

ARCHDIOCESAN PASTORAL COUNCIL MANDATE AND STANDING ORDERS 2017

PART 1: GENERAL

1. In these Standing Orders, “Council” means the Archdiocesan Pastoral Council as established by the Archbishop of Wellington (Archbishop).
“Standing Committee” comprises the Archbishop of Wellington, the Chair of the Archdiocesan Pastoral Council, and the Office of the Archbishop.

PART 2: FUNCTION AND COMPOSITION OF THE COUNCIL

2. (a) To pray for the Archdiocese, grow in faith and develop an understanding of Church governance.

(b) To support the Archbishop.

(c) To become informed as a Council regarding pastoral matters.

(d) To embrace the commitment to Bi-culturalism and the multi-cultural nature of the Church in the Archdiocese, recognising and accepting the diversity of cultures, the variety of experience and the geography of the Archdiocese.

(e) To consider initiatives presented to the Council by the Archbishop and to formulate practical conclusions regarding them.

(f) To raise matters which the Council considers to be of pastoral concern, and after study, to make appropriate recommendations to the Archbishop.

(g) To endeavour to identify the needs and particular characteristics of the Archdiocese and forecast pastoral conditions.

(h) To ensure that matters of pastoral significance are communicated to the Council of Priests, the Directors, Te Kahu o te Rangi, and the parishes of the Archdiocese.

(i) To meet annually with the Archdiocesan Board of Administration, the Council of Priests, and Archdiocesan Directors.

PART 3: MEMBERSHIP OF THE COUNCIL

3. (a) Membership of the Council shall comprise up to sixteen (16) persons appointed by the Archbishop who will have regard to gender balance, honour the bicultural partnership with at least two Maori members (mana wahine, mana tane), regional and ethnic representation, and the inclusion of youth, religious, and clergy.
- (b) In addition the following shall be ex-officio members:
 - a. The Director, Family and Young Church Ministries Vicariate
 - b. The Director, Parish Leadership Ministry Vicariate
 - c. Vicar for Maori - Turanga Maori, Maori Pastoral Care
- (c) The Office of the Archbishop shall provide such services as are required for the recording of minutes of meetings, correspondence, etc.
- (d) Members of the Council shall hold office for a term of three years, which term may be extended annually at the request of the Archbishop for a maximum of two further years.
- (e) The Archbishop shall appoint one member to serve as chairperson of the meeting for a term of three years, which term may be extended annually at the request of the Archbishop for a maximum of two further years.

PART 4: MEETINGS OF THE COUNCIL

4. Full Council meetings shall be convened by the Archbishop and will normally be held four times a year.
5. Meetings shall be opened and closed with prayer and it shall be in order for a member to request a pause for prayer in the course of a meeting. The Council will strive always to act in love, trust, and respect.
6. The Standing Committee shall meet not later than two weeks before an ordinary meeting and otherwise as required.
7. Except in cases of extreme urgency members are to be given written notice of special meetings not less than three weeks prior to the date of the meeting. Notice of Ordinary meetings will be given at the previous Ordinary meeting.
8. A draft agenda shall be prepared by the Standing Committee and submitted to the Archbishop before each meeting of the Council. Copies of the agenda and Council papers shall be

emailed to members to reach them not less than one week before the relevant meeting.

9. Any member may request in writing to the Secretariat three weeks before any meeting that a particular item be placed on the draft agenda.
10. If it be moved and seconded that a secret ballot be held, that motion shall be put without debate, and if it is carried the chairperson of the meeting shall call for a secret ballot and shall declare the result of such ballot. Otherwise voting shall be by a show of hands, the result being declared by the chairperson.
11. The Archbishop shall have a deliberative vote.
12. The Council may appoint special committees to investigate and report on particular matters referred to them. All committees of the Council shall have the power to co-opt either on their own initiative, or by direction from the Council.
13. A quorum of the Council shall be a majority of its members.
14. Minutes shall be kept of each meeting of the Council. Copies of all minutes shall be distributed to members as soon as practicable after each meeting.
15. The actual and reasonable expenses incurred by members in connection with their attendance at council and committee meetings shall be defrayed by the Archdiocese.
16. All questions for which no provision has been made in these Standing Orders shall be decided as directed by the Archbishop.

PART 5: THE PUBLICISING OF COUNCIL ACTIVITY

17. The normal means of making known the activity of the Council will be by news items in the Archdiocesan monthly newspaper Wel-com, the Cardinal's newsletter, the Parish Leadership Ministry newsletter, and a summary to Parish Pastoral Councils.

Approved:

Archbishop of Wellington