

**ARCHDIOCESE OF
CAPE TOWN**

**STATUTES FOR
DEANERY PASTORAL
COUNCILS**

JUNE 2013

P R E A M B L E

In view of the Second Vatican Council's challenge to all the faithful to exercise joint responsibility for the life and ministry of the Church, a deanery pastoral council becomes a forum for the effective participation in the mission of the local Church of clergy and laity within a cluster of parishes. The rights and duties of lay persons to participate in this mission are founded in the graces received in baptism and confirmation and, consequently, in their shared responsibility for evangelisation¹ in the Church in general and in the Archdiocese of Cape Town in particular.

A deanery pastoral council is a planning body with short and long-term goals to foster and enhance, in the light of the gospel message, the quality of life within each of the deaneries in the Archdiocese. Its representative nature, strongly committed to a spirit of consultation and consensus, ensures that every voice may be heard. With its members united around the dean, a deanery pastoral council provides an effective way for the people of God to hear God's word spoken through fellow Christians and offers a means for the parishes in each deanery to be inserted into the life and mission of the local Church which, following upon the September 2007 diocesan Synod, is the implementation of the pastoral plan articulated by the Synod.²

Deanery pastoral councils create the way for parishes within a deanery to work together on common projects, allowing parishes to interact with and support one another through the sharing of resources and persons.

Working closely with the archdiocesan pastoral council and the *office for the implementation of the pastoral plan*, the eight deanery pastoral councils focus upon the most pressing pastoral issues identified by the Synod and, guided by the Holy Spirit, study and address those issues. They

¹ Cf. Vatican II, Dogmatic Constitution on the Church, *Lumen Gentium*, November 21, 1964, chap. 4, art. 33.

² In his decree of December 2, 2007, promulgating the policy documents presented to him by the six commissions of the Synod (Leadership; Church in the World; Family Life; Youth; Mission; Forming Faith Communities), Archbishop Lawrence Henry was, in effect, promulgating the pastoral plan for the Archdiocese of Cape Town.

create a forum for the development of pastoral initiatives and planning for the realisation of the pastoral plan. The deanery pastoral councils facilitate communication from parish pastoral councils to the archdiocesan pastoral council and for return communication which keeps members of the faithful connected and aware of all that is happening in the local Church.

In so doing, the Church of Cape Town gradually realises that dream of becoming a leaven, a transforming influence in our fragmented society for, in a very real sense, we are our “brothers’ (and sisters’) keepers”, and from this responsibility we cannot absolve ourselves.

Therefore, the present Statutes are hereby promulgated.

ARTICLE I - NAME

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

ARTICLE II - THE DIVISION OF THE ARCHDIOCESE

The Archdiocese of Cape Town, hereinafter, “the archdiocese”, is divided into eight vicariates forane or deaneries, hereinafter, “deaneries”, the general responsibility for each being entrusted to a vicar forane or dean, hereinafter, “the dean”. These deaneries are known as:

- the Central deanery
- the City Bowl deanery
- the Constantiaberg deanery
- the Eastern deanery
- the East Coast deanery
- the Northern deanery
- the Peninsula deanery
- the West Coast deanery

The parishes assigned to each deanery are determined by the archbishop from time to time in the light of the pastoral needs of the archdiocese.

The arrangement as at June 24, 2013, is attached to these Statutes as an appendix.

ARTICLE III - PURPOSES OF THE DEANERY PASTORAL COUNCIL

The deanery pastoral council, hereinafter, the “DPC”, has the following purposes:

Section 1: To collaborate with the parishes within the deanery in implementing the archdiocesan pastoral plan, hereinafter, “the pastoral plan”, through close co-operation with the archdiocesan pastoral council, hereinafter, the “APC”, and the *office for the implementation of the pastoral plan*, hereinafter, “the office for implementation”, so that the pastoral welfare of all in the deanery may be promoted as effectively as possible and a sense of ecclesial community with all the faithful in the archdiocese be promoted and enhanced.

Section 2: As a planning body, to carefully study the pastoral plan, researching the needs of the parishes, devising practical ways of implementing the pastoral plan within parishes and establishing short and long term goals to enable parishes to be faithful to their own implementation of the pastoral plan.

Section 3: To provide a forum for hearing the views and proposals of members of the parish communities within the deanery in all that concerns the life and mission of the local Church.

