



**Constitution of  
Parish Pastoral Council  
in  
the Archdiocese of Singapore**



**ARCHDIOCESE OF SINGAPORE**

**CONSTITUTION OF**

**PARISH PASTORAL COUNCIL**

**Approved by The Most Reverend Nicholas Chia, D.D.,STL.**

**Dated the 22<sup>nd</sup> Day of March 2007**

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## **ARTICLE 1: ESTABLISHMENT**

### *1.1 Parish*

**A Parish of the Archdiocese of Singapore is a definite community of Christian Faithful established on a stable basis within the local church.**

### *1.2 Parish Pastoral Council*

- i. All parishes are to establish a Parish Pastoral Council (PPC) in accordance with can. 536.**
- ii. The Parish Pastoral Council shall herein be referred to as “the Council”.

## **ARTICLE 2: PURPOSE AND NATURE**

**2.1** The Council’s purpose is the promotion of active participation and co-responsibility of all the faithful in parish life.

**2.2** The Council aims at the collaboration of the faithful with the Parish Priest to ponder and investigate pastoral concerns and to formulate practical conclusions concerning them.

**2.3** The Council possesses a consultative vote and is governed by norms determined by this Constitution approved by the Archbishop of Singapore.

## **ARTICLE 3: STRUCTURE**

**3.1** The Parish Pastoral Council consists of a three-tier structure of Parish Assembly, Parish Pastoral Council and its Executive Committee.

**3.2** The three tiers have a common purpose, though they perform different functions stated in articles 8, 10 and 11.

## **ARTICLE 4: MEMBERSHIP COMPOSITION**

### *4.1 Categories of Members*

The Council shall be composed of members under three categories:

- i. Ex officio, that is by virtue of office; e.g. Parish Priests, Assistant Priests and full time pastoral staff.
- ii. Elected, that is those elected by the Small Christian Communities and the Parish Lay Associations.
- iii. Appointed, that is those appointed by the Parish Priest.

#### *4.2 Representation*

Membership in the Council shall take into consideration the rich variety of ministries, charisms, cultures, social status and life stages.

#### *4.3 Elected Members*

- i. All Small Christian Communities and the Parish Lay Associations shall elect members from among them as Councilors.
- ii. Parishioners not belonging to SCCs or Parish Lay Associations may be nominated for election prior to the Parish Assembly. Election of councilors from among the nominees shall take place during the Parish Assembly.
- iii. All elected members shall be elected by an absolute majority.<sup>1</sup>

#### *4.4 Appointed Members*

- i. The appointed members serve the following purposes: to enable effective representation should some segments of the parish not be involved; and to tap the expertise of some parishioners in the areas of the pastoral activities identified.**
- ii. The President in consultation with the Council's officers may appoint additional Councilors, taking into account the criteria listed in Article 4.5.**
- iii. The number of appointed members should not exceed one fifth of the number of elected members.**

#### *4.5 Criteria of Membership*

Candidates should be elected or appointed as Councilors with the following considerations:

- i. A clear understanding of the purpose of the Council.
- ii. An ability to look at the total pastoral needs and priorities of the parish.
- iii. A maturity of faith expressed in a life of service in the Church and/or society.**
- iv. An ability to make the necessary commitment of time.
- v. An ability to work with others, to listen and be open to the views expressed by them.**

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<sup>1</sup> It means that more than 50% of the non-blank votes are cast in favour of a proposition (50 percent plus one vote).

**vi. All new Councillors shall take part in an orientation program organized by the Parish or by the Archdiocese.**

## **ARTICLE 5: OFFICERS AND DUTIES**

### **5.1 *Office Bearers***

Besides the ordinary members, in the Council there shall be a President, a Chairperson, a Vice Chairperson, a Secretary and an Assisting Secretary.

### **5.2 *The President***

- i. The Parish Priest is the President.
- ii. He consults by being attentive and open to the deliberations of the Council.
- iii. The agenda for the meeting is to be prepared by the President with the assistance of the Chairperson and persons experienced in the areas under consideration.
- iv. He is responsible to bring all financial matters to the Parish Finance Council.

