

PARISH PASTORAL COUNCIL:
Nature and Purpose

1. Consultative: Recommends parochial plans and policies to the Parish Priest.

2. Representative: Research, planning and evaluating body for the community of faithfuls.

3. Pastoral: Help in fostering pastoral care/activity. (Carron 506.1)

4. Co-terminus: Ceases to exist once the Parish Priest is tranferred or removed.

It is the sole prerogative of the new Parish Priest to re-appoint or not the members of the former PPC.

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PARISH PASTORAL COUNCIL:
Functions

1. DISCERN: needs, life and mission of the parish in line with the agenda of the archdiocese.

2. RECOMMEND: administrative plans and pastoral programs based on gathered data.

3. REVIEW: evaluate execution and implementation.

4. PERFORM: other tasks assigned by the pastor.

In the split of dialogue and fraternal correction, PPC provides a mechanism by which the patielichers shall be encouraged to manifest their views which concern the good of the parish parish secondary.

PARISH PASTORAL COUNCIL:
Membership & Qualifications

15 MEMBERS at least, to include de officio:

a.) Parish Priest
b.) Vicars, if any
c.) Chairpersons of the W.E.S.T.Y Commissions
d.) Head of the Parochial School
e.) B.E.C Coordinator

Other members will be elected or appointed by the parish priest after consultation with some parishloners.

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PARISH PASTORAL COUNCIL:

Term of Membership

2 YEARS, then can be reappointed, but not for a third consecutive term, othewise such reappointement is INVALID. However, after a lapse of a two-year period, a member may be reappointed to the PPC.

The new parish priest may reappoint to the PPC only those who served under the former parish priest their FIRST TERM, regardless whether they completed or not their two-year first term; such reappointment is considered the second term.

PARISH PASTORAL COUNCIL:

Membership Qualifications

a.) must be of proven faith, morals and outstanding prudence.
b.) not a member of any organization whose tenets are incompatible with the Catholic Church (i.e. Masonry).
c.) 18 years of age, at least.
d.) available and committed to serve.
e.) not under canonical penalty, imposed or declared.
f.) have a domicile or quasi-domicile in the same parish.
(Test: animus revertendi)

2 YEARS, then can be reappointed, but not for a third consecutive term, otherwise such reappointed to the PPC.

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PARISH PASTORAL COUNCIL:

Organization & Meeting

- a.) The parish priest shall be the Chairperson of the PPC. He presides over the meeting. If for some valid reason he cannot perform this function, he has the power to appoint the Vice-Chairman to preside in his behalf.
- b.) The parish priest shall also appoint a vice-chairman, and a secretary who are both lay persons.
- c.) The PPC meets every two months, EXCEPT in special cases where these meetings can be called outside of the regular schedule

Records of the meetings must be well kept at the parish office

PARISH PASTORAL COUNCIL:

Duties of the Officers

- a.) CHAIRMAN: set meeting agenda; convoke members; preside over all meetings; receive recommendations and decide over implementation.
- b.) VICE-CHAIRMAN: preside over meeting when properly delegated; serve as liaison among the various commissions or committees; perform other duties assigned by the chairman.
- c.) SECRETARY: record faithfully in writing minutes of the meeting; gather and safeguard records of information from the commissions; give notices to meetings; receive and distributes correspondences; perform duties incidental to his/her office.

OFFICE is a specific function than a mere place or position

PARISH COMMISSIONS: W.E.S.T.Y.

Worship. Education. Social Action. Temporalities. Youth

- a.) THESE are the implementing arm for the plans and programs of the Parish Pastoral Council as approved by the Parish Priest.
- b.) EACH Commission shall meet at least ONCE A MONTH seprately. Its own secretary shall furnish to the PPC secretary records of the meeting.
- c.) EACH Commission shall have a Chairman appointed by the Parish Priest for a term of two (2) years subject to one reappointment, but not for a third consecutive term, otherwise the reappointment is INVALID. After a lapse of a two-year period, reappointment shall be valid.

TERM does not cease with the transfer or removal of the parish priest. The New Parish Priest, however, has to CONFIRM the appointment of the commission chairpersons; or, he has to appoint a new commision chairpersons.

PARISH COMMISSIONS: W.E.S.T.Y.

