



Archdiocese of Cape Town

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**STATUTES  
FOR THE  
ARCHDIOCESAN  
PASTORAL COUNCIL**

**MARCH 2022**

## **PREAMBLE**

Following the Second Vatican Council's call to all Christians to exercise joint responsibility for the life and ministry of the Church, the Archdiocesan Pastoral Council (hereinafter, the "APC") is the forum for the effective collaboration of the clergy and laity and their participation in the mission of the church, and in a particular way, the diocese in which they reside.

All pastoral activity must always be viewed in the light of the great commission (Matthew 28.19-20) and the great commands (Matthew 22:37-39). To live lives of love and to seek to bring others to the knowledge and love of Christ is the responsibility of all the baptised. The APC is tasked with the fulfilment of these commands in the context of the local church.

The rights and duties of lay persons to participate in the APC are founded in the graces received in baptism and confirmation and, consequently, in their shared responsibility for evangelisation in the Church. Accordingly, the APC must be strongly committed to a spirit of consultation and consensus.

In accordance with the norm of law, the APC has a consultative vote; its role is to collaborate with the Archbishop in an advisory capacity in the pastoral mission of the archdiocese. However, while the Archbishop is not bound to follow the advice given by the APC, 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).

With its members united around the Archbishop, 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 as detailed in the SACBC and Archdiocesan Pastoral Plans.

Working closely with each parish, the APC will determine the most pressing pastoral issues as found in these plans and, guided by the Holy Spirit, will study and address those issues to facilitate implementation at parish and archdiocesan level.

The activity of the APC is governed by the Code of Canon Law (cf. Canon 511) and the provisions of these statutes, under the leadership of the Archbishop.

Therefore, the present Statutes are hereby promulgated.

## **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 – PURPOSES**

The APC has the following purposes:

Section 1 – To be 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(s) adopted by the archdiocese, with long and short-term goals.

Section 2 - To be the principal planning body for matters of pastoral concern and all that involves the life and mission of the local Church.

Section 3 - To function as a forum for dialogue through which all members of the local Church, by way of their representatives, participate in discussions concerning the pastoral issues facing the Church to formulate a uniform approach for the implementation of measures to address them.

Section 4 - To consider proposals from and to work closely with the Parish Pastoral Councils, (PPC’s), in implementing the pastoral plan(s), 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.

Section 5 - To work closely with the Centre for Pastoral Development in achieving all of these purposes.

## **ARTICLE III – MEMBERSHIP OF THE APC**

The Archbishop is not a member of the council whose role is to advise him. Accordingly, when the members of the APC vote on an issue, he shall not participate in the voting process

Membership of the APC shall consist of the following:

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

- the coadjutor/auxiliary bishop(s)
- the vicar(s) general
- the episcopal vicar for pastoral development
- two representatives of the College of Deans
- the chairperson of the council of deacons
- the chairperson of the council of consecrated persons
- the chairpersons of each PPC
- the child safeguarding office of the Archdiocese or representative

Section 2 - Should the chairperson of a PPC be unable to attend a meeting of the APC, s/he must notify the vice-chairperson of the PPC of the date and agenda of the meeting. The vice-chairperson should attend the APC meeting on behalf of the parish. 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 Archbishop/APC may co-opt any other person(s) for a specific purpose; such co-opted members are not entitled to a vote.

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

#### **ARTICLE IV – TERMS OF OFFICE**

Section 1 - Ex-officio members of the APC serve on the council for an indefinite number of terms for as long as they retain their office.

Section 2 - Co-opted members of the council shall have a three-year term and shall be eligible respectively for re-appointment for only one further period of three years. A three-year period should elapse prior to re-appointment. 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.

Section 3 - The elected members of the executive shall have a three-year term of office and shall be eligible for re-appointment for only one further period of three years. After which, a three-year period should elapse prior to re-appointment.

#### **ARTICLE IV – ROLES ON THE APC**

Section 1 - 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 rest of the executive, he shall convoke it and prepare an agenda for forthcoming meetings.

Section 2 - The following shall constitute the executive of the APC:

- the Archbishop
- the co-adjutor/auxiliary bishop(s) and/or vicar general;
- the episcopal vicar for pastoral development

- four lay representatives to serve for a three-year term and are elected from the membership of the outgoing APC by the laypersons who are members of the APC.

## **ARTICLE V - NOMINATION AND ELECTION OF THE EXECUTIVE**

Section 1 - The nomination and election process in respect of the laypersons who shall be members of the executive shall proceed under the direction of the episcopal vicar for Pastoral Development and two scrutineers nominated by the council.

- This process shall be by secret ballot or by show of hands as determined 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.

Section 2 - The chairperson, the vice-chairperson and the secretary shall be elected from the Executive by simple majority of the members of the APC at its first meeting in any three-year cycle, subject to confirmation and ratification by the Archbishop, who shall then appoint them for a three-year period.

Section 3 - The chairperson, vice-chairperson and secretary shall be lay-persons

Section 4 - 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 VI - RESPONSIBILITIES 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 ensure their smooth functioning and for furthering and co-ordinating the work and activities of the council.

Section 2 - They may, as they deem appropriate, invite any persons to address meetings of the council.

Section 3 - The executive may perform any task which it may deem necessary for the proper performance of any of its duties.

Section 4 - 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.

Section 6 - 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.

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

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

Section 2 - The chairperson of the APC shall chair the meetings of the executive and facilitate the smooth running of such meetings.

Section 3 - 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 VIII - MEETINGS OF THE APC**

Section 1 - The APC shall meet three times a, 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.

Section 2 - 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, that the Archbishop has considered the request and deems a meeting necessary.

Section 3 - A simple majority of the members of the council (i.e. half plus one) shall constitute a quorum.

Section 4 - 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 XI - REPORT BACK AFTER A MEETING OF THE APC**

Section 1 - 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.

Section 2 - 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.

Section 3 - 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 – VACANCIES**

Section 1 - The vacancy of a seat of an ex officio member of the occurs through the loss of the particular office which formed the basis of his/her membership, resignation, death, incapacitation for a period longer than three months, absence without good cause for two consecutive meetings or dismissal and shall be filled by the successor-in-office of the member concerned.

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

Section 3 - 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**

Section 1 - 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.

Section 2 - 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 APC**

Section 1 - 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.

Section 2 - 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**

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 shall be adopted upon the approval of the Archbishop.

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

These Statutes which replace any previous Statutes are to become effective as from the Solemnity of the Annunciation, 25 March 2022

Given at Cape Town, this day 25<sup>th</sup> day of March 2022

+Stephen Brislin  
**Archbishop of Cape Town**

Father Michael Clement SAC  
**Chancellor**