### **5.3 *The Chairperson***

The role of the Chairperson:

- i. is to convene all meetings called for by the President.
- ii. is to chair the proceedings of the meeting.

### **5.4 *The Vice Chairperson***

The Vice Chairperson shall:

- i. assist the Chairperson as required.
- ii. in the absence of the Chairperson act as and have the powers of the Chairperson.

### **5.5 *The Secretary***

The role of the Secretary is:

- i. to take notes at all meetings.
- ii. to keep all reports of the small discussion groups held during meetings.
- iii. to send the proceedings of the meeting to all .
- iv. to maintain a file of all proceedings of the Council.

### **5.6 *The Assistant Secretary***

The role of the Assistant Secretary is:

- i. assist the Secretary as required.
- ii. in the absence of the Secretary shall assume the duties of the Secretary.

## **ARTICLE 6: ELECTION OF OFFICERS**

- 6.1** The office Bearers shall be elected from among the nominees by an absolute majority at the Council meeting. All elected officers shall be confirmed by the Parish Priest before taking office.
- 6.2** In the event that an officer resigns, is removed or is permanently unable to perform his/her duties, the Council shall elect a replacement accordingly.

## **ARTICLE 7: TERMS AND LOSS OF OFFICE**

### *7.1 Terms of Office*

- i. Those who are elected or appointed into the Council shall serve a term of two years or the term of the sitting Council.**
- ii. A person elected or appointed shall not serve more than two consecutive terms.

### *7.2 Loss of Office*

The following are deemed to have lost their seat in the Council:

- i. One who comes under any censure either by virtue of law or imposed upon.
- ii. One who lives an immoral life.
- iii. One who no longer attends the parish regularly.
- iv. One whose term has expired.
- v. One who resigns from the Council.

## **ARTICLE 8: FUNCTIONS OF THE COUNCIL**

**The Council is to convene the Parish Assembly annually.**

- 8.2 The Council is to meet at least twice a year for deliberation.**
- 8.3** During the meeting the following shall be considered:
- i. To make further deliberations on the results of the investigation and proposals recommended by the Parish Assembly.
- ii. To ensure that the ExCo follows up and implements the decisions of the Council.
- iii. To review periodically the progress of pastoral actions taken by the ExCo
- 8.4** A quorum for meetings of the Council is to be one half of the members, the Chairperson and the President.
- 8.5** Each meeting shall open with a short Bible prayer service to ensure the meeting is conducted in the light of faith.

## **ARTICLE 9: RELATIONSHIP WITH THE PARISH FINANCE COUNCIL**

- 9.1** The Parish Pastoral Council (PPC) concerns itself with the development of the pastoral life and vision of the parish and it looks to the Parish Finance Council<sup>2</sup> for financial resources needed to implement its vision and initiatives.
- 9.2** The two Councils are distinct and separate in their existence and work. Except for the Parish Priest and Assistant Priests, members of the PFC are not to be members of the PPC.

## **ARTICLE 10: THE PARISH ASSEMBLY**

**The Parish Assembly is the gathering of the parish, during which the pastoral concern(s) of the parish are examined.**

**All members of existing Small Christian Communities and Parish Lay Associations are invited to participate in the Assembly.**

- 10.3** An open invitation to participate in the PA shall be made to all parishioners.
- 10.4** It is at the Parish Assembly that some of the Council members are elected.
- 10.5** An annual report shall be given on the work done in the previous year, and opportunities will be given for responses.

**One of the following two approaches can be used for reflection and discussion on the parish pastoral concern(s):**

- i. Approach One: The Council prioritizes and chooses the pastoral concern(s) in preparation for the PA; an investigation team is formed before the PA to study and reflect on the concern(s) and it will present its finding during the PA to facilitate discussion.**
- ii. Approach Two: The Council assists the P A to list various pastoral concerns; Participants of the PA discuss and make suggestions; an investigation team is formed after the PA to study and reflect on the top priority(s) and it will present its finding during the Council meeting for more detailed pastoral planning.**

**10.6** Discussion shall be in small groups to ensure greater participation. A plenary session will follow to consolidate the results of various group discussions.