Duties of the Commission Chairperson

- SHALL act as program director in his own commission;coordinate and oversee program implementation as decided by the PPC and approved by the parish priest.
- b.) MAY recommend at least five (5) lay faithful as commission members, for approval of the parish priest.
- c.) SHALL appoint a commission secretary to keep records of meetings and
- d.) SHALL submit accomplishment report during the regular meeting of the PPC.
- e.) SHALL perform duties prescribed by the PPC or parish priest.

 TERM does not cease with the transfer or removal of the parish priest.

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PARISH COMMISSION: WORSHIP Tasks and Responsibilities

Commission on Worship is the Parish Priest's arm in his duty to promote "full, conscious, and active participation in liturgical celebrations" (SC 14) among his parishioners.

 a.) KNOW the state of the liturgical activities of the parish and PROPOSE plans for improvement; HELP in the preparations; ENDORSE competent people who can assist in these matters.

b.) IMPLEMENT directives from the Archdiocesan Liturgical Commission.

 c.) ASSIST the Parish Priest in the maintenance and upkeep of the church edifice and ENSURE that all sacred furnishings are worthy of the dignity of the liturgy.

d.) PROMOTE lay participation in liturgical celebrations, the Mass or the Sacraments, particularly the Sunday Liturgy.

PARISH COMMISSION: WORSHIP Tasks and Responsibilities

Commission on Worship is the Parish Priest's arm in his duty to promote "full, conscious, and active participation in luturgical celebration" (SC 14) among his parishioners.

- e.) PROVIDE the parish with lay liturgical ministers (e.g. lectors, extraordinary minsters of Holy Communion, altar servers, music director, choir, cantors, organists offering collectors.
- f.) CONDUCT regular liturgical formation seminars for all agents of parish renewal, and whose alm is at better understanding of the liturgy- emphasizing the centrality of the Eucharist in Christian Life (FAPA #58)
- g.) INTRODUCE special liturgical celebrations catering to various sectors. (FAPA #85)

h.) STUDY existing popular devotions and make recommendations to the parish priest for the purpose of re-orienting parishioners in accordance with the principles of sacred liturgy, and in line with the thrust of POP II (FAPA #57, 2)

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PARISH COMMISSION: EDUCATION Tasks and Responsibilities Commission on Education is composed of representatives from parish organizations, faith communities and renewal movements (FAPA #11), assigned to coordinate and supervise Christian formation programs in the parish. a.) SPEARHEAD, COORDINATE, MONITOR, EVALUATE AND SUSTAIN the task of Evangelization towards the formation of Basic Ecclesial Communities at the parish level. (FAPA #11) b.) ESTABLISH a more unified, cohesive and effective evangelization by coordinating activities among faith communities and renewal movements. c.) ESTABLISH parish Biblical Committee to conduct Basic Bible Seminars and Training. (FAPA #12) d.) ESTABLISH a Family and Life Apostolate (FALA), and a Committee on Mass Media, whose tasks and responsibilities are similar to those at the archdioossan level. (FAPA #13-14)

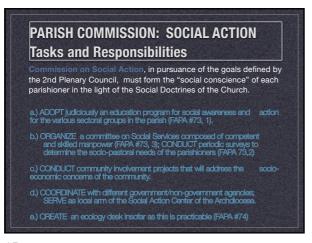
PARISH COMMISSION: EDUCATION
Tasks and Responsibilities

Commission on Education is composed of representatives from parish organizations, faith communities and renewal movements (FAPA #11), assigned to coordinate and supervise Christian formation programs in the parish.

e.) INTERACT closely with other parish commissions; INTEGRATE evengelical and social dimensions of Christian formation to proposed programs; and act in accord with the pastoral guidelines from the archdiocese.

f.)CONDUCT orientation seminars, catachetical instruction to recipients and sponsors in sacramental celebrations, so that they will understand their Christian duties and responsibilities relative to their roles. (FAPA #62)

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PARISH COMMISSION: TEMPORALITIES

Tasks and Responsibilities

Commission on Temporalities assists the parish priest in the administration of the physical properties of the parish, and the conservation of other temporal goods belonging to the parish.

