

**BIRMINGHAM EAST AND NORTH DEANERY**  
**THE UNITED CATHOLIC COMMUNITY OF CHRIST THE**  
**KING, KINGSTANDING [No. 24] and OUR LADY OF THE**  
**ASSUMPTION, MARYVALE [No.25]**

Parish Pastoral Council Constitution

**ARTICLE 1 – NAME AND DEFINITIONS**

1. Pursuant to the decree of the Archbishop mandating that every parish shall have a Parish Pastoral Council (c.537 CIC), the body established by this Constitution shall be known as the Parish Pastoral Council of the United Catholic Community of Christ the King, Kingstanding and Our Lady of the Assumption, Maryvale.
2. Since both above-named canonically separate parishes already have the same Parish Priests and the same Parish Deacons appointed to and ministering within them, in this Constitution, the term, “the United Catholic Community” means each of the above-named canonically separate parishes collaborating as one single parish as if already fused by merger (cf.c.121).
3. In this Constitution, the term, “the Parish” means one or other of the above-named canonically separate parishes which together form the United Catholic Community. The term “the Parish Priest” means the person who from time to time is inducted into the office of *parochus* for each parish in accordance with the norm of law and serves as the parish priest for the whole of the United Catholic Community. The term, “the Parish Deacons” shall be read and understood in the same manner.
4. As a body of the United Catholic Community within the Archdiocese of Birmingham, in the service of the evangelising mission of the Church, this Parish Pastoral Council adopts, *mutatis mutandis*, the diocesan vision “to be a Catholic diocese which is faithful to the mission entrusted to us by Jesus Christ, full of missionary disciples who work together co-responsibly in vibrant communities of faith, joyful in their service of God and neighbour.”
5. In this Constitution, the term, “the Finance Committee” means the Finance Committee of each parish. By order of the Parish Priest, both committees meet together at the same time and conduct the business of the United Catholic Community collectively.
6. In this Constitution, the term, “the Parish Newsletter” means the common newsletter published each Sunday for the United Catholic Community.

**ARTICLE 2 – PURPOSES**

1. This Parish Pastoral Council is consultative body with several tasks. Broadly it seeks to cooperate with the Parish Priest, so that in a spirit of synodality all, according to their gifts, may contribute to the mission of the Church.

2. The lay members are called to journey and dialogue with the Parish Priest and Parish Deacons (and so make synodality a reality) and to look at ways in which the United Catholic Community can be more effective in our mission so as to achieve the vision.
3. The Parish Pastoral Council uses information from the Finance Committee to support the Parish Priest in strengthening the financial situation of the United Catholic Community and in forming ideas for pastoral ministry. This information will be supplied by the Treasurer or in the Treasurer's absence another member of the Finance Committee.
4. The Parish Pastoral Council is established to bring new ideas, experiences and knowledge to decision-making in the parish and so to shape existing parish ministries, develop new ones and provide continuing formation for the ministers who undertake them.

### **ARTICLE 3 – MEMBERSHIP**

1. The Parish Pastoral Council will comprise, *ex officio*, the clergy, the Sisters Minor of St Francis and the Treasurer plus a maximum of 12 additional lay members whose nomination has been approved by the Parish Priest in accordance with Article 4(2) below.
2. Wherever reasonably possible, the 12 additional lay members will be divided equally so that there are 6 from each of the two canonically separate parishes within the United Catholic Community on the Parish Pastoral Council overall. However, where that is not reasonably possible, then an additional lay member can be nominated from one of the canonically separate parishes but the obligation to liaise across the whole of the United Catholic Community will remain.

### **ARTICLE 4 – ELIGIBILITY FOR OFFICE**

Having regard to c.512 §3, membership on this Parish Pastoral Council shall be open to Catholics who are in full communion with the Church. Nominees must be baptised practising Catholics, members of either parish and participating in the life of the United Catholic Community, especially Sunday Mass and the sacraments. The Parish Priest has no power to waive these requirements in order to approve a nomination.

### **ARTICLE 5 – TERM OF OFFICE**

1. *Ex-officio* members serve for as long as they hold the relevant office within the United Catholic Community or otherwise qualify for the *ex officio* position.
2. The term of office for any of the 12 additional lay members is 3 years. The member is entitled to seek election for a further term of three years. In any event, however, an additional member is limited to a maximum of two terms. The two terms need not be consecutive. An additional member is also at liberty to resign from the Parish Pastoral Council at any time during a term of office.

3. The terms of one-third of the appointed members shall expire each year. If another vacancy has occurred (for example, a member resigns after one year) the Parish Priest, having heard the Parish Deacons shall appoint a substitute for the balance of that term. That balance is considered a term of office, even if only for one year.

## **ARTICLE 6 – APPOINTMENT PROCESS**

1. At a meeting of the Parish Pastoral Council to be held on each Wednesday after Pentecost, the members of the Parish Pastoral Council will be asked to suggest to the Parish Priest the names of people who might be considered for appointment to the council. The Parish Priest may also contribute names. Notice shall be given in the parish bulletin or website inviting people to submit their own or other people's names for consideration.
2. To become one of the 12 additional lay members, the prospective member must first be nominated by two parishioners from the United Catholic Community. It is not necessary that both nominators be members of the same parish. Nomination forms are available from the Parish Priest. They must be signed by the nominee and accompanied by a copy of this Constitution signed by the nominee and also signed by the nominators. The nomination must receive the approval of the Parish Priest.
3. In July (following the end of the Parish Pastoral Council's Pastoral Year – as defined by Article 8 (1) below) the Parish Priest announces the names of the people he has appointed, and they begin their services at a meeting of the Parish Pastoral Council in September (being the beginning of the Parish Pastoral Council's Pastoral Year).

