

**Diocese of  
OUDTSHOORN**

**Statutes for  
Deanery Pastoral Councils**

**19 May 2013**

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## PREAMBLE

The bishops, gathered at the Second Vatican Council, challenged each baptized person to work with vigour for the building up of the Church. The faithful, so the council fathers taught,

are gathered together in the People of God and make up the Body of Christ under one head. Whoever they are they are called upon, as living members, to expend all their energy for the growth of the Church and its continuous sanctification, since this very energy is a gift of the Creator and a blessing of the Redeemer. ...

Upon all the laity, therefore, rests the noble duty of working to extend the divine plan of salvation to all men of each epoch and in every land. Consequently, may every opportunity be given them so that, according to their abilities and the needs of the times, they may zealously participate in the saving work of the Church (*Lumen gentium*, 33).

Each of Christ's followers, "who through faith and the sacraments of Christian initiation is made like to Jesus Christ, is incorporated as a living member in the Church and has an active part in her mission of salvation" (John Paul II, *Christifideles laici*, 3).

In the light of these teachings, the deanery pastoral council is a most suitable forum for the effective participation of the lay faithful in the mission of the local Church. As a planning body with short and long term goals, the council strives to foster and enhance faith and life within each of the deaneries in the Diocese. It seeks to build the kingdom of God by fostering pastoral care through common action and participation in deanery planning, "and so help to ensure that the baptized remain united with Jesus and the Church" (*Statutes for Parish Pastoral Councils*, Preamble).

With its members united around the dean, the council provides an effective way for the people of God in each deanery to be inserted into the life and mission of the local Church. Its representative nature, strongly committed to a spirit of consultation and consensus, ensures that every voice may be heard. Through prayer, research, discussion and deliberation the council helps to discern the will of God for the Catholic faithful in the deanery.

Therefore, the present Statutes are hereby promulgated.

### **Article 1 – NAME**

#### Section 1

The name of this body shall be the ..... Deanery Pastoral Council.

#### Section 2

The Diocese of Oudtshoorn is divided into three deaneries, known as

- Central Deanery
- Western Deanery
- Southern Deanery

### Section 3

The parishes assigned to each deanery are determined by the Bishop in the light of the pastoral needs and reality of the diocese. See the appendix attached to these *Statutes* for the arrangement.

## **Article 2 – NATURE AND PURPOSE**

### Section 1

The deanery pastoral council provides a forum for the effective promotion of the pastoral welfare of all in the deanery and the enhancement of a sense of ecclesial community with all the faithful in the deanery through joint pastoral action.

### Section 2

After researching the needs of the faithful in the deanery, the council devises practical programmes of joint pastoral action which will help the best possible distribution of ministry in the deanery.

### Section 3

The council brings to discussion and deliberation the concerns of the faithful in the deanery. In accordance with the norm of law (canon 536 §2), the council enjoys a consultative voice. Its principal role is to support parish priests/priests in charge and their communities of faithful within the deanery to promote and implement joint pastoral action.

## **Article 3 – COMPETENCE AND SCOPE**

In accord with the principle of subsidiarity, the following matters shall fall within the competence of the deanery pastoral council at deanery level—these are to be developed in consonance with Article 3 of the *Statutes for Parish Pastoral Councils*.

### **Section 1 – Liturgy and Spirituality**

1. To encourage the communities of faithful in the deanery to put in place and maintain relevant structures that will ensure the full, conscious and active participation of all the faithful in the liturgy of the community;
2. To develop and share ways for these communities to provide adequate spiritual care of all the faithful according to the rich traditions of the church.

### **Section 2 – Catechesis**

To continually develop and evaluate the formal formation of the faithful in catechesis and to endeavour to bring all programs in the deanery in line with diocesan catechetical policy.

### **Section 3 – Adult Faith Formation**

To assist communities of the faithful to prepare ways for adult faithful to participate in the mission of the church through active evangelisation in their personal, parish and public life.

### **Section 4 – Family Life**

1. To provide effective means for the pastoral support and strengthening of family life in communities of the faithful throughout the deanery and to encourage the provision of pastoral support programmes for those preparing to marry, newly weds, widowed, divorced and single-parent families, the sick, the aged and the dying;
2. To plan prayer and work for vocations to the priesthood and religious life on deanery level.

### **Section 5 – Youth**

To encourage the development and evaluation of formal programmes in communities of the faithful that foster the spiritual and pastoral welfare of the youth and to plan deanery level youth gatherings.

### **Section 6 – Justice, Peace, Charity and Development**

To evaluate and encourage spiritual and corporal works of mercy in communities of the faithful throughout the deanery through the work of various societies and groups, thereby facilitating ways for the faithful to active evangelisation in public life with love and concern for all people.

### **Section 7 – Communication**

To provide for effective communication with the Bishop, priests and communities of the faithful throughout the deanery, and other diocesan bodies.

### **Section 8 – Ecumenism**

To ensure that the mind of the Church regarding ecumenism govern the formal relationship of the faithful with fellow Christians and believers of other faith communities.