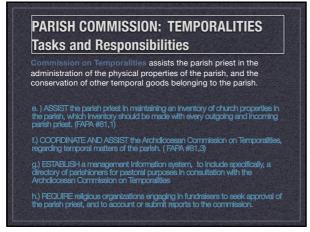
a.) ASSIST the parish priest in titling all real estate properties of the parish.

b.) ASSIST in the maintenance of the church edifice and rectory facilities, and in funding parish programs and other temporal needs of the parish. (FAPA #81,2)

c.) CONDUCT activities generating material resources for the parish

d.) ASSIST in the supervision and coordination of construction projects or improvements.

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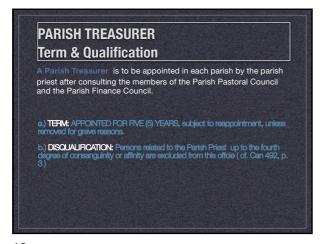


PARISH COMMISSION: YOUTH
Tasks and Responsibilities

Commission on Youth is assigned to organize Christian formation programs for the youth in the parish.

a.) TAKE CHARGE of evangelization programs and Christian formation among the youth in coordination with the Commission on Education.
b.) INITIATE Pro-Youth activities such as worship, vocation promotions, social awareness, catechism for those out of school. (FAPA #15&19)
c.) IMPLEMENT plans from the Archdiocesan Youth Ministry.

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PARISH TREASURER
Task and Responsibilities
The Parish Treasurer acts as custodian of the money gathered from special or extraordinary collections or fundraisers in the parish; acts as co-signatory with the parish priest of all the accounts of the commissions.

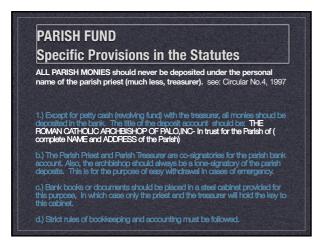
a.) DISSURSE funds only with the knowledge and consent of the parish priest, with vouchers and receipts.

b.)PREPARE, SUBMIT AND PUBLISH annual financial report to the parish priest, PPC and PFC (cf.Can 494,p.4), or as often as the parish priest requires it.

c.) OPEN book of accounts for inspection any time by authorized officials from the curla.

d.) SUBMIT a terminal financial report to the new parish priest, specificially during the installation and turn-over rites, together with the canonical books and other pertinent records of the parish.

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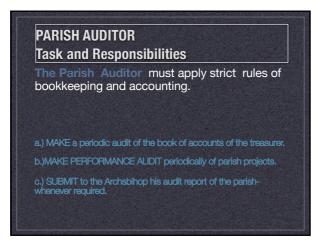
PARISH AUDITOR
Term & Qualification

A Parish AUDITOR is to be appointed in each parish by the parish priest after consulting the members of the Parish Pastoral Council and the Parish Finance Council.

a.) TEFM: APPOINTED FOR FIVE (5) YEARS, subject to reappointment, unless removed for grave reasons.

b.) DISQUALIFICATION: Persons related to the Parish Priest, up to the fourth degree of consanguinity or affinity are excluded from this officie (cf. Can 492, p. 3)

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PARISH FINANCE COUNCIL:
Nature and Purpose

In order to give form and stability to the assistance offered by Christ's faithful to the parish priset in the administration of the temporal goods of the parish, the Code of Canon Law requires that each parish in a diosess establish a Parish Finance Council which is governed by universal Church law and norms given by the Diocesan Bishop. (Can. 537)

1. Consultative: Recommends budgetary plans and fiscal policies to the Parish Priest-according to diocesan statutes.
2. Purpose: Development and management of the parish financial resources.
3. Pastoral: Help in fostering pastoral care/activity. (Canon 536.1)
4. Co-terminus: Ceases to Exist once the Parish Priest is tranferred or removed. Once duly constituted, it cannot be dissolved without the written permission of the Diocesan Bishop.
5. Ad Experimentum-Three (3) Years.

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PARISH FINANCE COUNCIL: Structure & Composition 5 MEMBERS No Less, but No More Than Nine (9), excluding the parish priest, and to include de officio: a.) Chairman of the Commision on Temporalities. b.) Parochial Vicars may be invited to the meetings. Other members will appointed by the parish priest after consultation with upright and serious-minded parishioners.

