**St Cuthbert’s, Durham  
Guidelines for the parish’s councils and committees**

*November 2019*

# **Parish Assembly**

1.1 A Parish Assembly meets at least twice a year (usually in May / June and November), and all parishioners and regular worshippers at St. Cuthbert’s are encouraged to attend. The Assembly hears reports from the Parish Pastoral Council (PPC), the Parish Finance Council (PFC) and the parish’s groups and committees, and elects 3 members to the PPC. The May / June meeting is the parish’s Annual General Meeting.

# **The Parish Pastoral Council (PPC)**

2.1 The Parish Pastoral Council (PPC) assists, advises and cooperates with the priest(s) of the parish in sustaining and developing the Christian life of the community, in collaboration with the parishes of the Finchale Partnership and with Churches Together.

2.2 Membership: The PPC consists of:

1. The Parish Priest as President, and any assistant priest(s) as Vice-President(s).
2. The Chair (or a representative) of the Parish Finance Council.
3. The Chair (or a representative) of the Liturgy and Music Committee.
4. The Chair (or a representative) of the Building Committee
5. The President (or a representative) of the Catholic Society.
6. The parish’s representative to Churches Together in Elvet and Shincliffe.
7. 3 members elected by the Parish Assembly, elected by ballot (where necessary) and by a simple majority. All parishioners and regular worshippers at St. Cuthbert’s are eligible for nomination and all those attending over the age of 16 are eligible to vote. The elected members serve for 3 years and may be re-elected to serve a further 3 year term.
8. Appointed members and other co-opted members as necessary, to ensure that the PPC is representative of the parish, who serve for up to 3 years and may be re-appointed to serve a further 3 year term.

2.3 The Chair and Vice-Chair will be elected by the PPC members from among the members. They will serve for 2 years and may be re-elected to serve a further 2 year term. The Chair of the PPC will also chair the Parish Assembly.

2.4 A Secretary will be appointed from among the members by the Parish Priest or the PPC.

2.5 The PPC will elect one of its members to represent the parish on the Partnership Development Group of the Finchale Partnership.

2.5 In the first instance, the PPC will seek consensus. If a vote is required on a particular matter, all members of the PPC are eligible to vote. Any decision will be advisory as the PPC is a consultative body and does not have executive powers.

2.6 Meetings: Ordinary meetings take place quarterly. Items for the agenda should reach the secretary seven days before the meeting. Minutes of the PPC and the Parish Assembly meetings should be taken and will be published to the parish.

2.7 The parish’s pastoral plan will form the basis for the PPC agenda, together with any matters referred from the Partnership Development Group.

# **The Parish Finance Council (PFC)**

3.1 The Parish Finance Council (PFC) assists the Parish Priest in managing all parish finances, and complies with the norms laid down by the Diocese. Financial records are kept through the Finance Council and the Parish Secretary. The records are audited at the end of the Financial Year (31 March). The accounts are approved by the PFC and presented to the Parish Assembly and to the PPC.

3.2 Membership: The Parish Finance Council consists of:

1. The Parish Priest as President, and any assistant priest(s) as Vice-President(s).
2. 4 members, appointed by the parish priest after consultation with the PFC, who serve for 3 years and may be re-appointed to serve a further 3 year term.
3. The parish Gift Aid Co-ordinator and a parish treasurer (if appointed).
4. The Chair of the Building Committee
5. Other co-opted members as necessary.

3.3 The Chair will be elected by the PFC members. They will serve for 2 years and may be re-elected to serve a further 2 year term.

3.4 A Secretary will be appointed from among the members by the Parish Priest or the PFC.

3.5 If a vote is required on a particular matter, all members of the PFC are eligible to vote. The Council requires the Parish Priest and 2 other members to be quorate.

3.6 Meetings: Ordinary meetings take place quarterly. Minutes of the PFC meetings should be taken.

3.7 The PFC considers the accounts for the previous quarter, and the previous year. It also considers any serious expenditure, including expenditure which requires Diocesan approval. The Council approves the accounts for the year.

# **Committees and Groups**

4.1 The Building Committee maintains parish buildings and develops premises and facilities, and reports to the PFC. The committee consists of the Parish Priest and members who are appointed for a term of 3 years and may be reappointed. A Chair will be elected by the Committee.

4.2 The Liturgy and Music Committee encourages and supports full and active participation in the liturgies and prayer life of the church, and reports to the PPC. The Committee consists of:

1. The Parish Priest
2. The Music Director.
3. The Master of Ceremonies.
4. The Sacristan.
5. A representative of the children’s liturgy group.
6. Members who are appointed for a term of 3 years and may be reappointed.

A Chair will be elected by the Committee.

4.3 Other groups in the parish include the Justice & Peace group and the Events group. These are informal groups, rather than committees, although they may be asked by the PPC to take forward activity as part of the parish’s pastoral plan. They report to the Parish Assembly.

# **Alterations to Guidelines**

Any alterations to these guidelines should be proposed in writing to the secretary 14 days before the PPC meeting at which they are to be discussed.