**).

Additional 'extraordinary' meetings may be called if required.

Notice of a meeting (and call for agenda items) will be published by the Clerk in the parish newsletter and sent to Members electronically at least four weeks before a meeting.

Members who cannot attend a particular meeting should inform the Clerk as soon as possible.

Those Members who have a duty to report on their area at each meeting should, if they are unable to attend, send in that report to the Clerk so that it can be read out at the meeting.

Meetings will be chaired by the Chair (or in their absence by the Vice-chair) and all comments and proposals should be directed to the Chair.

Hard copies of the agenda and of the Minutes of the previous meeting will be made available at each meeting.

A signing-in attendance record of Members will be made at all meetings.

Agendas:

Items for the Agenda should be sent to the Chair and/or Parish Priest at least three weeks before the meeting.

Any parishioner is free to suggest items for the agenda.

The agenda for each meeting will be drawn up by the Chair and Parish Priest.

The agenda will be published by the Clerk at least two weeks prior to the meeting by displaying it on the church notice board and on the parish website and by sending it to Members electronically.

Minutes:

All decisions made at a meeting will be recorded in the Minutes.

Draft Minutes will be given by the Clerk to the Chair within a week of the meeting.

These draft Minutes (agreed by the Chair and Parish Priest) will be circulated to members electronically within two weeks of the meeting. A copy will be placed on the Parish notice board and parish website **one week later (to allow time for suggestions for amendment to be made)**.

Voting:

Decisions should be reached by consensus, taking the views of the Parish Priest into consideration.

In the event of a vote being required, only Members **present** may vote. A quorum of five Members, excluding the Chair **and ex-officio Members**, is necessary for a vote to be taken. In the event of a tie, the Chair will cast a deciding vote.

All proposals and results of voting will be recorded by the Clerk.

Review:

There will be an annual Review of Procedures to ensure that the PPC is functioning well.

The PPC's Terms of Reference **will** also be subject to annual review.