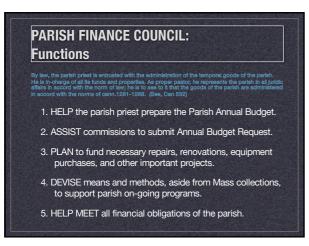
PARISH FINANCE COUNCIL:

Term of Membership

TWO-YEARS, Renewable, but not for a third consecutive term. However, after a lapse of a two-year period, they may be reappointed to the PFC.

Within stx (6) months after his installation, the new perish priest must establish the Parish Finance Council. The new parish priest tray reappoint to the PFC only those who served under the former parish priest their FIRST TERM, regardless whether they completed or not their two-year first term; such reappointment is considered the second term.

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PARISH FINANCE COUNCIL:

Membership Qualifications

a.) Parishioners known for their spiritual maturity and love for Christ and the Church.

b.) Endowed with special competence in financial matters and of prudent judgment.

c.) Committed in time and talent to develop parish financial resources.

d.) Other applicabe qualifications for PPC members.

Members may not be related to the parish priest up to the fourth degree of consanguinty or affinity. Names are to be communicated to the archbishop at the time of their appointment or reappointment.

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PARISH FINANCE COUNCIL: Duties of Officers a.) CHAIRPERSON of the PFC shall be the parish priest. He convokes the council, presides over its meetings and receives its proposals. b.) A VICE-CHAIRMAN shall be appointed by the parish priest, to assist him in coordinating the work of the council. The vice-chairman may perform other tasks delegated to him, including, if the parish priest so decides, presiding over the regular meeting of the council. c.) A SECRETARY shall be appointed from among the members of the Parish Finance Council. He/she is responsible for recording meetings, keeping them, even furnishing copies to the Diocesan Finance Council on a quarterly basis. c.) The PPC meets every two months EXCEPT in special cases where these meetings can be called outside of the regular schedule. Records of the meetings must be well kept at the parish office.

PARISH FINANCE COUNCIL:

Acts of Administration

a.) Amount of Php 100,000 -Php200,000, the Finance Council shall be CONSULTED by the parish priest for acts of administration like sale, lease, loan, giving of donation, or any project.
b.) Amount more than Php 200,000 - Php 500,000, the Finance Council must GIVE CONSENT to the parish priest for acts of administration like sale, lease, loan, giving of donation, or any project - to be VALID.
c.) Amount more than Php500,000, the parish priest needs not only the consent of the Parish Finance Council, but also CONSENT of the Diocesan Bishop who may consult the college of consultors or the archdiocoesan finance council.

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PARISH FINANCE COUNCIL:

Meeting and Voting

- a.) The Finance Council shall meet at least four (4) times a year, or more frequently as deemed necessary by the parish priest
- b.) Quorom is established by mere presence of the parish priest or of his duly delegated representative, and the majority of the members
- c.) When voting is necessary for the parish priest to get the (sensus) of the council, council members enjoy a corvote, unless otherwise provided for by these statutes.
- c.) SECRETARY: record faithfully in writing minutes of the meeting; gather and safeguard records of information from the commissions; give notices to meetings; receive and distributes correspondences; perform duties incidental to his/her office.

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councils.

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PARISH FINANCE COUNCIL:

Ammendment

- a.) Any ammendment, change or addtion to the present statutes may be caused by a motion made by a member of the presbyterium, confirmed by a two-trhids vote of the presbyterium meeting when such motions hsall have been expressed and seconded.
- b.) Effectivity of an ammended provision shall require the approval of the Diocesan Bishop.
- c.) Members of the Finance Council in the parish may express their suggestions for ammendments to their respective parish priests, who in turn, may make a motion to the presbyterium of of the diocese for proper action.



PARISH FINANCE COUNCIL:

How related to Pastoral Council & to Temporalities a.) The Finance Council collaborates with Pastoral Council in

financing the pastoral needs of the parish. The parish priest determines the method of collaboration by consulting both

b.) Neither council is to usurp the constituted responsibilities of the other. Two distinct councils are assumed to be formed in

each parish. This does not preclude the presence of a delegate from one council participating in the other.

c.) With the Commission on Temporalities, the Parish Finance Council makes the financial plans and policies, and it is the

Commission on Temporalities which implements them.

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Thank you!