

BANBURY & WARWICK DEANERY PASTORAL COUNCIL

TERMS OF REFERENCE - MAY 2024

1. REFERENCE

“The task of the Deanery Pastoral Council is to enquire into all that concerns pastoral work, to weigh its findings and publish practical conclusions, so that there may be progress in the conformity of the life and activity of the People of God with the Gospel.” (Moto Proprio Ecclesiae Sanctae, 6th August 1966, to implement Decree Christus Dominus N27). “The Deanery Pastoral Council has a consultative voice, and its work and recommendations are to be seen within the context of the life and mission of the Church as a whole. In the Deanery Pastoral Council, clergy, religious and lay people take part.” (Ecclesiae Sanctae).

From the references above, it will be understood that the membership of the Banbury & Warwick Deanery Pastoral Council will reflect the make-up of the Catholic Church, as established in the Catholic parishes of the Deanery of Banbury & Warwick and the desire to develop the partnership between clergy, religious and laity. For this reason, the membership will be predominantly lay, and the representation of such parishes will form the majority of the members.

2. AIMS AND OBJECTIVES

The purposes of the Banbury & Warwick Deanery Pastoral Council, hereinafter referred to as “the Council”, are:-

- (a) To support the Dean in bringing forward the objectives of the Diocesan Vision within the Deanery through oversight of progress against the objectives of the Vision and identifying opportunities for the Deanery.
- (b) To provide scrutiny of the compliance of parishes / clusters against identified diocesan requirements for administration and support the Deanery Coordinator in effecting improvement.
- (c) To facilitate the exchange of ideas on liturgical, ecumenical, apostolic, recreational, financial, educational and social welfare matters affecting Catholic affairs in the Deanery.

- (d) To encourage and further lay participation in decision-making at Deanery level.
- (e) To submit recommendations to the Archbishop of Birmingham (“the Archbishop”) through the Deanery structure and/or through the Deanery Coordinator.
- (f) To undertake any work assigned to the Council by the Archbishop’s representative, Dean or Deanery Coordinator
- (g) To survey regularly any needs referred to the Council by Catholic parishes or organisations in the Deanery, and to endeavour to satisfy those needs.
- (h) To advise the clergy of the Deanery on any points on which they seek advice. Members of the Council should see their role as participating in Council debates and decision-making, reporting back to their appointing bodies, and using their talents to carry out work for the Council when called upon to do so.

3. MEMBERSHIP

The Council will be administered by the Deanery Coordinator, who shall be supported by members of the Council.

The Council will consist of the following members:-

- (a) The Dean and a clergy representative of each parish and/or parish cluster.
- (b) Either one or two lay representatives from each parish in the Deanery as agreed according to the size of the church congregation, appointed by the relevant parish committee or council, or by the relevant parish priest.
- (c) A representative of each Catholic Multi Academy Company (MAC) in operation in the Deanery. If there are schools not in a MAC within the deanery, these will be invited to send a representative, either Head Teacher, Deputy Headteacher or member of the Governing Body.
- (f) Any other members agreed, from time to time, to be co-opted by the Council.

The membership of the Council should reflect the demography and ethnicity of the Deanery.

4. PERIOD OF MEMBERSHIP

All full members may serve up to two years and may be eligible for re-election for an additional two years. A minimum of twelve months must thereafter pass before being re-eligible to be a member.

Coopted members will serve for the duration of consideration of the matter for which they are appointed or two years whichever is sooner.

A member who has been appointed and who has attended none of the previous four Council meetings will be deemed to have resigned.

Membership vacancies arising may be filled by the appropriate appointing body at any time.

5. OFFICERS

(a) The Officers will be:

- (1) President
- (2) Chair person
- (3) Vice Chair
- (4) Deanery Coordinator/Administrator

(b) The Dean will be President Chair and the Deanery Coordinator if in post will be Administrator. The Chair shall be a lay appointment. Appointed posts will be for a maximum of two years.

6. STEERING COMMITTEE

The Council will have the power to establish a Steering Committee, whose function will be to carry out any specific work or activity delegated to it by the Council, will consist of its officers (who will, ex officio, be the Officers of the Council) and of four other Council members, who shall serve for a maximum of two years. They may be eligible for re-appointment for a further two year period.

7. TASK & FINISH GROUPS

(a) The Council will have the power to set up task & finish groups as and when required. The membership and terms of reference will be determined by the Council.

(b) The Chair of each task & finish group will be elected by the Council.

(c) When established task & finish groups should have an agreed end date and be disbanded thereafter unless agreed by the Council for specific reason and time period.

(d) The Chair of the Council and Chair of the respective task & finish group shall agree the manner in which it reports to the Council.

8. MEETINGS

Council meetings should be held not less than twice and a maximum of three times per year.

Dates and venues of meetings should be agreed on an annual rolling basis.

The steering group and task & finish groups have flexibility to meet on an ad hoc basis and are not required to hold any meeting in public.

9. COMMITTEE PROCEDURE

(a) The Council, Steering Committee and all task & finish groups will keep minutes of their meetings.

(b) Minutes of the Council are public and should be made available at each church.

(c) Meetings of the committees will be co-ordinated by the Administrator and Secretary, who will be responsible for giving timely notice of such meetings accompanied by an agenda and any reports, and for circulation of minutes to the appropriate committee members.

(d) Notice of all committee meetings will be not less than seven days.

10. QUORUM

A quorum for all meetings will be 50% of membership.

11.VOTING

Resolutions will be carried by a simple majority with each member present having one vote. The Dean will have a casting vote at Council or Steering Group meetings when voting is equal.

12. FINANCE

The Deanery Coordinator, on behalf of the Council, will be responsible for preparing an annual budget of anticipated normal expenditure, which will be covered by a levy from each parish. Extraordinary expenditure, if approved by the Council, will be covered by supplementary levies.

13. AMENDMENT OF THE TERMS OF REFERENCE

The Terms of Reference will be reviewed every two years to ensure compliance with the objectives of the Deanery Vision. Any agreed local changes are to be notified to the Chief Operating Officer of the Archdiocese.

14. DISSOLUTION OF THE COUNCIL

Subject to the prior written approval of the Archbishop, the Council may be dissolved by the Dean as Chair with a two-thirds majority of Council members at a public meeting.

15. NOTICES

Notices of all meetings will be given by e-mail and will be assumed to have arrived one day following e-mail.

Special Note

Given a common start date all members could potentially retire at the same time. To ensure continuity and where a parish or parish cluster has two members on the council, one should be encouraged to remain for one further year.