Section 4: As a link between parishes and the archdiocese, to participate, through its representatives in the deliberations and activities of the APC and the office for implementation.

ARTICLE IV - COMPETENCE OF THE DPC

The following matters shall be considered as falling within the competence of the DPC:

- All issues that relate to priests and deacons *per se*, principally in the exercise of their sacred ministry;
- Matters of pastoral concern, particularly the effective implementation of the pastoral plan;
- Intrinsically linked to this is the ongoing instruction of the faithful and those wishing to be received into full communion with the Church;
- As a corollary, is the need to establish basic Christian communities/ small faith sharing groups in parishes in the deanery;
- Together with this is the ever-present challenge to seek effective ways of promoting contact with lapsed Catholics and the “unchurched” living within the deanery;
- To work towards the realisation of the above is the necessity to encourage the participation by members of the faithful, chosen for parish ministry, in ministries’ training programmes in order to equip them to assume some responsibility for catechetical instruction, the youth apostolate, the family life apostolate and the social apostolate;
- To foster the collaboration between parishes on common projects, encouraging them to interact with and support one another through the sharing of resources and persons with special talents.

ARTICLE V - ROLE OF THE DPC

In accordance with the norm of law, the DPC is a consultative body whose principal role is to advise the dean on how best to provide pastoral and technical resources and support to parish priests³ within the deanery in the promotion and implementation of the pastoral plan as part of the mission of the parish.

³ For the purpose of these Statutes, wherever the term “parish priest” is used, “parochial administrator” is also to be understood.

However, while the dean is not bound to follow the advice given by the members of the DPC, even if it is unanimous, nevertheless he should **not** act against their advice, especially if it is unanimous, **unless** there be a reason which in his judgement is overriding (cf canon 127, §2,2°).

ARTICLE VI - MEMBERSHIP OF THE DPC

Section 1: *Ex officio* members of the DPC shall be the chairpersons of each PPC and of each parish finance council, hereinafter, the “PFC”, in the deanery.

Section 2: Where the chairperson of a PPC is unable to be present at a meeting of the DPC, an alternate, elected at the first meeting of the newly constituted PPC (cf Article XIII, section 2 of the Statutes for Parish Pastoral Councils), shall represent the PPC at that meeting. Likewise, where the chairperson of a PFC is unable to be present at a meeting of the DPC, an alternate, elected at the first meeting of the newly constituted PFC (cf Article X, section 2 of the Statutes for Parish Finance Councils), shall represent the PFC at that meeting.

Section 3: The DPC may co-opt any other person(s) for a specific purpose; such co-opted members are **not** entitled to a vote on the DPC.

Section 4: No person is to be a member of the DPC in more than one capacity.

ARTICLE VII - OFFICERS OF THE DPC

Section 1: The officers of the DPC shall be the president, the chairperson, the vice-chairperson and the secretary. They shall constitute the executive of the DPC.

Section 2: The dean shall be the president. He shall preside over the DPC and, in consultation with the other officers of the DPC, shall convoke it and prepare an agenda for the meeting. Since he is

not a member of the DPC whose role is to advise him, should the DPC be required to vote on an issue, he shall not vote.

Section 3: The chairperson, vice-chairperson and secretary shall be elected by simple majority by the members of the DPC at the first meeting of its three-year term. In the case of a tie, the outcome shall be determined by lot.

Section 4: While the chairperson shall be a lay person, both the vice-chairperson and the secretary may be a lay person, a priest or a deacon.

Section 5: The chairperson shall chair meetings of the DPC, facilitate their smooth running and assist the dean in the co-ordination of all matters concerning the DPC.

Section 6: The vice-chairperson shall fulfil the role of the chairperson in his/her absence.

Section 7: The secretary shall notify all members of forthcoming meetings and distribute Minutes of past meetings together with an agenda at least one week prior to the meeting. He/she shall record accurately in the Minutes of the meeting the full names of those present and all matters of business, motions and votes of the DPC at the meeting. The Minutes should be preserved in a bound Minute book.

ARTICLE VIII - TERMS OF OFFICE OF MEMBERS OF THE DPC

Section 1: *Ex-officio* members of the DPC, i.e. the chairpersons of each PPC and of each PFC may serve on the DPC for as long as they hold office in their respective parishes.