## **ARTICLE 7 - OFFICERS OF THE COUNCIL**

1. The following are automatically officers of the Parish Council:
  - 1) The Parish Priest who will serve as President
  - 2) The Parish Deacons who will serve as Vice-Presidents
  - 3) The Treasurer
  - 4) A representative of the Sisters Minor of St Francis, 192, Hawthorn Road Kingstanding B44 8PU. For the avoidance of doubt, the choice of representative is at the discretion of the Sisters and need not be the same person for every meeting. The representative's essential qualifications, so far as the business of the Parish Pastoral Council is concerned, are that the representative be authorised to speak on behalf of the Sisters Minor and sufficiently aware of their plans and proposals to be able to collaborate effectively with the Parish Pastoral Council in accordance with this Constitution. Furthermore, if it is necessary in order to comply with the governing statutes of the Sisters Minor or convenient for the purposes of translation, a second representative may also be in attendance. If a second representative is in attendance, the Sisters Minor will nevertheless continue to have one consultative vote only."
2. In addition, there shall be elected from the lay members of the Council a Chairperson, a Vice-Chair and a Secretary. The ex officio members of the Parish Pastoral Council are not eligible for election as Officer of the Council.

3. Elections of the Officers of the Parish Pastoral Council shall be held every year at a meeting of the Parish Pastoral Council to be held in September of every calendar year. Officers serve a one-year term, renewable once for that office. The officers form an executive committee which plans agendas under the presidency of the Parish Priest.
4. The duties of each officer shall include the following:
  - 1) The Chairperson conducts all meetings, ensuring good order. In the absence of the Chairperson, the Vice-Chair will undertake the Chairperson's duties.
  - 2) The Secretary keeps the minutes of all meetings, distributes the minutes, notifies members of meetings and attends to other correspondence.
  - 3) The Treasurer is the person elected by the Finance Committees to speak jointly on their behalf at the Parish Council or, if the Treasurer is not available for any particular meeting, the member of either Finance Committee whom the Treasurer nominates as Deputy for that specific purpose.
  - 4) The roles of other officers, if appointed, shall be specified in the resolution of the Parish Pastoral Council pursuant to which they have been elected.
  - 5) For the sake of completeness, it is noted that the President and the Vice-Presidents are appointed to each Parish by the Archbishop of Birmingham.

#### **ARTICLE 8 – MEETINGS**

1. The Parish Pastoral Year means the period from 1<sup>st</sup> September in any calendar year to 30<sup>th</sup> June in any following year. It is the period in which initiatives sponsored by the Parish Pastoral Council are to be carried out. There will be no meetings of the Parish Pastoral Council in July or August in any given calendar year. The number of ordinary meetings in any Pastoral Year shall be a minimum of four.
2. If the Officers of the Parish Council deem it necessary, an extraordinary meeting of the Parish Council may be called on not less than 14 days' notice to discuss the items of business specified in the Notice of Meeting that require urgent discussion.
3. Unless there are sub-committees (cf. art. 10) from whom reports are required, agenda items should include the four focus areas of the diocesan vision: (i) evangelisation (ii) formation (iii) liturgy and worship (iv) social outreach.
4. Meetings of the Parish Pastoral Council shall be notified in the Parish Newsletter and parishioners shall be invited to submit any matters for consideration to any member of the Parish Pastoral Council. Summaries of the minutes of each meeting of the Parish Pastoral Council will be published on the website of each Parish.

#### **ARTICLE 9 – VOTING AT MEETINGS**

1. When indicated by the President or by the Chair with the presumed consent of the President, votes may be taken, though the results remain consultative. All members have the right to vote, although they may abstain.
2. On matters for which a formal vote is deemed useful, one-half plus one of the members being present constitutes a quorum.

3. As much as possible, matters shall be decided by consensus.

#### **ARTICLE 10 – COMMITTEES AND ALLOCATED RESPONSIBILITIES**

1. The Parish Pastoral Council may set up sub-committees or working parties from time to time to look into and report back to the Parish Pastoral Council on particular matters affecting the life of the United Catholic Community. For the avoidance of doubt, the Chair of any such sub-committee or working party must always be one of the additional lay members. However, the Chair will be at liberty to invite any parishioner or other person to be a member of the sub-committee or working party as the case may be.
2. Other committees and their tasks may include those corresponding to the diocesan vision: evangelisation, formation, worship & sacramental life, charity & social outreach.
3. Furthermore, the Parish Pastoral Council may allocate to any of the additional lay members, with the actual recorded consent of that member, any portfolio or responsibility which is deemed necessary and useful for the achievement of the purposes of the Parish Pastoral Council as described in Article 2 above. The terms of reference for the allocation shall be set out in the resolution of the Parish Pastoral Council by which the allocation is made. The allocation may be for a specific project until the project is completed or for a specific area of the life of the United Catholic Community for one or more Parish Pastoral Year (up to a maximum of three consecutive such years).

#### **ARTICLE 11 – LIAISON**

The President or his nominee shall act as liaison reporting on meetings and activities when appropriate to the deanery pastoral council, the deanery conference and other interested persons.

#### **ARTICLE 12 – ADOPTION/AMENDMENTS**

1. This constitution becomes effective when approved by two-thirds of the Parish Pastoral Council members, after discussion at one meeting and after a vote at the next meeting.
2. This constitution can be amended by following the same process.
3. Each new member of this council shall be given a copy of this Constitution.

Proposed: 29<sup>th</sup> August 2025

Adopted: Date