

**ARCHDIOCESE OF  
CAPE TOWN  
STATUTES  
FOR  
ARCHDIOCESAN  
PASTORAL COUNCIL  
JUNE 2019**

# PREAMBLE

**Canon 511 of the Code of Canon Law states: *In each diocese, in so far as pastoral circumstances suggest, a pastoral council is to be established. Its function, under the authority of the Bishop, is to study and weigh those matters which concern the pastoral works in the diocese, and to propose practical conclusions concerning them.***

**The Second Vatican Council issued a call for all the faithful to exercise joint responsibility for the life and ministry of the Church. The rights and duties of laypersons to participate in this mission are founded in the graces received in baptism and confirmation and, consequently, in their shared responsibility for evangelisation<sup>[1]</sup> in the Church in general and in the local Church in which they reside.**

**In 1989 the Southern African Catholic Bishops' Conference produced, in general terms, a pastoral plan inviting each local Church to develop and implement its own pastoral plan in order to become a Community Serving Humanity.**

**To achieve this end, the late Archbishop Stephen Naidoo, CSsR, had established with its own Statutes an archdiocesan pastoral council whose principal role was to promote dialogue and collaboration among priests, religious and laypersons in the furtherance of the goal. Through such collaboration, a vision for the Church of Cape Town and a pastoral plan began to emerge.**

**In essence, the archdiocesan 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 Christian life within the local Church. Its representative nature, strongly committed to a spirit of consultation and consensus, ensures that every voice be heard. With its members united around the diocesan bishop, the council provides an effective way for the people of God to hear God's word spoken through fellow Christians and offers a means for all the faithful 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 current pastoral plan produced by the synod.<sup>[2]</sup>**

**Working closely with each parish, the archdiocesan pastoral council will determine the most pressing pastoral issues identified by the synod and, guided by the Holy Spirit, will study and address those issues to facilitate implementation at parish and diocesan level.**

## **ARTICLE I - NAME**

The name of this body shall be the Archdiocesan Pastoral Council (APC) of the Archdiocese of Cape Town, hereafter the archdiocese.

## **ARTICLE II - ROLE OF THE ARCHDIOCESAN PASTORAL COUNCIL**

In accordance with the norm of law, the council has a consultative vote; its role is to collaborate with the diocesan bishop in an advisory capacity in the pastoral mission of the diocese. However, while the diocesan bishop is not bound to follow the advice given by the council, 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 III - PURPOSES OF THE ARCHDIOCESAN PASTORAL COUNCIL**

The archdiocesan pastoral council, henceforth referred to as the ‘APC’, has the following purposes:

Section 1 - As the principal planning body for matters of pastoral concern and all that involves the life and mission of the local Church, to function as a forum for dialogue through which all members of this local Church, by way of their representatives, participate in the discussion concerning the more important pastoral issues facing the Church and the formulation of a uniform approach for the implementation of measures to address them.

To this end, to consider proposals from and to work closely with the parish pastoral councils, (hereafter, the “PPC”), in implementing the archdiocesan pastoral plan (hereafter, the pastoral plan) formulated by the diocesan synod, so that the pastoral welfare of all the faithful in the archdiocese may be advanced as effectively as possible and a sense of ecclesial community be promoted and enhanced. As such, the APC is the primary body for the ongoing development of a vision for the local Church, reflecting the “signs of the times”, and for the practical implementation of the pastoral plan, with long and short-term goals.

## **ARTICLE IV - MEMBERSHIP OF THE APC**

Section 1 - Ex officio members of the APC shall be:

**the coadjutor/auxiliary bishop(s)**  
**the vicar(s) general**  
**episcopal vicars**  
**two representatives of the College of Deans**  
**the director of the centre for pastoral development**  
**the chairperson of the council of deacons**  
**the chairperson of the council of consecrated persons**  
**the chairpersons of each PPC**

Section 2 - Should the chairperson of a PPC be unable to attend a meeting of the APC, the vice-chairperson must be notified of the date and agenda of the meeting and be called upon to attend the meeting. The chairperson who is unable to attend the meeting shall notify the secretary of the APC of the name of the alternate.

