

THE PARISH OF THE HOLY SPIRIT

TE WAIRUA TAPU

PARISH PASTORAL COUNCIL MANDATE

1. Nature and Purpose:

- a) The Pastoral Council of the Catholic Parish of the Holy Spirit, Te Wairua Tapu is established in accord with the decision of the Archbishop of Wellington that each parish in the Archdiocese is to have a Pastoral Council.
- b) The Pastoral Council is a structure of participation in which the shared responsibility for the mission of the church and the genuine equality and action of all the baptised is encouraged in a collaborative relationship between priests, lay pastoral leaders and people. It is in this context that Canon 536 should be understood and applied.
- c) The Pastoral Council is a representative body, not a body of representatives. Members do not represent particular constituencies in the parish: all members of the Pastoral Council represent all the members of the parish.
- d) The purpose of the Pastoral Council is to advance the Catholic faith by fostering the authentic expression of the nature of the parish:

“The parish is the presence of the Church in a given territory, an environment for hearing God’s word, for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration. In all its activities the parish encourages and trains its members to be

evangelizers. It is a community of communities, a sanctuary where the thirsty come to drink in the midst of their journey, and a centre of constant missionary outreach.”

Pope Francis, Evangelium Gaudium 28

2. Composition and Structure:

- a) The members of the Pastoral Council are to be selected in such a way that, as far as possible, the entire composition of the People of God within the parish is truly represented.

- b) The Pastoral Council consists of between 11 and 17 members, as follows:
 - i. Two members selected by each church committee in a manner the committee decides. For the first selection the Pastoral Councils of the four amalgamating parishes will act as the church committees;
 - ii. As many members of the Pastoral Team appointed by the Archbishop as the Team decides to appoint;
 - iii. Two members of the parish selected by the Pastoral Team, for purposes of balance or the need for particular skills.

- c) One or more persons may be co-opted onto the Council for a specific purpose for a period of no longer than six months (renewable).

- d) The chair of the Pastoral Council is selected by the members of the Council and may be any member of the Council or from outside the Council. If from outside the Council he/she becomes a member of the Council with the voting rights of a member, but not with a casting vote.
- e) The role of secretary is carried out by one of the parish staff, and is to be included in that person's job description. The secretary is not a member of the Council.
- f) The term of office for all members of the Council, including the Chair, is two years, renewable once. A person may be re-selected as a member or as Chair after an absence of one term.
- g) The term of a member is deemed to have expired if that member is absent from the Council for two consecutive meetings or for three meetings in one year, without having sought leave of the Council. At the discretion of a member of the Pastoral Team and the Chair, leave may be granted retroactively.
- h) If a member resigns from the Council during their term of office they are to be replaced for the balance of the term. The replacement member will be selected in the same way as the resigning member was selected. Because this inaugural council was selected 'artificially' the council would like to revisit within the next two years, and redraft if necessary.

- i) Each church community has a church committee which carries out those functions necessary to sustain the life of its community and the wider parish, and to care for parish property.
- j) The church committees are committees of the Pastoral Council, and work with the Council to implement the Council's decisions and to foster the unity of the parish.
- k) Each church community decides how many members the committee will have, how often it will meet, and its specific tasks.
- l) The Pastoral Council may form other committees or ad hoc groups for specific purposes as it sees fit.

3. Meetings and decision-making:

- a) A spirit of prayer and reflection is to pervade the meetings of the Pastoral Council. Time is to be taken in each meeting for formation of the members and for nourishing their faith through prayer.
- b) Meetings of the Pastoral Council will be held at least five times per year, with a suitable period of notice given to members of the dates of meetings. At least one meeting each year is to be held in each of the communities.

- c) The agenda for meetings is prepared by the chair in consultation with the Pastoral Team members on the Council, and taking into account any matters raised by Council members. The agenda is made available to members at least three days before the meeting.
- d) Minutes are to be taken of all Council meetings.
- e) A quorum is six of the members who are not members of the Pastoral Team, together with half of the members of the Pastoral Team on the Council.
- f) Substitution of members at Council meetings is not allowed.
- g) The Chair is to take particular care during meetings to involve and hear those who are quieter, or for whom English is an additional language or members who have disabilities. All members of the Council have a responsibility to ensure all voices are valued and listened to.
- h) The Council will endeavour at all times to reach its conclusions by consensus.
- i) The Pastoral Council does not formulate policy independently of the Pastoral Team, and the Pastoral Team does not formulate parish pastoral plans or policy independently of the Council.

j) The Pastoral Team will normally accept the consensus decision of the Council, but where one or more members of the Pastoral Team are convinced that a decision is unwise or against the teachings or guidance of the Church, they are to explain the reason for their opposition and the matter must be revisited by the Council.

4. Duties and Responsibilities:

The primary duties and responsibilities of the Pastoral Council are to:

- a) Foster unity and a community spirit in the parish, and an evangelizing focus among parishioners.
- b) Respect the identity of the church communities within the parish and the application of the principle of subsidiarity¹, in the context of strengthening the unity of the whole parish.
- c) Encourage the exercise of a preferential option for the poor in the parish and in the wider community, creating conditions for marginalised voices to be heard, defending the defenceless and assessing lifestyles, policies and social institutions in terms of their impact on the poor.
- d) Discern the needs of the whole parish and its members, especially young people; develop and implement a pastoral plan, in consultation with the Finance Committee,

¹Those things that can be decided at the lowest possible level are decided at that level.

which will promote the common good of the parish and its outreach; and oversee the implementation and evaluation of the plan and its outcomes.

- e) Coordinate parish activities in a manner that will best serve the interests of the parish and its mission, remembering always that there are parishioners whose circumstances require special attention if they are to participate fully.
- f) Foster partnership between the parish and its schools.
- g) Promote ecumenical activities and participation in them by parishioners.
- h) Promote participation in programmes and activities recommended by the Archbishop, Archdiocesan offices, and the New Zealand Catholic Bishops Conference and its agencies.

5. Use of financial resources:

- a) All income, benefit, or advantage must be used to advance the charitable purposes of the Parish of the Holy Spirit, Te Wairua Tapu and in accordance with the norms of the Archdiocese of Wellington.
- b) No member of the Pastoral Council of the Parish of the Holy Spirit, Te Wairua Tapu, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments

to, or on behalf of, the member or associated person of any income, benefit, or advantage.

- c) Any payments made must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

6. Amendments to the Mandate:

- a) Amendments to this mandate duly proposed and seconded must be carried by a 75% majority of the total current membership of the Pastoral Council.
- b) Thirty days' notice of such amendments must be given to all members of the Council.

7. Winding up:

The Parish of the Holy Spirit, Te Wairua Tapu, may only be wound up at the direction of the Archbishop of Wellington. If any assets remain after the winding up of the Parish of the Holy Spirit, Te Wairua Tapu and the settlement of all its debts and liabilities, the assets are distributed according to the Canon Law of the Catholic Church and the norms of the Archdiocese of Wellington, to be used for charitable purposes similar to those of the Parish of the Holy Spirit, Te Wairua Tapu.