**10.7** Results of the sessions are given to the Council for further deliberations

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<sup>2</sup> See Canon 537 and related norms.

so as to formulate practical conclusions concerning them.

## **ARTICLE 11: THE EXECUTIVE COMMITTEE (EX-CO)**

### *11.1 Functions*

- i. It is the working body of the Council.
- ii. It is to follow up and implement the recommendations of the Council.
- iii. It is to foster perennial pastoral activities at the parish level.
- iv. It is to handle sudden emerging urgent and important pastoral concerns of the parish.

### *11.2 Membership Composition*

Each parish may choose one of the following models according to the parish reality.

#### **MODEL A**

- i. The Parish Priest is the President
- ii. 1 to 4 ex-officio members such as the Assistant Priests and full-time pastoral staff
- iii. 6 to 16 elected members from the PPC
- iv. 0 to 4 appointed members

#### **MODEL B**

- i. The Parish Priest is the President
- ii. 1 to 4 Ex-officio members such as the Assistant Priests and full-time pastoral staff
- iii. 4 to 10 Elected representatives from the parish Committees
- iv. 2 to 6 Elected members from the PPC
- v. 0 to 4 Appointed members

#### **MODEL C**

- i. The Parish Priest as the President
- ii. 1 to 4 Ex-officio members such as the Assistant Priests and full-time pastoral staff
- iii. 6 to 16 Elected representatives from SCCs and Parish Lay Associations
- iv. 2 to 6 Elected members from the PPC
- v. 0 to 4 Appointed members

### *11.3 Officers*

- i. The officers shall be as follows: the President, the Chairperson, The Vice Chairperson, The Secretary and the Assistant Secretary.
- ii. The officers shall be elected from the nominees by an absolute majority of the Ex-Co members present through secret votes at its first meeting. All elected officers shall be confirmed by the Parish Priest before taking office.
- iii. The Parish Priest may on the advice of the Ex-Co terminate or suspend any officer.
- iv. In the event that an officer resigns, is removed or is permanently unable to perform his/her duties, the Council shall elect a new officer from the Ex-Co to serve the residual term of the vacated members.

### *11.4 Meetings*

- i. The Ex-Co shall meet monthly. A notice of meeting with the agenda shall be given to all members prior to the meeting by the Secretary.
- ii. Members shall attend every meeting. The quorum shall be half of the Ex-Co.
- iii. When a vote is taken an absolute majority is sufficient. However, the decision of the Ex-Co is consultative in nature.**

### *11.5 Terms of Office*

- i. The officers shall serve a term of two years or the term of the sitting Council.
- ii. A person shall not serve more than two consecutive terms.

### *11.6 Loss of Office*

The following are deemed to have lost their seat in the Ex-Co:

- i. One who comes under any censure either by virtue of law or imposed upon.
- ii. One who lives a life of public scandal .
- iii. One who no longer attends the parish regularly.
- iv. One who is absent for three consecutive meetings without satisfactory explanation.
- v. One whose term has expired.
- vi. One who resigns from the Ex-Co.
- vii. One has been asked to leave the office by the Parish Priest on the Advice of the Ex-Co.

## **ARTICLE 12: SUSPENSION AND DISSOLUTION OF THE COUNCIL**

**12.1 The Council and its Ex-Co can be suspended or dissolved by the Parish Priest with the consent of the Archbishop of Singapore.**

**ARTICLE 13: REVISION OF CONSTITUTION**

Amendment to the Constitution can be made only by the Archbishop upon the recommendations of the Senate of Priests

The Parish Pastoral Council is to be governed by the norms determined by the PPC Constitution approved by the Archbishop of Singapore on 22 Mar 2007. The commentaries presented here aim to assist our understanding in order to facilitate the smooth operation of the PPC.