## **Article 4 – MEMBERSHIP**

Membership of the deanery pastoral council shall consist of the dean, together with the following:

### **Section 1**

The parish priest/priest in charge, assistant priest, and deacon, where applicable, of each community of the faithful in the deanery are *ex officio* members.

### Section 2

Two members of the lay faithful from each community of the faithful in the deanery, who are to be elected by the parish pastoral council, depending on their ability to attend meetings, and one of whom, at least, is to be a member of the parish pastoral council. Another member from the same community is to be elected to represent should one of the two members not be able to attend council meetings.

### Section 3

One representative of each religious and secular institute pastorally active in the deanery.

### Section 4

Occasionally the council may co-opt any other person for a special purpose for a period not exceeding its own term of office; such co-opted members are not entitled to a vote on the council.

## **Article 5 – OFFICERS**

### Section 1

The officers of the deanery pastoral council shall be the president, the chairperson, the vice-chairperson and the secretary. They constitute the executive of the council.

### Section 2

The dean shall be the president of the council.

- °1 He shall preside over the council and, in consultation with the other officers, convoke it and prepare an agenda for the meeting.
- °2 He shall promote and coordinate pastoral action in the deanery.
- °3 He shall give a brief report of the decisions of the council to the Bishop and the diocesan pastoral council.
- °4 He shall fulfil his duties regarding clergy and churches in the deanery as prescribed by universal law (can. 555) and instructed by the Bishop.

### Section 3

The chairperson, the vice-chairperson and the secretary shall be elected by the members of the council by simple majority.

### Section 4

The chairperson shall chair meetings of the council and facilitate its smooth functioning.

### Section 5

The vice-chairperson shall fulfil the role of the chairperson in his/her absence.

### Section 6

The secretary shall notify all members of scheduled meetings of the council, keep a written

record of proceedings, prepare and distribute minutes, lodge a copy of approved minutes with the chancery, and liaise with the dean for the maintenance of necessary correspondence. He/she shall prepare, at the direction of the dean, a summary of deliberations at each meeting, to be forwarded to the Bishop.

#### Section 7

The dean shall appoint one member to the office of treasurer, who is to prepare the annual budget of the deanery pastoral council. The treasurer shall maintain an accurate record of all income and expenditure, and submit an annual report to the dean and the council. Each community in the deanery pays a levy to the deanery pastoral council determined by the council and adjusted annually. The bank account of the main community of the dean may be used, provided the financial records of the council are kept separately.

### **Article 6 – TERM OF OFFICE**

#### Section 1

*Ex-officio* members, as defined in Article 4, Section 1, shall be members of the council as long as they retain their pastoral assignments in the deanery.

#### Section 2

Elected and co-opted members, and officers of the council shall have a three-year term and shall be eligible respectively for re-election or re-appointment for only one further period of three years. A period of three years should elapse prior to re-election or re-appointment after the second period.

### **Article 7 – VACANCY**

#### Section 1

The vacancy of an elected member's seat on account of death, resignation, permanent departure from the deanery or dismissal, shall be filled through election at a subsequent meeting of the parish pastoral council which had initially elected the member to the deanery pastoral council.

#### Section 2

The vacancy of a co-opted member's seat on account of death, resignation, permanent departure from the deanery or dismissal, shall be filled, if deemed necessary, with an appointment by the dean, after consultation with the deanery pastoral council executive for the unexpired portion of the term.

### **Article 8 – MEETINGS**

#### Section 1

The deanery pastoral council shall meet three times a year, usually before the meetings of

the Bishop with the college of deans, and at any other time at the request of the dean in consultation with the members of the executive, or at the written request of at least half of the members of the council. The council may also meet at the written request of any member, provided that the executive has considered the request and deems a meeting necessary.

#### Section 2

As far as possible, at least seven days notice of any meeting is to be given to members.

#### Section 3

A simple majority of the members of the council, i.e. half of the membership plus one, shall constitute a *quorum*.

#### Section 4

Any member of the faithful in the deanery who desires to attend a meeting of the council shall submit a written application to his/her parish priest/priest in charge at least seven days prior to the meeting. The parish priest/priest in charge shall bring this request to the attention of the dean, who with the executive committee shall, after careful consideration, grant approval or not. Once approved, the parishioner is invited to attend the meeting, subject to the condition that he/she is not eligible to vote.

#### Section 5

Decisions of the council are recommendations to communities of the faithful in the deanery and are ordinarily arrived at by consensus, or, in exceptional circumstances, when so determined by the dean and chairperson, through a simple majority vote. Voting takes place by a show of hands unless the council requests a secret ballot.

#### Section 6

The representatives of the parish pastoral councils on the deanery pastoral council shall report concerning the matters discussed and recommendations at that session of the deanery pastoral council at the parish pastoral council meeting which follows the meeting of the deanery pastoral council.

### **Article 9 – RELATIONSHIP WITH THE DIOCESAN PASTORAL COUNCIL**

#### Section 1

The dean as a member of the college of deans is an *ex officio* member of the diocesan pastoral council.

