

Constitution
Pastoral Advisory Council of the Newman Centre
at the University of Toronto

revised 09/02/2015

1. Name

- 1.1 The Council shall be called the Pastoral Advisory Council at the Newman Centre, the Roman Catholic parish and chaplaincy at the University of Toronto. Members represent the Catholic presence within the parish and at the university, such as: students, faculty, religious, campus ministry team, alumni and the more permanent community members.

2. Purpose and Scope

- 2.1 The purpose of the Pastoral Advisory Council is to be a consultative body to the Pastor and Executive Director, to offer him advice, counsel and assistance in his leadership of the faith community.
- 2.2 An incoming Pastor may elect to change the size of the Pastoral Advisory Council, the meeting times, or to possibly make changes to the Constitution of the Pastoral Advisory Council. Church law does not require a Pastoral Advisory Council; however, it is highly recommended by the Archbishop, the regional bishops, and the Council of Priests of the Archdiocese of Toronto.
- 2.3 All that pertains to the mission of the Catholic faith community through the Newman Centre lies within the scope of the Pastoral Advisory Council, including periodic review and revision of the mission itself, development of plans to pursue and accomplish that mission, and personal involvement as needed to ensure effective implementation.
- 2.4 The concerns of the Pastoral Advisory Council may extend beyond the boundaries of the parish and Newman Centre to include concerns of the local civic community as well as the Archdiocese. Specific areas of focus include but are not restricted to:
- Programs and initiatives to provide outreach, to the poor in particular
 - Programs promoting gospel values, including issues of social justice
Catholic education
Outreach initiatives towards fallen-away Catholics
 - Efforts of special care to the sick and dying
Tangible concern for the poor, the afflicted, the lonely
 - Promoting young adult involvement
 - Ecumenism and evangelization
 - Building and fostering relationship with the Archdiocese

- Supporting initiatives of the Newman Foundation
 - Fostering a supportive and welcoming community, especially for university students.
- 2.5 The Pastoral Advisory Council should be sensitive to all segments of the community, its people, and its activities.
- 2.6 The members of the Pastoral Advisory Council need to recognize that the building of God’s kingdom is accomplished by the power of God. Accordingly, prayer and spiritual formation ought to be among its foremost activities. Prayer should be more than a token gesture at its meetings. Special days of prayer and formation should be scheduled for the spiritual orientation of its members.
- 2.7 The Pastoral Advisory Council should be discerning and prophetic, exploring areas in which the parish community is inactive and unchallenged.

3. Membership

- 3.1 The recommended size of the Pastoral Advisory Council is 12 and it should not be less than 10. The suggested breakdown is as follows:
1. Pastor and Executive Director
 2. Associate Director of Campus Ministry
 3. Student Campus Minister
 4. Member, Liturgical Committee
 5. Member, Finance Council
 6. Member, Newman Foundation
 7. Member, Newman Catholic Students Club
 8. Member, Volunteer Screening Committee/Outreach Ministries
 9. Member, Newman Young Adult Ministry (NYAM)
 10. Member, at large (elected student)
 11. Member, at large (elected student)
 12. Member, at large (elected parishioner)
 13. Member, at large (elected parishioner)
- 3.2 Membership is determined by appointment or by election. The Pastor and Executive Director will appoint one representative of the Student Campus Ministry team and, in consultation with members each of the ministries or groups designated above (4 through 9), one member to represent each of those ministries or groups. The Pastoral Advisory Council may at any time review which ministries or groups in the community need representation on the Council. Members at large are elected by the Newman community in accordance with the procedures outlined in section 4 following.

- 3.3 Terms of membership for non-student representatives will be for three years, with one possible three-year extension. Terms of membership for student representatives will be for one year, with a possible one-year extension.
- 3.4 Members not present for two consecutive meetings will be contacted by the Pastoral Advisory Council Chair to discuss their continued desire for involvement. Those not present at the meeting following such a conversation will automatically forfeit their position on the Council, unless otherwise determined by the Chair in consultation with the Pastor.
- 3.5 The Secretary of the Pastoral Advisory Council will maintain a record of each member's term.
- 3.6 Changes in membership to the Pastoral Advisory Council will normally take place in September, consistent with the beginning of the academic year. In order to ensure adequate representation from across the Newman Centre community, the Pastor may appoint representing members or members at large when vacancies occur. The term for such members will be considered to start the September prior to the appointment.

4. Election of Members At Large

- 4.1 Elections will ordinarily be held in September.
- 4.2 By early summer the Pastoral Advisory Council will form an election committee to conduct the nomination of and election of new members.
- 4.3 A general call for nominations and self-nominations will ordinarily be made to the Newman community in years when one or more members at large are completing their maximum terms.
- 4.4 Candidates must be registered members of the Newman parish.
- 4.5 Information on each candidate will be provided in the parish bulletin in order to familiarize members of the community with their voting options.
- 4.6 Elections will be completed by secret ballot at the end of each of the Masses on an appropriate Sunday.

5. Member Rules and Responsibilities

- 5.1 Each member of the Pastoral Advisory Council has a responsibility to be present at meetings and to actively participate in dialogue regarding agenda issues. Each member also has responsibility to listen and consider the views of others.

Decisions are to be arrived through consensus after an open and candid hearing of views. As such, when a decision is reached, each member also has the responsibility to support the decision and ultimate implementation. Respect for all is paramount, regardless of differences in viewpoint.

- 5.2 At the Pastoral Advisory Council's first meeting in September of each year the Pastoral Advisory Council will vote to elect a Chair for the coming year from the current membership.
- 5.3 The Chair will be responsible for informing members of meeting duties, developing agendas for review and approved by the Pastor, sending approved agendas to members in advance of meetings, presiding over meetings, and serving as the parish representative for formal occasions such as the presentation of awards or other means of recognition on behalf of the faith community. A key aspect of the Chair's role will be to create an environment for Pastoral Advisory Council meetings that encourages all members to participate in discussion and evaluation of agenda items and promotes respect and teamwork.
- 5.4 During the September meeting, the Pastoral Advisory Council will also vote to elect a secretary who will be responsible for producing the minutes of each meeting. Minutes should be developed and presented to the Pastor and Chair for review and final approval. The secretary will distribute copies of the minutes to all members before the next meeting.
- 5.5 Should an individual find they are unable to fulfill their responsibilities, either as a member or officer of the Pastoral Advisory Council (Chair or Secretary), he or she should contact the Pastor and Executive Director and request that a replacement be made.

6. Meetings

- 6.1 The Pastoral Advisory Council will meet with the consent of the Pastor and Executive Director at least four times a year beginning in September (normally twice per academic term). However, if urgent matters arise, a meeting may be called at the Pastor's discretion. The Pastor and Executive Director may also informally solicit input from Pastoral Advisory Council members for items that might arise outside the normal meeting times that do not warrant a full meeting.

7. Annual Communication with the Newman Community

- 7.1 The Pastoral Advisory Council will determine strategies for ongoing consultation with the Newman Community. This will include, on an annual basis: communication to promote awareness of the PAC's importance in representing the Community by supporting and advising the Pastor; identifying the members of

the PAC; providing information with respect to the members' roles and responsibilities; and facilitating input from the Newman Community.

8. Expenditures

- 8.1 The Pastoral Advisory Council may not hold any general parish funds. Requests for funding of programs and initiatives will be presented to the Finance Council for approval.

9. Transition

- 9.1 The Chair of the Pastoral Advisory Council will seek a meeting with the new Pastor and Executive Director or Administrator to seek dialog and direction for the Pastoral Advisory Council.