## **COMMENTARY ON ARTICLE 1: PARISH**

### **ARTICLE 1.1 indicates the way a parish is constituted**

A parish is a definite community of the Christian faithful established on a stable basis within a particular church. Canon 518 states that as a general rule it embraces all the Christian faithful within a certain territory. The advantages of territorial boundaries are that they define pastoral jurisdiction, e.g. Assistance at infant baptism, marriages and funerals; and it “maps out” and encourages the commitment and participation of members of the community.

The territorial arrangement remains normative for parishes although each parish does welcome people who do not stay within the boundaries but have a sense of belonging and commitment to the parish and are involved in parish life.

### **ARTICLE 1.2 states the necessity of the Parish Pastoral Council**

Every parish is obliged by Canon 536 to establish the Council when the local ordinary has judged it opportune after consultation with his Presbyterium. The functioning of PPC governed by this constitution is established by the local Church under the auspices of the Archbishop.

## **COMMENTARY ON ARTICLE 2: PURPOSE AND NATURE OF PPC**

## **ARTICLE 2.1 states the purpose of the Council**

The Council is to serve the vision of the Church. The Church consists of the lay faithful, the ordained leaders, and the religious. Together they form one community. Every member is responsible for the growth and mission of the Church. As leaders, the temptation is for priests to take everything upon themselves, making decisions alone and bearing the burdens of all the workload and the hardships and failures that come along, and having few people to share the joy of their successes.

The involvement of the laity in the life of the Church pertains to their rights and duties. They are not just the priests' helpers. They have their proper roles in the Church. The PPC reminds us that togetherness, participation and co-responsibility are the correct concepts to foster the relationship between priests and people. The stress on consultation highlights our values of respect for one another, listening and dialogue, brotherly and sisterly love, compassion and forgiveness.

PPC is about the kind of Church we want to be. It calls us to live as a Church of Mystery, Communion and Mission. In other words, to be Christ-centred, Community-spirited and Mission-oriented

## **ARTICLE 2.2 emphasizes the pastoral concerns of the PPC**

The PPC emphasizes “pastoral” concerns. When we speak of a pastoral concern, we ask “how can we live out the Gospel in our parish?” and “What in the light of our faith is required of us in responding to the needs of the people?”

The pastoral concerns involve matters pertaining to parish life such as enhancement of liturgical celebrations, the upgrading of children catechesis, the strengthening of youth and family

ministries, etc. It should also take into considerations the social and communal mission of the Church in reaching out and serving the poor and needy of the wider community.

PPC should not be caught up with material and administrative concerns. If these issues are discussed, they are to be considered in relation to pastoral needs. The function of a PPC is to investigate, to ponder and to propose practical conclusions on pastoral matters – *e.g. Faith formation, spirituality, evangelisation, youth ministry, family ministry, interfaith dialogue, leadership formation, mission, vocation promotion.*

These concerns are to be reviewed and evaluated periodically so that the parish can stay in tune with the changing conditions of the parish and the world.

### **ARTICLE 2.3 explains the meaning of “Consultation”**

This article indicates that the Council possesses a consultative vote while the final decision rests with the Parish Priest. There is no Christian community without an ordained leader. On the other hand, the ordained leader cannot act without the support and participation of the community.

The Council brings together the wisdom, needs and hopes of the parishioners and of the entire community among whom they live. Through a prayerful discernment process, it integrates the insights, the diverse experiences, the expertise and the faith of the people and priests in order to provide vision and direction for the parish community.

A Parish Priest is to recognize the variety of gifts given to the people of God for the service of the Body of Christ (1 Cor 12). He is to enable each person's unique giftedness to surface, to be shared and organized for the up-building of the community of

faith; and must therefore take the consultation with the councilors seriously. He is also conscious of his accountability to the diocesan bishop and to God for the parish, and is responsible for the care of the parishioners as a Pastor. On some rare occasions, in providing pastoral leadership, he may have to make tough decisions contrary to the majority's opinion. As such, councilors can expect some explanation on the decision taken and must be open to further dialogue and the reconsideration of a decision in light of his responsibility.

Active participation and co-responsibility of all the faithful sketch the theological background against which the "consultative" role of the Parish Pastoral Council has to be seen. "Consultative" is a legal expression, while "Participation" and "co-responsibility" describe the pastoral understanding and suggest a family spirit in which the priest and the members of the Pastoral Council should plan, discuss, decide and act together.