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

No person is to be a member of the APC in more than one capacity.

#### **ARTICLE V - OFFICERS OF THE APC**

The officers of the APC shall be the president, the chairperson, the vice-chairperson and the secretary.

Section 2 - The archbishop shall be the president of the APC. He shall preside over meetings of the APC and, particularly through his role on the executive of the council, shall oversee the work of the council. In consultation with the other officers of the council, he shall convoke it and prepare an agenda for forthcoming meetings. Together with the members of the executive, he is responsible for the planning and organisation of meetings of the council, for ensuring their smooth functioning and for furthering and co-ordinating the work and activities of the council.

Section 3 - The offices of the APC will be elected by the executive, subject to confirmation and ratification by the archbishop, who shall then appoint the officers for a three-year period.

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

Section 5 - The vice-chairperson shall fulfil the role of the chairperson in his/her absence.

The secretary shall notify all members of scheduled meetings of the council and the executive, record the proceedings, distribute the minutes, maintain the records of the council and the executive and be responsible for any necessary correspondence.

#### **VI - TERMS OF OFFICE OF MEMBERS OF THE APC**

**Ex-officio** members of the APC serve on the council for an indefinite number of terms for as long as they retain their office.

Elected and co-opted members 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 three-year period should elapse prior to re-appointment or re-election. Notwithstanding this, should any member have a special expertise, he/she may be co-opted to serve on the council after the expiry of two consecutive

terms.

The appointed officers of the APC, i.e., the chairperson, the vice-chairperson, and the secretary, shall have a three-year term of office and shall be eligible for re-appointment for only one further period of three years. A three-year period should elapse prior to re-appointment.

#### **ARTICLE VII - MEETINGS OF THE APC**

Section 1 - The APC shall meet three times a year in the months of May, August and November, unless otherwise determined by the archbishop. The exact determination as to when the council shall meet during these months shall be at the sole discretion of the archbishop. Prior to each meeting of the council, members shall receive from the secretary of the council at least fourteen days written notice of the meeting together with an agenda.

The council may also meet at the request of at least half of the members of the council, or even at the request of any member of the council, provided in such an instance that the archbishop has considered the request and deems a meeting necessary.

A simple majority of the members of the council (i.e. half plus one) shall constitute a quorum.

- Any priest who is domiciled in the archdiocese of Cape Town and wishes to attend a meeting of the council is to be admitted, subject to the condition that he is not eligible to vote.

#### **ARTICLE VIII - THE EXECUTIVE OF THE APC**

The following shall constitute the executive of the council:

- co-adjutor/auxiliary bishop(s);
- two priest representatives elected from and by the priests who are members of the APC;
- four layperson representatives to serve for a three-year term to be elected from the membership of the outgoing APC by the laypersons who are members of the APC.

The nomination and election process in respect of the priests and laypersons who shall be members of the executive shall proceed under the direction of the senior dean by date of ordination and two scrutineers nominated by the council. The nomination and election process shall be by secret ballot or by show of hands as the meeting may determine at the first meeting of every three-year cycle. Those members of the council who have been nominated and who have agreed to make themselves available for election shall be deemed as candidates for election. In each instance, in the case of a tie, the outcome of the election shall be determined by lot.

## **ARTICLE IX - MEETINGS OF THE EXECUTIVE**

**Section 1 - The executive shall meet at least three times a year.**

**The chairperson of the APC shall chair the meetings of the executive and facilitate the smooth running of such meetings.**

**A simple majority of the members of the executive (i.e. half plus one) shall constitute a quorum.**

**Section 4 - All decisions of the executive shall be by consensus.**

## **ARTICLE X - COMPETENCE OF THE EXECUTIVE**

**Section 1 - The members of the executive, under the direction of the president, shall plan and organise the meetings of the APC and, as they deem appropriate, may invite any persons to address meetings of the council.**

**Section 2 - The executive may perform any task which it may deem necessary for the proper performance of any of its duties.**

**The archbishop, having heard the chairperson, the vice-chairperson and the secretary of the APC, may co-opt to the executive any person whom he considers to have a certain expertise beneficial to the work of the council.**