Section 2: The elected officers of the DPC, i.e., the vice-chairperson and the secretary, shall have a three-year term and shall be eligible for re-election for only one further term of three years. A three-year period shall elapse prior to re-election.

Section 3: Co-opted members of the DPC shall have a three-year term of office and shall be eligible for only one further period of three years. A three-year period should elapse prior to re-appointment. Notwithstanding this, should any co-opted member have a special expertise, he/she may be co-opted to serve on the DPC after the expiry of two consecutive terms.

ARTICLE IX - MEETINGS OF THE DPC

Section 1: With the exception of the East Coast and West Coast DPC's which shall have an extended meeting once a year, with urgent matters dealt with electronically, the remaining six DPC's shall meet three times a year as soon as possible *after* the deanery meetings held on the third Thursdays of March, June and September, but *before* the presbyteral council meetings held on the third Thursdays of April, July and October. The exact determination as to when these DPC's shall meet shall be at the discretion of the dean, having consulted the other members of the executive. It should be borne in mind that unless otherwise determined by the archbishop, the APC shall meet in the months of May, August and November, the exact date for these meetings to be decided upon by the archbishop.

Section 2: A DPC may also meet at the request of at least half of its members, or even at the request of any member, provided that the executive has considered the request and deems a meeting necessary.

Section 3: As far as possible, at least seven days' notice of any meeting is to be given to members.

Section 4: A simple majority of the members of the DPC (i.e. half plus one) shall constitute a *quorum*.

Section 5: Any priest, deacon, member of an institute of consecrated life or society of apostolic life, or lay member of the faithful

residing within the deanery who wishes to attend a meeting of the DPC is to be admitted, subject to the condition that he/she is not eligible to vote.

ARTICLE X - VACANCY ON THE DPC

The vacancy of the seat of an elected member of the DPC (e.g. the chairperson, vice-chairperson or secretary), through resignation, death or permanent departure from a parish within the deanery, shall be filled through an election at a subsequent meeting of the DPC. The person elected shall hold office for the remainder of the three-year term of the person that he or she is replacing.

ARTICLE XI - REPRESENTATION ON THE APC

Section 1: The dean is *ex officio* a member of the APC.

Section 2: The DPC shall elect one person to represent it on the APC. The DPC shall also elect an alternate whose duty it shall be to represent the DPC at a meeting of the APC should the elected representative of the DPC be unable to attend that meeting.

Section 3: The election of a DPC representative to represent the DPC on the APC and an alternate shall form part of the business of the DPC at its first meeting of a new three-year term, immediately after the election of its own officers in terms of Article VII above.

Section 4: At the DPC meeting which takes place following a meeting of the APC, the DPC shall receive a report from the dean and its elected representative or alternate concerning the matters discussed at that session of the APC and the resolutions taken. Likewise, each parish representative on the DPC shall render a report concerning those matters discussed at the APC meeting at the PPC meeting which follows the meeting of the DPC.

Section 5: Bearing in mind the role and purpose of the APC, and recognising that each parish is to strive to participate fully

in the life of the local Church, the DPC is to facilitate the implementation of all the resolutions made by the APC in each of the parishes in that deanery.

Section 6: It shall be the responsibility of the executive of the DPC to ensure (by whatever means is deemed appropriate) that each member of the DPC is familiar with the role and purpose of APC.

ARTICLE XII - SUSPENSION OR DISSOLUTION OF THE DPC

Section 1: The archbishop may suspend the activities of the DPC or dissolve it if, in his opinion, it is not fulfilling its purpose as specified in Article III of these Statutes, or if it has become a source of disunity in the deanery/archdiocese, even if this has occurred without serious fault on its part.

Section 2: If for any reason, a simple majority of the members of the DPC tender their resignation at the same time, the DPC shall be deemed dissolved.

Section 3: In such circumstances as mentioned in sections 1 and 2 above, the dean shall, without undue delay, initiate a process to constitute a new DPC. The newly constituted DPC shall have a term of office not exceeding that of the unexpired portion of the three-year term of the former DPC.