## **COMMENTARY ON ARTICLE 3: STRUCTURE**

### **ARTICLE 3.1 gives an overview of the PPC structure**

#### **1. A Single Structure of three tiers: PA, PPC and Ex-Co**

The Parish Pastoral Council is one single structure made up of three tiers, namely the Parish Assembly, the Parish Pastoral Council and the Executive Committee. It is headed by the Parish Priest as the president, and he is the pivotal point of unity among the three tiers and their various processes.

PA, PPC and its Ex-Co have a common goal, though they perform different functions. Their distinctiveness is not about sharing power but about division of roles and functions. All their works form an integrated whole.

#### **2. The Spirit behind the Structure**

PPC is first and foremost about a culture or a spirit, only then is the structure meaningful. PPC as a structure is desired because of its potential contribution towards building a more participatory, collaborative and co-responsible parish community. The potential can become actual only if we appreciate and fulfill the spirit of its establishment.

Three aspects are to be stressed:

1) It must be pastoral in focus; 2) It concerns the interest of the whole parish and not only our personal interests or the interests of the groups we represent; 3) The Parish priest is to lead by respecting and appreciating the talents and active involvement of the parishioners.

**ARTICLE 3.2 indicates that each tier has its specific functions. (See articles 8 and 10)**

## **COMMENTARY ON ARTICLE 4: MEMBERSHIP COMPOSITION**

### **Article 4.1 states the membership composition of PPC**

The priests of the parish and a sufficient number of lay persons from various SCCs and Parish Lay Associations are to be members of the council. Any religious attached to the parish may also be appropriately represented. Parish pastoral staff, by virtue of their pastoral role in the parish, are to be ex-officio members. Eligibility requirements (see Art. 4.5) for council membership are to be reasonable; some form of elective process in which the parishioners are involved is desired. All members of the council are voting members.

#### **1. Ex-Officio**

- all the priests in parish;

- those who are employed as fulltime pastoral staff will be ex-officio members. For e.g. a youth worker, a pastoral coordinator, a full time catechist, etc.

## 2. Elected members

- representatives from different Small Christian Communities;
- representatives from the different Parish Lay Associations;
- representatives from various migrant and language groups;
- representatives from religious houses, school boards;
- others who are elected from the Parish Assembly;

(The number of people elected depends on the group size, a group of 50 may elect 3-4 people, and a group of 10 may elect one.

Participants of PA who are not members of SCCs or Lay Associations belong to the “open category”)

## 3. Appointed members

- Some competent persons in the areas of the pastoral concerns may be appointed.

(The Parish priest may appoint some people to the Council but their number should not be more than one fifth of the elected members. This restriction is to ensure genuine representation from the grassroots)

## ARTICLE 4.2 speaks of “representation”

Council membership is representative. Note however, the difference between *a representative body* and *a body of representatives*, and the PPC is meant to be the former but not the latter. A council member is not the representative for a particular neighborhood, age bracket, special interest group or organization. Each councilor has the concern for the entire parish community. The council represents in a holistic sense all areas of parish life: old and young, women and men, laity, clergy and religious, people with diverse charisms (gifts and talents), and from different ethnic,

language and social backgrounds. All work together in an atmosphere and spirit of trust and openness, sharing their expertise, insights, and experiences to further the mission of Jesus among all people.

## **COMMENTARY ON ARTICLE 6: OFFICE BEARERS**

### **Article 6 speaks of Election of Officers**

Nomination for the four positions can be done before or during the meeting, up to the discretion of individual Council. It is recommended that the four office bearers should be elected individually by specific position of Chairperson/Vice-Chairperson and Secretary/Asst Secretary. It is understood that all four officers should be persons of faith, service, competency and dedication. However, since different skills and gifts are required of each post, members should vote in such a way that the person with appropriate personality and gifts be elected for each position.

