

Role of Chairperson

Meeting Preparation

- Negotiate an annual meeting schedule with members
- In collaboration with other members, prepare an agenda for each regular meeting of the Council.
- Study the agenda carefully before each meeting, gathering any information that might be relevant to the topics.

In chairing each meeting of the Council, the chairperson will:

- Include significant time for prayer and formation at meetings
- Maintain the pastoral focus of the Council e.g.
 - encourage involvement of all members.
 - foster practices of attentive listening and questioning for clarification continue.
 - ensure that there is respect for each person's opinions.
 - Monitor the time-frame of each agenda item.
- Ensure there are outcomes for each agenda item e.g.
 - recommend a decision and help plan its implementation
 - share the tasks of implementation among all pastoral councillors

Meeting Follow-up

- communicate outcomes and actions with parishioners/parish groups, seeking comments or assistance
- follow up action items with responsible persons to ensure they are completed

Response to Plenary Meeting of Chairperson Role:

Governance- How can greater participation of the laity in the decision-making process of the Church be fostered at national, archdiocesan and parish levels?

I think there are some opportunities for addressing some of the concerns about governance that were raised at the parish plenary meetings. Two of the points raised about governance included communication and transparency and I think there are a couple of small things that the chairperson could do initially do about these concerns:

1. Provide a report in the Church Bulletin that briefly summarises the outcomes of parish council meetings and publish the minutes on the website. We would need to work out an efficient system for making that happen, and initial idea might be:
 - a. Organise with Peter to get the minutes within a week of the meeting and ask the website administrator to put them in a private spot on the website and give you all a link to check them and suggest any changes you would like to make.
 - b. After another week (during which time you may have recommended changes) we publish them for viewing by our parish subscribers
 - c. We can then put a copy of the minutes on the bulletin board at the back of the church for those who don't have web access.
 - d. There is a comment box where the minutes would be published so subscribers to our website will be able to post comments on the minutes of meetings for further consideration. Posting of comments is not anonymous so there is some

control over managing offensive posts and the Web administrator is also able to take down offensive comments should they occur.

2. Publish the dates for parish council meetings for the year so that parishioners know well in advance when the meetings are on if they have particular issues that they would like raised at the meetings. Also to make sure that if we have specific topics that we are focusing on that these are well-publicised and everyone has a role in consulting others about the topic.