Section 4: At the first meeting of the new DPC, the dean shall arrange for an election of the executive of the DPC as specified in Article VII, section 2. At that meeting, the DPC shall further elect one person to represent it on the APC, and also an alternate whose duty it shall be to represent the DPC at a meeting of the APC should the elected representative be unable to attend that meeting (cf Article IX, section 2).

ARTICLE XIII - DISMISSAL OF A DPC MEMBER

Section 1: Having heard the dean, the DPC member concerned and any other member of the DPC, the archbishop may, after careful consideration, dismiss a member of the DPC if, in his opinion, the member is not fulfilling his or her role as a member of the DPC as specified in Article V of these Statutes, i.e. "... to provide pastoral and technical resources and support to parish priests within the deanery in the promotion and implementation of the pastoral plan ..." or, if the member concerned has become a source of disunity in the DPC.

Section 2: The decision of the archbishop to dismiss such a member of the DPC is final.

ARTICLE XIV - AMENDMENT TO AND INTERPRETATION OF STATUTES

Section 1: The archbishop may amend these Statutes should, in his opinion, such amendment be deemed necessary.

Section 2: The archbishop 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 archbishop.

ARTICLE XV - THE COMING INTO FORCE OF THESE STATUTES

These Statutes which replace the previous Statutes dated May 1, 2008, are to become effective as from June 24, 2013, the Solemnity of the Nativity of St John the Baptist.

Given at Cape Town, this 24th day of June, 2013.

+Stephen Brislin
ARCHBISHOP OF CAPE TOWN

Father Michael Clement SAC
CHANCELLOR

APPENDIX TO STATUTES FOR DEANERY PASTORAL COUNCILS

ARRANGEMENT OF DEANERIES

CENTRAL

BELHAR
BONTEHEUWEL
ELSIES RIVER
GOODWOOD
LANGA
LAVISTOWN
MATROOSFONTEIN
PAROW
PAROW VALLEY
PINELANDS

UWC CHAPLAINCY
VINCENT PALLOTTI HOSPITAL

NORTHERN SUBURBS

BELLVILLE
BRACKENFELL
DELFT
DURBANVILLE
KOELENHOF
KRAAIFONTEIN
KUILS RIVER
CROSSROADS (Old and New)
KHAYELITSHA (SITE C)
KHAYELITSHA - MFULENI,
KHAYELITSHA (SITE B)

KOREAN CHAPLAINCY

EASTERN

ATHLONE
BELGRAVIA
BRIDGETOWN
GUGULETHU
HANOVER PARK
LANSDOWNE
MANENBERG
NYANGA
WELCOME ESTATE

SALESIAN COMMUNITY
CAPUCHIN COMMUNITY

CONSTANTIABERG

BERGVLIET
CLAREMONT
CONSTANTIA
GRASSY PARK
HOUT BAY
NEWLANDS
PLUMSTEAD
RETREAT
RONDEBOSCH
STEENBERG
WYNBERG

JESUIT COMMUNITY
REDEMPTORIST COMMUNITY
UCT CHAPLAINCY

CITY BOWL

CAMPS BAY
CATHEDRAL
DISTRICT SIX
FACTRETON
GREEN POINT
MAITLAND
MOWBRAY
OBSERVATORY
SEA POINT
WOODSTOCK

SALESIAN COMMUNITY
SCALABRINIANI COMMUNITY
NAZARETH HOUSE
CHAPLAINCY TO REFUGEES
FRENCH CHAPLAINCY
GERMAN CHAPLAINCY
GROOTE SCHUUR CHAPLAINCY
ITALIAN CHAPLAINCY
PORT CHAPLAINCY
PORTUGUESE CHAPLAINCY

EAST COAST

HERMANUS
KHAYELITSHA ST RAPHAEL
KLEINVLEI
OVERBERG
SOMERSET WEST
STELLENBOSCH
STRAND

UNIVERSITY OF STELLENBOSCH CHAPLAINCY

PENINSULA

FISH HOEK
KOMMETJIE/OCEAN VIEW
LENTEGEUR
ROCKLANDS
SIMONS TOWN
ST JAMES
STRANDFONTEIN
TAFELSIG
WESTRIDGE

NORBERTINE COMMUNITY

WEST COAST

ATLANTIS
BOTHASIG
BROOKLYN/MILNERTON
LAMBERT'S BAY
MALMESBURY
PAARL
TABLEVIEW
VREDENBURG