## **COMMENTARY ON ARTICLE 7: TERMS OF OFFICE**

### **Article 7.1 speaks of the Terms of Office**

1. PPC office bearers shall not serve the same position for more than two consecutive terms of two years each. This is to avoid the temptation of control or complacency, and also to allow new emergent leaders the opportunity to serve.

2. It is for the same reasons that article 11.5 speaks of the prescription of terms of office for Ex-Co officers. However, PPC officers and Ex-Co officers are two separate sets of office bearers and their terms are not to be considered in tandem.

## **COMMENTARY ON ARTICLE 8: FUNCTIONS OF THE COUNCIL**

### **ARTICLE 8 states the functions of the Council**

1. The Council is essentially a strategizing and planning group.
2. It convenes and follows up on the Parish Assembly. That includes the planning and calling for the PA, and initiating the process of investigation on the pastoral concern(s).
3. It is to ponder on pastoral issues and formulate concrete proposals following the direction indicated by the Parish Assembly.
4. It is also responsible for evaluating the progress made by the Ex-Co in implementing its recommendations.
5. Article 8.2 states that the Council is to meet at least twice a year. According to the needs, it is likely to have more than two meetings a year.

### **COMMENTARY ON ARTICLE 9: THE PARISH FINANCE COUNCIL**

1. The Parish Finance Council (PFC) is governed by the norms stipulated in “Norms for Parish Finance Council” – Archdiocese of Singapore issued on 5 Feb 2004. Except for the Parish Priest and Assistant Priests, members of the PFC are not to be members of the PPC.
2. According to the norms mentioned, the PFC does not come under the jurisdiction of the Parish Pastoral Council. The Parish Pastoral Council’s focus is primarily pastoral and distinct and separate from the purpose of PFC. Thus, for financial needs of pastoral project, the Parish Priest and/or a member of the parish Pastoral Council is to present their proposals at the PFC meeting.

### **COMMENTARY ON ARTICLE 10: THE PARISH ASSEMBLY**

#### **ARTICLE 10 describes the functions of the Parish Assembly**

##### **1. Participation**

The Parish Assembly is the gathering of the parish, during which the pastoral concerns of the parish are highlighted and examined. Any parishioner who cares for the pastoral development of the parish can participate. An open

invitation shall be made to all parishioners. In general, we presume that members of existing small Christian Communities and Parish lay Associations are those interested in parish affairs and are therefore expected to participate in the Assembly.

## **2. Objectives**

The Parish Assembly has two objectives: One, to begin the process of pastoral planning for the coming year; Two, to elect new members to the Parish Pastoral Council (for a new term or for replacement).

## **3. Procedures**

After a Bible service, an annual report shall be given on the work done in the previous year and members are given opportunities to respond.

There can be two approaches to the reflection and discussion of the pastoral concern(s) of the parish. The first approach lets the Council prioritize and choose the pastoral concern(s) in preparation for the PA. For example, "Family Life" is chosen. The Council will form an Investigation Team before the PA to study and reflect on various aspects of the pastoral concern chosen, and it will present its findings during the PA as a starter for participants to ponder and discuss.

The second approach calls for the Council or its PA preparatory committee to assist the Parish Assembly to list various pastoral concerns, such as family life, youth work, elderly, faith formation etc. Participants of the PA discuss and prioritize these concerns. The concern(s) of top priority will then be studied by an investigating team formed after the PA. The Team will present its findings during the next Council meeting for deliberation.

During the PA, participants go into small groups for discussion to express their views and suggestions on the pastoral concern(s) in the light of our faith. A plenary session will follow to consolidate the results of group discussion. Their responses will be recorded and collated for further plans of action.

Time is allocated during the PA to elect Council members (for a new term or for replacement). Criteria for membership are listed in article 4.5.

It is appropriate to elect members who are interested and competent in the area of the pastoral concern(s).

#### **4. The Investigation Team**

4.1 Article 10.6 mentions the investigation team. The team is to be set up and members appointed by the PPC. The team's preparation includes the following tasks so as to ensure a stimulating presentation on the pastoral concern(s) to facilitate the discussion during the PA (Approach One) or during the first PPC meeting (Approach Two). Other methods of investigation may be used by the team. The objective of the investigation is to generate sufficient ideas for the PA or the PPC members to ponder and reflect.

