



**Parish Pastoral Council (PPC)**  
**Faith for Today. Vision for Tomorrow.**

**Terms of Reference**

**Mandate**

The St. Julia Parish Pastoral Council (SJPPC) is a consultative body whose primary purpose is to work alongside the Pastor to discern the ongoing pastoral needs of the parish and establish priorities for action. PPC members will utilize their unique knowledge, skills and gifts to provide thoughtful, informed advice, guidance and assistance to the Pastor on issues pertaining to the spiritual health and growth of the Parish and its parishioners. Discussions and any undertakings shall be informed by prayerful reflection and focused primarily on the six pillars of transformative change: Worship, Learning, Service, Almsgiving, Fellowship and Evangelization.

**Authority & Accountability**

The PPC is accountable to the Pastor who retains full responsibility for the parish and all decisions affecting the operation of the parish. The authority of the PPC is generally limited to undertaking those activities that the Council has recommended and the Pastor has approved. Individual council members cannot bind the Council to financial contracts or undertake any actions that have not first been delegated to them by the Pastor.

**Membership**

Membership is open to all registered parishioners of St. Julia Roman Catholic Church and individuals participating regularly in Parish activities. Membership should strive to reflect the diversity of the parish community.

**Duration**

As members of the SJPPC are not appointed or elected but choose to participate and contribute based on their interests and availability, there are no defined limits regarding participation. It is strongly encouraged that members regularly attend meetings throughout the year and keep apprised of the Council's activities and decisions via the Parish Newsletter and Web Site. Those holding leadership roles (e.g. Chair, Vice-Chair) shall rotate out of those roles annually so others may serve.

**Decision-Making**

Council members shall strive to reach consensus during decision-making processes. Consensus is defined as "all members are able to respect and not obstruct the decisions supported by the majority of group members and approved by the Pastor when speaking/interacting with others outside the meeting". The Pastor is ultimately responsible for all decisions and is the final decision-maker.



## **Resources/Budget**

The PPC does not have a designated budget to support its activities and operations. Any required funds or supplies needed to carry out any initiatives proposed by the PPC shall be approved by the Pastor in accordance with any guidelines outlined by the Parish Finance Council.

## **Documentation**

Meeting notes will capture the key discussion points and decisions made by the PPC. The meeting Chair shall seek a volunteer for this role at the start of each meeting and a template for note-taking will be provided. Office staff will maintain an electronic copy of the meeting notes in accordance with established policies and procedures pertaining to record-keeping.

## **Roles & Responsibilities**

### **Pastor:**

- Presides over and must be present for the PPC meetings but does not Chair the meetings.
- Requests and appoints volunteers to serve as Chair and Vice Chair when vacancies occur.
- Works alongside the Chair and Vice-Chair to prepare meeting agendas and materials and ensure there is a clear understanding of the purpose and responsibilities of the PPC.
- Listens to the advice and suggestions of the PPC and has the final decision-making authority pertaining to the recommendations made by the PPC.
- Authorizes any financial expenditures and/or resource allocations associated with the implementation of any initiatives undertaken by the PPC or its Ad Hoc committees.
- Entrusts the PPC and/or Ad Hoc committee members to implement the approved initiatives.
- Encourages parishioners to participate in the PPC and its Ad Hoc committees, acting as the initial point of contact between them and the appropriate Chairperson if necessary.

### **Chair:**

- Works alongside the Pastor and Vice-Chair to ensure there is a clear understanding of the purpose and responsibilities of the PPC and consensus on the desired results and methods for achieving those results.
- Chairs regular and special meetings, working with the Pastor and Vice Chair to prepare meeting agendas and materials.
- Creates an environment that is safe for open and honest conversations and processes that support the active participation of all who choose to contribute.
- Works with office staff to ensure meeting materials are made available to members and the parish community in a timely manner, both prior to and after scheduled meetings.
- Encourages and supports the group to make informed decisions and identify concrete action steps to sustain forward progress.
- Keeps the congregation informed of progress with regular status updates in the Parish newsletter and on the web site.
- Serves in this role for one year (12 month period).



### **Vice-Chair**

- Assumes all the duties of the Chair in the Chair's absence.
- Serves as an aide to the Chair and the Pastor in executing the PPC's mandate.
- Acts as a liaison to any Ad Hoc committees established by the PPC to ensure there is a clear understanding of the purpose and responsibilities of the Ad Hoc Committee.
- Serves as Vice Chair for a term of one year and then assumes the role of Chair for one year once the current Chair's term of office expires.

### **Note-Taker**

- Shall capture the key discussion points and decisions made by the PPC using the template provided.
- Meeting notes shall be transcribed into an electronic format (preferably by the volunteer note-taker) by the Friday following the meeting and sent to the Chair for circulation to attendees for review and approval prior to posting on the parish website.

### **Council Members:**

- Provide advice and direction about Parish functioning and proposed initiatives.
- Review and provide feedback on draft materials upon request.
- Assist with action steps and other logistics based on core skills/knowledge.
- Are visible ambassadors for the Council and help to engage others, promote participation, facilitate informal discussions and gather relevant input.
- Respect the process and the views shared by everyone participating in the process and abide by the decisions of the Pastor.

### **Ad Hoc Committee Chairs**

- Liaises with the Vice-Chair of the PPC to ensure there is a clear understanding of the purpose and responsibilities of the Ad Hoc Committee.
- Consults with the Pastor regarding potential committee members.
- Chairs committee meetings and prepares/circulates meeting agendas and materials.
- Creates an environment that is safe for open and honest conversations and processes that support the active participation of all who choose to contribute.
- Encourages and supports the group to make informed decisions and identify concrete action steps to sustain forward progress.

### **Meeting Frequency/Methods**

Meetings will be held every other month in the Divinity Room and shall last not more than two hours. Meeting agendas and materials shall be posted on the website and/or in the parish newsletter not less than one week in advance of the meeting, and preferably 1- 2 weeks in advance of the meeting.

Business related to action items for both the PPC and any Ad Hoc committees established may also be conducted via email and/or using online meeting platforms.

### **Updates to the Terms of Reference:**

The Terms of Reference shall be reviewed and approved annually by PPC members.



## **Document History**

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**Review Dates:**