

St. Mary of the Rosary, Forest Hall **Parish Council Constitution**

The Parish Council is an elected body of parishioners who have a consultative role in the governance of the parish.

Purpose of the Council

The purpose of the Parish Council is:

- To promote the involvement of the parishioners of St Mary's in the life and work of the parish.
- To coordinate the work and growth of the church in four areas, namely Spiritual, Social, Buildings/Maintenance and Finance. These areas will be reviewed at regular intervals.
- To advise the Parish Priest on any point on which he seeks advice.
- To survey regularly any needs referred to them by the Parish Priest and to advise him on satisfying those needs.
- To undertake any work assigned to them by the Parish Priest with their agreement.

Responsibilities of the Council

The responsibilities of the council are

Mission, worship and formation

The fundamental mission of preaching the Gospel to everyone, celebration of the sacraments and forming us all in the image of Christ.

Social

For the care and wellbeing of people in all matters not strictly spiritual as well as the development of the community and the co-ordination of fundraising in conjunction with the finance committee.

Buildings

Ensure the upkeep, development and maintenance of all properties and assets

Finance

To oversee and monitor the financial management of the parish and to agree any capital expenditure. The Parish Secretary will complete the financial diocesan end of year report and the council member with responsibility for finance will agree and sign off the report.

Officers

The council shall consist of

- President The parish Priest shall be the president of the council.
- Chairperson The Chairperson shall be any person elected by the council from among its own members.
- Secretary The secretary shall be a member of the Parish Council.

No person may hold more than one office on the Parish Council at any one time.

The Chairperson and Secretary will be elected at the first full parish Council meeting after the Annual General Meeting.

Voting Rights

Members with voting rights shall be

- The President
- Elected members of the council
- Ex-officio members (by invitation of the council)

Parish Council Meetings

- The parish council will meet no less than four times each year.
- At a parish council meeting one half of the members constitute a quorum.
- Voting will be by a show hands of members attending. A secret ballot shall be held for the election of officers and for any other issue where a simple majority of those present request it. If any vote is equal, the Parish Priest shall have the casting vote.

Committees

- Sub committees for Mission, Worship and Formation and a Social committee will be encouraged and supported by the Parish Council.
- The parish council may set up other committees for any purpose.
- All sub committees will be expected to submit a report of their work and progress at each parish council meeting.

AGM

- The parish council will discuss whether an Annual General Meeting of the Council is to be held.
- If it has been decided that an AGM will be held then
 - Four weeks' notice shall be given of the date of this meeting.
 - A report on parish activities and the work of the Parish Council will be given at that meeting and all those present will be invited to participate in any discussion that may take place, to raise issues or to make recommendations.
 - Any recommendations from the AGM shall be discussed at the next Parish Council meeting before being ratified.
 - A copy of the annual report will be made available to all parishioners within two weeks of the meeting.

Alterations to the constitution

Any proposal to alter this constitution may be considered at a parish council meeting after one month's notice has been given to the parish council. A majority of two thirds present is required to adopt any such proposal.

This constitution was adopted at a meeting of the Parish Council on 18th September 2024