**a) Clarification of ideas.**

What do we want to include in the investigation of this pastoral concern? For example, with regards to the concern on family life, we would like to include “marriage”, “parenting” and “other family issues”.

**b) Consult the people.**

Gather information and ideas from the grassroots to reflect their needs.

**c) General Research.**

The team members should research on the issue at hand and consult relevant resource persons.

**d) Resources / Personnel.**

Check on what resources are available. They include human resources, physical structures and financial resources. Does the pastoral concern involve the recruitment and training of volunteers and/or full-time/part-time pastoral workers? What kind of adjustments or restructuring would be required?

4.2 The Investigation Team is a research body. PPC owns the data gathered and is responsible for the application of the results of discussion and deliberation.

#### **5. Further Deliberation**

During the Council's meeting(s), Councilors are expected to concretize the proposals made during the PA so that recommendations can be put forward for implementation. The Council should consider the resources needed and suggest ways the ideas can be implemented.

## COMMENTARY ON ARTICLE 11: THE EXCO

### ARTICLE 11.1 explains how the Ex-Co function

1. The Ex-Co is to implement the proposals made by the PPC. It motivates, animates, communicates and coordinates with the SCCs, parish committees, associations, and the congregation at large to realize the plans.

2. There are some perennial pastoral issues which the Ex-Co has to handle, they include:

a) Some pastoral matters which are on-going within the parish, such as last year's concern. Though the PPC may take on a new concern this year, they are still part of the considerations of the Ex-Co.

b) Other parish concerns, including feast day celebrations, preparation and celebration of 1<sup>st</sup> Communion, and Confirmation, may be reviewed in the light of present pastoral concerns, to see how the parish can bring about greater awareness of her mission to love God and serve our neighbor through these events.

c) Plans and recommendations by parish committees handling specific aspects of parish life and mission, such as liturgy, faith formation, family apostolate, evangelization, language group apostolate, etc can be communicated to the Ex-Co on particular meetings upon the invitation of the ExCo, so as to encourage collaboration with the larger community.

3. Ex-Co animates and motivates the grassroots to implement the pastoral plans. However, respecting the Principle of Subsidiarity, it does not interfere in the day to day functioning of various SCCs

and Parish Lay Associations though there should be regular communication and cooperation between them.

**ARTICLE 11.2 explains how the Ex-Co can be constituted**

Each parish is free to choose one of the three models stipulated in the Constitution. In **model A**, there is only one type of elected members. All of them (6-16 people) are elected during the first PPC meeting; in **Model B and C**, there are two types of elected members, of which the first type like model A is elected during the first PPC meeting, only that the number is 2-6. The second type for **Model B** is elected from Parish Committees; and for **Model C** from Small Christian Communities and Parish Lay Associations.

- Model A is suitable for those with many participants from the “open category”.
- Model B is suitable for parishes with a system of Committees.
- Model C is suitable for parishes with a few Committees and a number of Small Christian Communities and Parish Lay Associations.

**COMPARISON BETWEEN PPC AND EXCO**

	<b>PPC</b>	<b>Ex-Co</b>
<b>Size of Memberships</b>	bigger For example 30-60	Smaller About 15-25
<b>Functions</b>	To investigate, ponder and formulate conclusions; To evaluate the pastoral development periodically	To strategize and implement conclusions of PPC; To animate and motivate grassroots responses.

<b>Leadership Qualities needed</b>	Visioning, Planning, Strategizing	Concrete implementation, Animating and motivating
<b>Regularity of meetings</b>	About four times a year	Monthly
<b>Unifying person</b>	The Parish Priest is the President	
<b>Unifying vision and Processes</b>	<ul style="list-style-type: none"> <li>*Common Vision of Church as Mystery, Communion and Mission;</li> <li>*Common pastoral concerns that are brain-stormed by the PA, pondered by the PPC and implemented by the Ex-Co</li> <li>*Prayer and communication among members</li> </ul>	