## **ARTICLE XI - REPORT BACK AFTER A MEETING OF THE APC**

**At the PPC meeting which takes place following a meeting of the APC, the PPC shall receive a report from the chairperson of the PPC concerning the matters discussed at the meeting of the APC and the resolutions taken.**

**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 PPC is to comply in whatever way it can with all requests made by the APC, especially in all that concerns the implementation of the pastoral plan.**

**It shall be the responsibility of the chairperson of the PPC to ensure (by whatever means is deemed appropriate) that each member of the PPC is familiar with the role and purpose of the APC.**

## **ARTICLE XII - THE VACANCY OF A SEAT OF AN ELECTED/APPOINTED/CO-OPTED/ EX OFFICIO MEMBER OF THE APC, AND THE VACANCY OF A SEAT ON THE EXECUTIVE**

**Section 1 - The vacancy of a seat of an elected member of the APC through resignation, death, incapacitation for a period longer than three months, absence without good cause**

for two consecutive meetings, dismissal, or permanent departure from a parish represented by that member, shall be filled through election at a subsequent meeting of the APC which had initially elected the member to represent it.

ction 2 - The vacancy of a seat of a co-opted member of the APC through resignation, death, incapacitation for a period longer than three months, absence without good cause for two consecutive meetings or dismissal shall be filled, if deemed necessary, by a further co-option by the president, having heard the other members of the executive of the council.

ction 3 - The vacancy of a seat of an ex officio member of the executive occurs through the loss of the particular office which formed the basis of his/her membership, through his/her resignation, death, incapacitation for a period longer than three months, absence without good cause for two consecutive meetings or dismissal.

- The vacancy of a seat of an elected member of the executive occurs through his/her resignation, death, incapacitation for a period longer than three months, absence without good cause for two consecutive meetings or dismissal

- The archbishop, having heard the chairperson, the vice-chairperson, and the secretary of the council, may fill such a vacancy by co-opting any member of the council to the executive until the next meeting of the council at which time an election shall be held. The person subsequently elected shall hold office for the remainder of the three-year term of office of the person he or she is replacing.

#### **ARTICLE XIII - SUSPENSION OR DISSOLUTION OF THE COUNCIL**

The archbishop may suspend the activities of the APC or dissolve the council if, in his opinion, it is not fulfilling its purpose as specified in article II of these Statutes, or if it has become a source of disunity in the archdiocese, even if this has occurred without serious fault on its part.

If, for any reason, a simple majority of the members of the APC tender their resignation at the same time, the council shall be deemed dissolved; in such circumstances, the archbishop, in consultation with the chairperson of the outgoing council shall, without undue delay, initiate a process for the establishment of a new council.

#### **ARTICLE XIV - DISMISSAL OF A MEMBER OF THE ARCHDIOCESAN PASTORAL COUNCIL**

Having heard the chairperson, the vice-chairperson, and the secretary of the council, the member concerned and any other member of the council as may be deemed necessary, the archbishop may, after careful consideration, dismiss a member of the council if, in his opinion, the member is not fulfilling his or her role as specified in

**Article II of these Statutes or, if the member concerned has become a source of disunity in the council.**

**The decision of the archbishop to dismiss such a member of the council is final.**

#### **ARTICLE XV - LANGUAGE POLICY**

**The executive shall take all reasonable steps to address the different language needs within the local Church at meetings of the council.**

#### **ARTICLE XVI - AMENDMENT TO AND INTERPRETATION OF THESE STATUTES**

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

**tion 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.**

**These Statutes shall be adopted upon the approval of the archbishop.**

#### **ARTICLE XVII - THE COMING INTO FORCE OF THESE STATUTES**

**These Statutes which replace the previous Statutes dated May 24, 2013, are to become effective as from June 29, 2019, the solemnity of Saints Peter and Paul..**

**Given at Cape Town, this 29<sup>th</sup> day of June, 2019.**

**+Stephen Brislin  
ARCHBISHOP OF CAPE TOWN**

**Father Michael Clement SAC  
Chancellor**

**[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.**

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