

ST DYFRIG'S PARISH EUCHARISTIC COMMUNITY ADVISORY COUNCIL CONSTITUTION

1.0 PREAMBLE

1.01 The mission of the Church is to be carried out with the involvement and collaboration of all its members. The people of God in the Eucharistic Community of St Dyfrig's, Treforest in the Archdiocese of Cardiff believe that Eucharistic Community Councils are integral to the vision of the Church taught by the second Vatican Council and legislated in the Code of Canon Law.

2.00 NAME

2.01 The name of the Eucharistic Community Council shall be 'The St Dyfrig's Eucharistic Community Advisory Council', referred to in this constitution as 'the Eucharistic Community Council'.

3.00 NATURE AND FUNCTION

3.01 The Eucharistic Community Council is a representative body of Christ's faithful whose purpose is the promotion of the mission of the Church in its entirety through the life and work of St Dyfrig's parish. The Parish priest and Eucharistic Community Council shall at all times work collaboratively. The Eucharistic Community Council is to reflect upon, advise, and make recommendations about the pastoral activity of the parish.

3.02 The Parish priest and the Eucharistic Community Council will therefore discover and discern the needs of the parish in such areas as liturgy, pastoral care, continuing adult education and catechesis and administration. They will seek to ensure that these needs are met in appropriate ways, remembering that the ownership of money and buildings is vested in the Trustee of the Archdiocese, and that their consent is required for expenditure over £2, 000.

3.03 The Eucharistic Community Council will act as a forum and means of communication and co-operation within the parish and with the deanery and other bodies within the Church or outside the Church.

3.04 The Eucharistic Community Council is consultative and thus will seek to discern the movement and will of the Holy Spirit. The Eucharistic Community Council will at all times seek to arrive at decisions through consensus rather than by majority vote.

4.00 PRESIDENCY

4.01 The Parish priest (or temporary replacement designated by the Archbishop) is always the president of the Eucharistic Community Council. He should normally be present at all meetings, but in the event of absence due to exceptional circumstances, the agenda should have been previously discussed with him, and his views should be made known to the Eucharistic Community Council. (See also 7.07)

5.00 MEMBERSHIP

5.01 The Eucharistic Community Council shall consist of ex-officio, elected and co-opted members.

5.02 At present there is one ex-officio member - representative from St Michael's School.

5.03 There shall be eleven elected members (two of which can be young adults from the 16-21 age range).

5.04 The election procedure will be:

- The youth members' election will take place first. After a suitable advertisement procedure, the written nominations shall be received by the appointed Returning Officer. The candidate's names shall be published in the newsletter on two consecutive weekends. An election will follow the following week and results published. The young adult members so elected will take up their place at the next meeting. Only other young adults in the 16-21 age range are eligible to vote in this election.

- The members' election will take place mid year after a suitable time of advertisement. All nominations to be received by the Returning Officer. The candidates names shall be published in the newsletter for two consecutive weeks. The election shall take place on the following week. The count will be undertaken after the last mass and the result published on the following Sunday. Young adult members (i.e. those ages 16-21 years of age, including those not elected in the youth election) will be eligible to be nominated. All those over the age of 16 are eligible to vote.

The President and the Eucharistic Community Council should appoint a Returning Officer and two scrutineers, all of whom should not be people seeking election. Nominations should be submitted in writing on a standard form. The agreement of the nominee should be obtained by the nominating person. Anyone who is baptised catholic or catechumen, and who worships regularly in the parish is eligible for nomination, but no-one should be a member of more than one Eucharistic Community Council. Election is by secret ballot and anyone expecting to be away may vote in advance by arrangement with the Returning Officer. The ballot boxes are to be opened by the Returning Officer and the votes counted by the scrutineers in the presence of the Returning Officer who informs the candidates of the results and then publishes them in the parish.

5.05 Co-opted members are selected by agreement of the whole Eucharistic Community Council after suggestions have been made to officers.

5.06 Members other than ex-officio members shall serve for three years and may not serve for more than two consecutive terms. Young adult members (those elected by the 16-21 band) shall serve for two years and may not serve for more than two consecutive terms. If the young adult member exceeds 21 years of age during his term of office, he/she shall stand down at the end of the two year period.

5.07 Elected Members unable to attend a meeting are not permitted to send a substitute.

5.08 Personal growth and growth in understanding of the Church are of importance for each member. The Eucharistic Community Council will therefore arrange for its members such means as are appropriate for this growth.

5.09 Should a member vacate the Eucharistic Community Council during first year of office then the next person (or the next etc) who has received the most votes in the last election is offered their place and their remaining term of office. Should a member vacate during the second year of office then the next person, etc, who has received the most votes in the last election is offered their place and their remaining term of office. Should a member vacate during their final year of office, then the position is left open until the next election.

6.0 OFFICERS

6.01 The Eucharistic Community Council shall have a Chairperson, Vice-Chairperson and Secretary. The President and the ex-officio members are not eligible for these offices. The Chairperson and the Vice-Chairperson shall be elected annually by members of the Eucharistic Community Council by simple majority. The Secretary is appointed by the Eucharistic Community Council from among the elected members or co-opted for the purpose.

6.02 The President and the Officers, i.e. the Chairperson, Vice-Chairperson and Secretary shall be responsible for developing agenda for meetings.

7.0 MEETINGS

7.01 The Eucharistic Community Council shall meet at least 6 times a year.

7.02 The agenda (see also 6.02) shall be distributed and displayed in the parish a week before the meeting.

7.03 A quorum shall be one half of the total membership.

7.04 Minutes shall be taken of all meetings and, when approved, shall be made available to the whole parish.

7.05 Meetings shall take place in parish buildings.

7.06 Because of the character of the Eucharistic Community Council, a period of each meeting shall be given over to prayer and reflection of God's word.

7.07 If due to exceptional circumstances the President (or temporary replacement designated by the Archbishop) is absent (see also 4.01), no decisions of the Eucharistic Community Council can be acted upon until he has ratified them. This ratification should be announced at the next meeting of the Eucharistic Community Council and recorded in the minutes. In the event of a decision not being ratified, the matter may be further discussed at the following meeting.

8.0 SUB COMMITTEES

The Eucharistic Community Council may establish various sub committees to advise it on matters of special pastoral concern and to carry through agreed decisions and actions of the Eucharistic Community Council. Non-Council members, because of their particular expertise and competence, may be co-opted onto these sub-committees.

9.0 APPROVAL OF CONSTITUTION

9.01 The constitution should be submitted to the Archbishop for approval. A copy of the approved constitution should be lodged with the Archdiocese.

10.0 AMENDMENTS TO THE CONSTITUTION

10.01 Amendments may be proposed by any member of the Parish. After discussion by the Eucharistic Community Council a vote is taken. An amendment is approved if three quarters of voting members present are in favour