#### Section 2

The deanery pastoral council shall elect one person to represent the council on the diocesan pastoral council. The council shall elect one alternate whose duty shall be to represent the council on the diocesan pastoral council should the regular representative be unable to participate at a meeting of the diocesan pastoral council.



### Section 3

The election of the representative to the diocesan pastoral council and alternate shall form part of the business of the first meeting of the deanery pastoral council immediately after the election of its own officers.

### Section 4

In making the election of the representative to the diocesan pastoral council and alternate the council shall bear in mind that these are persons who

- love the Church
- are compassionate and generous
- care, share and celebrate within the Christian community
- have an insight into and understanding of the diocese and their own deanery
- bring the wisdom of their own prayerful reflection on the pastoral challenges and opportunities facing the different communities of the diocese
- are able to attend meetings regularly.

### Section 5

At the deanery pastoral council meeting following the meeting of the diocesan pastoral council, the council shall receive a report from the dean and its elected representative concerning the matters discussed at that session of the diocesan pastoral council and the resolutions taken. Likewise, the representatives of the parish pastoral councils on the deanery pastoral council shall report concerning those matters at the parish pastoral council meeting which follows the meeting of the deanery pastoral council.

### Section 6

Bearing in mind the role and purpose of the diocesan pastoral council, and recognising that each community of the faithful is to strive to participate fully in the life of the local Church, the deanery pastoral council is to comply in whatever way it can with all recommendations made by the diocesan pastoral council.

## **Article 10 – SUSPENSIONS AND DISMISSALS**

### Section 1

When a member is not fulfilling his or her role in the deanery pastoral council in terms of Article 2, the dean, after exhausting all avenues provided by our Christian heritage regarding fraternal correction, may apply to the Bishop for the member to be dismissed. After careful consideration, and listening to the dean, the concerned member and the executive of the council, the Bishop may dismiss the member of the council.

### Section 2

If, for any reason, a simple majority of the members of the council tender their resignation at

the same time, the council shall be deemed dissolved. In such circumstances, the dean, in consultation with the chairperson of the outgoing council, shall without undue delay, initiate a process for the election of new council members according to Article 4, Sections 2, 3 and 4.

### Section 3

The Bishop may suspend the activities of the council or dissolve it if, in his opinion, the council is not fulfilling its purpose as specified in Articles 2 and 3, or if it has become a source of disunity in the deanery and diocese.

## **Article 11 – AMENDMENTS AND INTERPRETATION**

### Section 1

The Bishop may amend these Statutes should, in his opinion, such amendment be deemed necessary.

### Section 2

The Bishop has the authority to interpret the meaning and application of these statutes, in accordance with the norm of law, in all situations in which their meaning or application is doubtful.

### Section 3

These Statutes will be adopted upon the approval of the Bishop.

## **Article 12 – THE COMING INTO FORCE OF THESE STATUTES**

These Statutes are to come into effect as from 19 May 2013, the Solemnity of Pentecost.

Signed at Oudtshoorn on 9 May 2013, the Solemnity of the Ascension of our Lord.

+ *F. de Gouveia*

+ **Francisco Fortunato de Gouveia**  
Bishop of OUDTSHOORN

*[Signature]*

Notary

## Appendix

The communities of the faithful assigned to the deaneries are the following:

**SOUTHERN DEANERY:** St. Christopher, Plettenberg Bay, Lumen Christi, Kwanokuthula; St. Boniface, Knysna, St. Theresa, Hornlee, Queen of the Holy Rosary, Khayaletu, St. Anthony, Sedgefield; St. Mary Queen of Apostles, Rosemoor, St. Liborius, Parkdene, Good Shepherd, Thembaletu, Star of the Sea, Herolds Bay; Ss. Peter & Paul, George, St. Anne, Blanco; St. Vincent Pallotti, Pacaltsdorp; St. Blaize, Mossel Bay, St. Francis, Riversdale, St. Michael, Friemersheim; St. Thomas, Mossel Bay, St. Charles Lwanga, Kwanonqaba.

**WESTERN DEANERY:** St. Patrick, Swellendam, Guardian Angel, Heidelberg, Our Lady of Fatima, Montagu; Christ the King, Worcester, St. Monica, Robertson, Our Lady of the Valley, Bonnievale; St. Maria Goretti, Worcester, Immaculate Heart, Zwelethemba; St. Joseph, DeDoorns; Assumption of Our Lady, Ceres; St. Martin, Wolseley, St. Josephine Bhakita, Nduli.

**CENTRAL DEANERY:** St. Joseph, Beaufort West; Holy Cross, Beaufort West, Leeu-Gamka, St. Augustine, Victoria West; St. Conrad, Dysselsdorp, Prince Albert, St. Bruno, Willowmore, Immaculate Conception, Hotsprings; St. Nicholas, Bridgton, Queen of Peace, Bhongolethu; St. Elizabeth, Avontuur; St. Saviour Cathedral, Oudtshoorn.